

# MINUTES – GNPC Meeting



Date: 6<sup>th</sup> April 2021

Venue: on-line via zoom

Present: Cllr Mark Bloomfield (MB), Cllr Bob Waters (BW), Cllr Jo Beavis (JB) from item 60421.4, Sara Moutard (SM)

Also present: Cllr Tricia Edwards from item 60421.5 (+ no members of the public)

Apologies: none

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

#	Item/Description	Action	By who
60421.1	Registration & Apologies for absence  Chair welcomed all participants.  Chair drew everyone's attention to the meeting being audio recorded under the Openness of Local Government Regulations, 2014		Info
60421.2	Public Participation Session  No members of the public were present.		Info
60421.3	Minutes of the GNPC meeting 2 <sup>nd</sup> March 2021 were to be considered as a true reflection. BW proposed that the minutes be accepted, MB seconded, MB & BW were in favour, SM - abstained – resolution passed.		Info
60421.4	GNPC  With Tony Strudwick stepping down for the time being, MB has highlighted that the GNPC may need to increase its' number. MB has spoken to individuals within the village that might be suitable & will update the GNPC as/when/if they get more involved in the project.  MB has also requested that committee members feed back names of any additional people that might want to be involved.		Info
60421.5	Update – Business Survey  Business survey closed at 31 <sup>st</sup> March 21. Total no. of responses – 47 (out of 122 surveys distributed). 36 responses had been completed on-line & 11 paper versions had been returned using the stamped addressed envelopes provided.		Info



	<p>Note: Royal mail had returned 2 distributed surveys as ‘not known at address’ – Business database has been updated accordingly.</p> <p>Not all responders had answered every question. On the on-line survey, a non-answer defaulted to a negative response and had skewed the analysis of the results. This meant that the responses had to be individually assessed for data retrieval leading to a delay in the collation of the data from the survey. Also, 2 questions (&amp; the answers) differed from the online to paper survey and this would also have to be assessed during the analysis of the results.</p> <p>MB explained that the raw data will be available for preview by the end of the week (w/e 11<sup>th</sup> April 21) &amp; distributed to GNPC members for comment.</p> <p>Some ‘key employers’ had not responded to the survey. MB &amp; JB will contact them to get some feedback.</p> <p>Other ‘key employers’ will be contacted to discuss their responses in more detail to give a more detailed overview of the future of these businesses within Gosfield.</p> <p>MB proposed that the timescales for work as follows:</p> <ul style="list-style-type: none"> <li>• Distribute raw data to GNPC by w/e 11<sup>th</sup> April 21 &amp; to Parish Council by 14<sup>th</sup> April 21.</li> <li>• Publish raw data on dedicated website from 20<sup>th</sup> April 21</li> <li>• Contact &amp; meet with ‘key employers’ by end July 21.</li> <li>• Collate additional business stakeholder comment &amp; response including BDC, business networking groups etc. by end Sept. 21.</li> <li>• Provide full analysis, report &amp; possible recommendations by end Oct. 21</li> </ul> <p>MB - proposed (above), JB – seconded, all in favour – resolution passed.</p>	<p>MB will present raw data to GNPC – by 11<sup>th</sup> April 21</p>	<p>MB</p> <p>MB/JB (&amp; SM)</p>
<p>60421.6</p>	<p>Update - Designation</p> <p>Further to our application for Gosfield Parish to be formally designated as a Neighbourhood Area sent to BDC on 16<sup>th</sup> March 21, receipt &amp; decision by Braintree District Council was confirmed &amp; accepted on 19<sup>th</sup> March 21.</p> <p>We now have a formal designation for our Plan and details of statutory progress will be posted on the BDC website.</p>		<p>Info</p>
<p>60421.7</p>	<p>Work Stream Updates</p> <p>Discussions took place regarding the ‘Housing’ section of the Plan &amp; with Tony Strudwick stepping down it was suggested that, whilst this section required much collaboration with all members of the GNPC, that SM &amp;</p>		<p>Info</p>



	<p>BW would lead this area with JB inputting from a Local Plan &amp; BDC viewpoint. MB – proposed, BW – seconded, all in favour – resolution passed</p>		
60421.8	<p>Update on progress towards STAGE 1 (STAGE 1 – Project Plan, Communications Strategy, Funding Strategy)</p> <p>MB has updated the Project Plan and has saved it to the shared drive and uploaded it to the shared One Drive.</p> <p>Stage 1 – Progress to Designation – Now Complete.</p> <p>Funding Strategy – Awaiting for update from Jan Stobart regarding the funding process (being updated). It is likely that a funding application won't be in place for Parish Council approval until the 17<sup>th</sup> May 21 meeting. MB to continue to liaise with Jan Stobart &amp; investigate likely costs areas and quotes. Funding/budget information will be shared with GNPC members as updates occur.</p> <p>Communications Strategy – MB to compile a time-line of communications up until end October 21.</p> <p>Stage 2 – Initial Consultation – to be completed by Dec.21, Draft Plan by end January 22 (ready for submission)</p>	<p>MB to work up a 'budget' for Stage 2 of the project</p> <p>MB to compile/share comms time-line with GNPC asap</p>	<p>Info</p> <p>MB</p> <p>MB</p>
60421.9	<p>Update – Dedicated website (<a href="http://www.gosfieldneighbourhoodplan.co.uk">www.gosfieldneighbourhoodplan.co.uk</a>)</p> <p>The website went 'live' on 31<sup>st</sup> March 21. A QR code has been set up to accompany all communications (where possible) We have received 2 contacts via the website already (request for information) Updates can take place all of the time Updates of information/photos etc will be posted regularly with the correct permissions/accreditations</p> <p>The GNPC Facebook page will be linked to the home page of the website when communications activity ramps up before the public engagement events.</p>	<p>MB to maintain website until next meeting of GNPC (4<sup>th</sup> May 21)</p> <p>MB to complete the setting up of NP Facebook page</p>	<p>Info</p> <p>MB</p> <p>MB</p>
60421.10	<p>Community/Local Groups &amp; Organisations</p> <p>MB &amp; SM have compiled a letter/newsletter to the leaders of these organisations &amp; groups. The draft letter/newsletter will be distributed to GNPC members for comment/feedback.</p> <p>MB proposed that this 'letter/newsletter' be distributed to the Community Group database after review of database by MB &amp; SM</p>	<p>MB to distribute draft letter to GNPC</p>	<p>MB/SM</p>



60421.11	<p>Main 'Questionnaire'</p> <p>Further discussions were had on the following areas based on a 'Discussion' document compiled by TS:</p> <ul style="list-style-type: none"> <li>• Size, no. of questions, length</li> <li>• Format</li> <li>• Tick box vs comment</li> <li>• What policy areas may be prioritised</li> <li>• Broader areas/topics for information gathering</li> <li>• Young people – same questionnaire? Separate questionnaire? Event driven?</li> <li>• Possible inducements</li> </ul> <p>It was re-emphasised that the public engagement events will also drive the content of the questionnaire.</p> <p>MB will work on the format provided by Tony Strudwick adding in feedback/comment and will distribute for discussion.</p> <p>The GNPC agreed it would continue to consider the examples &amp; would feedback to MB for further discussions at subsequent GNPC meetings.</p> <p>Next meeting – Review feedback &amp; suggestions</p>	<p>MB will distribute amended questionnaire for discussion</p>	<p>Info</p> <p>MB</p>
60421.12	<p>'Drop-In' Events (24<sup>th</sup>, 26<sup>th</sup> &amp; 28<sup>th</sup> June 21)</p> <p>MB has requested as much attendance as possible from GNPC.</p> <p>MB explained that the communications strategy will include the publicity surrounding these events.</p> <p>MB suggested that the Covid-19 Risk Assessment be reviewed in line with Government advice (mid-June) and ensure that any safety mitigation is made for these events.</p>		<p>Info</p> <p>Info</p>
60421.13	<p>Expenditure Update &amp; Accounts</p> <p>No update from last meeting</p> <p>MB was appointed as Treasurer. MB – proposed, BW – seconded, all in favour – resolution passed</p>	<p>MB to update at monthly GNPC meetings</p>	<p>Info</p> <p>MB</p>
60421.14	<p>Items for next agenda –</p> <ul style="list-style-type: none"> <li>• Appoint webmaster</li> <li>• Review feedback/suggestions for 'Main Questionnaire'</li> <li>• Review &amp; consider budget &amp; funding application</li> </ul>		<p>Info</p>

# MINUTES – GNPC Meeting



60421.15	Confirmation of date of next meeting  Next GNPC Meeting confirmed - Tuesday 4 <sup>th</sup> May 21 at 7pm via zoom  NB. Also confirmed provisional date of Tuesday 1 <sup>st</sup> June 21 at 7pm via zoom for AGM for GNPC		Info
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Meeting ended at 8.23pm

Signed by Chairman:

Date: 4<sup>th</sup> May 2021