

MINUTES – GNPC Meeting



Date: 1st December 2020
 Venue: on-line via zoom
 Present: Cllr Bob Waters (BW), Cllr Mark Bloomfield (MB), Tony Strudwick (TS)
 Also present: none (+ no members of the public)
 Apologies: Cllr Jo Beavis (JB), 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 |
|---------|--|---|----------------|
| 11220.1 | Registration & Apologies for absence Chair welcomed all participants. Chair drew everyones attention to the meeting being audio recorded under the Openness of Local Government Regulations, 2014 | | Info |
| 11220.2 | Public Participation Session No members of the public were present | | Info |
| 11220.3 | Minutes of the last GNPC meeting 3 rd November 2020 were considered as a true reflection of the meeting. MB proposed that the minutes be accepted, TS seconded, all were in favour – resolution passed Minutes of the Interim GNPC meeting 12 th November 2020 were considered as a true reflection of the meeting. TS proposed that the minutes be accepted, BW seconded, all were in favour – resolution passed | | Info |
| 11220.4 | Update – Business & Economy <ul style="list-style-type: none"> • Business Approach letter – finalised • Business survey finalised • On-line business survey finalised & published (The on-line survey has been thoroughly tested, but should there be any amendments required, a new survey can be set up in it's place) • Letters & surveys to be sent w/c 7th December 20. | MB to send Clerk the link to the business survey for the Parish Council website | Info MB |
| 11220.5 | Update - Designation No update | | Info |

MINUTES – GNPC Meeting



| | | | |
|----------|---|---|-------------------|
| 11220.6 | <p>Work Stream Updates</p> <p>Communications – update for Grapevine has been published Management – DPP Questionnaires have been sent to all members of the GNPC</p> | | Info |
| 11220.7 | <p>Update on progress towards STAGE 1 (STAGE 1 – Project Plan, Communications Strategy, Funding Strategy)</p> <p>No update</p> <p>Project Plan still requires updating and re-uploading to shared drive (carried over from November meeting)</p> | MB to update Project Plan | MB |
| 11220.8 | <p>Update – Dedicated website</p> <p>The website has been created – www.gosfieldneighbourhoodplan.co.uk It currently remains in an editing function within the GoDaddy website and has not been published. When the site is ready to be published an announcement will be made. Currently MB & TS have been set up with admin protocols that enable editing. 2 new email addresses have been set up & are live:</p> <ul style="list-style-type: none"> • info@gosfieldneighbourhoodplan.co.uk • tony@gosfieldneighbourhoodplan.co.uk <p>Aim to get website fully up & running by mid-January 21.</p> | MB & TS to design/edit & publish new website | Info MB/TS |
| 11220.9 | <p>Next Steps – January 2021</p> <ul style="list-style-type: none"> • Communications with local community groups to increase number of key stakeholders • Design & publish 1st newsletter • Estimate & tentatively schedule ‘Drop-in’ Public events (Feb/March ???) • Consider the basic structure of the main ‘resident’ questionnaire using the Parish Plan as a base. Note: this can only be finalised after the public events have taken place, but some of the initial ‘groundwork’ can be undertaken | | Info ALL |
| 11220.10 | <p>Expenditure Update</p> <p>TS has set up an accounting system which will be available to view for all members of the GNPC on the Shared drive.</p> <p>When official application has been progressed, a budget will be created for the project in-line with grant funding availability</p> | MB to confirm & send TS all invoices received to date | TS/MB |

MINUTES – GNPC Meeting



| | | | |
|----------|--|--|------|
| | | | |
| 11220.11 | Items for next agenda - No specific items were requested | | Info |
| 11220.12 | Confirmation of date of next meeting Next GNPC Meeting confirmed - Tuesday 5 th January 21 at 7pm via zoom | | Info |

Meeting ended at 7.39pm

Signed by Chairman:

Date: 2nd February 2021