

MINUTES – GNPC Meeting



Date: 10th August 2020

Venue: Playing Field

Present: Cllr Jo Beavis (JB), Cllr Mark Bloomfield (MB), Tony Strudwick (TS), Cllr Bob Waters (BW)

Apologies: Cllr Sara Moutard (SM)

#	Item/Description	Action	By who
	<p>“Committee”</p> <p>It was confirmed and agreed that the 5 members of the GNPC are as follows and their roles:</p> <ul style="list-style-type: none"> • Mark Bloomfield (Chair) • Sara Moutard (Vice-chair) • Tony Strudwick (Treasurer) • Jo Beavis • Bob Waters <p>NB. These roles will be appointed & agreed at the 1st meeting of the GNPC after the Parish Council’s AGM every May.</p> <p>Minutes of this first meeting will be published on the Parish Council website after the committee has formally been approved at the full Parish Council meeting on 17th August 2020.</p> <p>All subsequent meetings will be open to the public, agendas and minutes will be published in the way set out in the terms of reference and standing orders.</p>	<p>Parish Council to ratify the creation of the committee and the appointment of its’ officers</p>	<p>Parish Council</p> <p>MB/Diane</p> <p>MB/Diane</p>
	<p>Terms of Reference</p> <p>It was agreed to put the Terms of Reference for the GNPC to the Parish Council for ratification. Copies of the Terms of Reference were distributed to all councillors on 19th July by email.</p>	<p>Parish Council to ratify the Terms of Reference for the GNPC</p>	<p>Parish Council</p>
	<p>Assignment</p> <p>It was agreed that the following work streams will be lead by the following committee members:</p> <ul style="list-style-type: none"> • Designation – MB • Engagement & Communications – MB • Community/Local Groups & Organisations – SM • Housing inc. Type/Design/Style/Size – TS • Business & Economy – JB • Environment & Green Space – JB • Infrastructure & Amenities – SM • Project Management (inc. evidence co-ordination) – SM 		



	<ul style="list-style-type: none"> • Strategy (political & to maximise outputs) – ALL • E-presence/Social Media – MB • Local Plan Updates – JB/TS • History & Statistical Analysis – BW 		
	<p>Timescale for policy</p> <p>It was agreed that we should aim for the plan policy to last up to 20 years in the knowledge that should we be required to renew the plan in line with BDC's Local Plan, we will have regularly reviewed, updated and amended the plan appropriately. This will reduce the time it would take to consult with the parish.</p>		
	<p>Designation</p> <p>Initial investigations will be made into extending the geographical boundary for the plan to include White Ash Green & Russel's Road.</p>	<p>Liasion with RCCE for advice & with Greenstead Green & Rural Halstead's Parish Council</p>	<p>MB</p>
	<p>Key Helpers/Opinion Formers & Possible Volunteers</p> <p>Several members of the Parish have been identified as being possible volunteers. As little or as much help that can be gained through volunteers, the better.</p> <p>MB has contacted a member of the parish who contacted the Parish Council as a result of the August 20 edition of the Grapevine.</p>	<p>Informally approach all those identified & invite them to come along to 'drop-in' events.</p>	<p>MB</p>
	<p>Communications & Next steps</p> <p>A page on the Parish Council's website will need to be set up & regularly updated with information</p> <p>An official facebook page will also need to be set up and communicate via the various grapevine/village feeds. Develop initial Facebook post schedule (to commence by end August)</p> <p>Suggested dates for 'drop-in' events need to be booked into the Pavillion:</p> <p>Thursday 24th September 20 at 7.30pm Saturday 3rd October 20 at 10.30am Monday 5th October 20 at 2.30pm</p>	<p>Liaise with Diane to formulate the best way of doing this.</p> <p>Draft a social media policy to be adopted by the Parish Council and to form part of Standing Orders. Liaise with Diane/research through EALC & NALC</p> <p>Dates to be booked with PFMC</p>	<p>MB</p> <p>MB/Parish Council</p> <p>MB</p>

MINUTES – GNPC Meeting



	<p>'Drop-in' events to be advertised from beginning of September</p> <p>Parish Plan. The research, questionnaires, data gathered and plan produced will help us formulate our initial planning for community engagement. It will also form part of the evidence bank.</p> <p>Logo. A logo should be used to identify the work carried out on the Neighbourhood Plan and not logos/images already used by the Parish Council. Not only will this help to ensure that the Neighbourhood Plan looks as though it's not the 'day-to-day' business of the Parish Council, but will help create a brand image that will assist with community awareness & engagement</p>	<p>Flyers to be designed & printed. Distribution of flyers – beginning of Sept & end of Sept</p> <p>All information/data/research to be sought & re-distributed to committee members</p> <p>Ideas/suggestions to be formulated</p>	<p>MB</p> <p>TS/BW</p> <p>ALL</p>
	<p>Next Meeting</p> <p>Tuesday 1st September 20 at 6pm. (Venue tbc – notification of public meeting by 26th August)</p>	<p>Meeting to be arranged in accordance with the Terms of Reference</p>	<p>MB</p>

Approved at GNPC Meeting 1st September 2020

Item # 1920.4

Signed by Chairman:

Date: 1st September 2020