



Date: 7th April 2022
Venue: The Pavilion, Church Road, Gosfield CO9 1TL
Present: Cllr Mark Bloomfield (MB), Cllr Sara Moutard (SM), Richard Edwards (RW)
Also present: 0 members of the public
Apologies: Tony Strudwick (TS)

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

Cllr Moutard took the Chair for agenda items 7.422.1 and 7.442.2.

#	Item/Description	Action	By who
70422.1	Registration & Apologies for absence Apologies for absence were received from Tony Strudwick. Chair made note that the meeting was not being voice recorded.		Info
70422.2	Election / appointment of new Chair Cllr Bloomfield to be appointed Chair – proposed Cllr Moutard, seconded Richard Edwards – AGREED Cllr Bloomfield took the chair for the rest of the meeting.		Info
70422.3	Declarations of Interest None were declared		
70422.4	Public Participation Session No members of the public were present		Info
70422.5	Minutes It was noted that minutes of the meeting on the 7 th December 2021 and notes from the informal meeting held on 1 st March 2022 were not yet available. They will be presented to the next meeting.		MB
70422.6	Workstream Updates: - Designation – MB – completed - Engagements and Communications – MB – It would be good to have more volunteers involved with the project but it is unclear at this stage what they may be able to do. An article was included in the April Grapevine – no feedback received. - Community / Local Groups and Organisations – SM/MB - Many have been spoken to informally.		Info



	<ul style="list-style-type: none"> - Housing – Design supported by the technical support package. To be taken forward by Tony Strudwick with Cllr Waters. Change initials. - Business and Community – Business survey completed. Further engagement will be planned when full analysis of the Residents Survey has been conducted - Environment and Green Space – JB – Data analysis will inform way forward. - Infrastructure and Amenities – SM – data analysis will inform way forward - Project management - MB – Ongoing. All supporting paperwork to be kept in the filing cabinet in the pavilion - Strategy – ALL - ongoing - E-presence – MB – Tony Strudwick assisting – add initials to future agendas - Local Plan Updates – JB – no update available - History and statistical analysis – BW – agreed that SM will contact BDC to find out when the results of the 2021 Census will be available <p>UPDATE: Office for National Statistics advises that initial 2021 Census results will be published in early Summer 2022</p>		SM
70422.7	<p>Update on Progress towards STAGE 2 –</p> <ul style="list-style-type: none"> - Project tasks and timescale discussed as follows: <p>June PC meeting – PC to receive results of data analysis and initial recommendations</p> <p>Early July – community events to be held</p> <p>July PC meeting – community feedback from events and recommendations to go into the Plan</p> <p>July to October – Plan writing underway</p> <p>October PC meeting – PC to receive first draft of Plan and suggest amendments</p> <ul style="list-style-type: none"> - Review Communications Strategy – Focus to be on social media and website - Funding Status – unspent grant funding for 2021/22 financial year to be refunded. Grants to be applied for 2022/23 financial year (RE). MB to provide RE with all financial paperwork and liaise re reports to grant funders and amounts spent to date etc. 		MB/RE
70422.8	<p>Residents Survey – Update</p> <p>Survey data entry being undertaken – more resource needed.</p> <p>Following discussion about the time that it is taking to input the data it was proposed by SM, seconded by RE and AGREED that funding be applied for and, if awarded, be allocated at a rate of £15 per hour for 40 hours for data entry and that Mrs Ripper be approached to carry out this work. She will engaged as a consultant and will need to submit an invoice. Cllr Bloomfield declared a non-pecuniary interest in this item.</p>		



70422.9	Technical Support Package Grant funding to be re-applied for. MB to draft application and pass to RE. Tony Strudwick to lead on this piece of work forward if grant funding is received.		MB/RE
70422.1 0	Dedicated website – Update & Review Website to be updated. TS and MB to take forward		
70422.1 1	Expenditure Update & Accounts All financial information and paperwork has been passed to RE who will be updating the accounts and taking forward on an ongoing basis.		Info
70422.1 2	Items for next agenda – <ul style="list-style-type: none">• Updates on all of the above		Info
70422.1 3	Confirmation of next meeting – Tuesday 10 th May 2022 at 7pm in the Pavilion		Info

Meeting ended at 7.55pm

Signed by Chairman:

Date: 10th May 2022