

MINUTES – GNPC Meeting



Date: 2nd February 2021
 Venue: on-line via zoom
 Present: Cllr Mark Bloomfield (MB), Tony Strudwick (TS), Cllr Bob Waters (BW)
 Also present: Cllr Tricia Edwards (+ 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
20221.1	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
20221.2	Public Participation Session No members of the public were present		Info
50121.3 & 20221.3	Minutes of the GNPC meeting 1 st December 2020 to be considered as a true reflection. BW proposed that the minutes be accepted, TS seconded, all were in favour – resolution passed Minutes of the last GNPC meeting 5 th January 2021 to be considered as a true reflection. MB proposed that the minutes be accepted, TS seconded, all were in favour – resolution passed		Info
20221.4	Update – Business Survey 27 responses to online survey 9+ unknown number of written responses. Responses online have to be analysed and analysis will be distributed at earliest opportunity. So far 20/27 responses have been fully completed with 7/27 partially completed. The on-line analysis suite is affected by the ‘non-responses’ in the partially completed surveys, defaulting to a negative response. The analysis will re-dress this issue and indicate where no-responses have been made. A ‘reminder’ letter was proposed (circulated before the meeting to the GNPC) and to be distributed at the earliest opportunity. MB proposed, TS seconded, all in favour – resolution passed	MB to send letters out to business database w/c 8 th Feb. 21	Info MB MB

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	MB asked for permission to purchase 54 2 nd class stamps costing £35.10 – MB proposed, TS seconded, all in favour – resolution passed	MB to purchase stamps	MB
20221.5	<p>Update - Designation</p> <p>It has become clear that GG&RHPC have found no interest within their parish to either carry out a Neighbourhood Plan exercise or to get involved with Gosfield's Neighbourhood Plan. It was noted from the GG&RHPC Meeting Minutes – November 20, that they had resolved not to continue pursuing this. MB will continue to liaise with GG&RHPC & other local PC's to update them on Gosfield's progress.</p> <p>MB therefore proposed that the GNPC agree that the Designated Neighbourhood Area for the Neighbourhood Plan will be the parish boundary & to put forward that recommendation to the PC at February's PC meeting 15th February 21. MB proposed, BW seconded, all in favour – resolution passed</p> <p>MB also said that he would continue to liaise with Jan Stobart at RCCE/BDC regarding the official application of the Neighbourhood Plan</p>	<p>MB to circulate to all PC members the proposed 'Designated Neighbourhood Area'</p> <p>MB to ensure that the PC meeting agenda has the 'Designated Neighbourhood Area' decision</p>	<p>Info</p> <p>MB</p> <p>MB</p> <p>MB</p>
20221.6	<p>Work Stream Updates</p> <p>Communications – update for Grapevine to be sent for April edition – it was discussed that in the event of the pandemic restrictions not allowing for the April edition to go ahead, a newsletter will be produced printed and distributed as soon as restrictions allowed, meaning that there would not be a need to wait until the June edition.</p> <p>Community/Local Groups & Organisations – MB discussed beginning to engage with the leaders of these groups, initially by 'letter'. SM has compiled a contact list of these groups and MB will liaise with SM to formulate a 'letter'.</p>	<p>MB to create update for the Grapevine that can also be used in a newsletter format if necessary</p> <p>MB to bring this to next GNPC meeting</p>	<p>Info</p> <p>MB</p> <p>MB</p>
20221.7	<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 (also circulated to GNPC by email). MB aims to update this on a monthly basis to indicate work stream progress & upcoming activity</p>	<p>MB will circulate updated Project Plan prior to each monthly GNPC meeting</p>	<p>Info</p> <p>MB</p>
20221.8	<p>Update – Dedicated website</p> <p>MB & TS will continue to work on website design & content. There has been a slight delay in working on this but will be resolved shortly. MB & TS have scheduled on-line meetings to work on this together</p>		<p>Info</p> <p>TS/MB</p>

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20221.9	<p>Next Steps – January/February 2021</p> <p>Work on the formal application to be undertaken. Possible dates for public events – looking at mid-end May 21. The Parish Plan Questionnaire has been reviewed with suggestions for changes. A Neighbourhood Plan Survey from Cressing has also been suggested as a reference point for this task.</p>		Info
20221.10	<p>Expenditure Update & Accounts</p> <p>Updated accounts are available on the shared drive (also distributed by email to GNPC members). Current expenditure confirmed at £928.51. £689.49 still available out of reserved funds.</p> <p>During the formal application process, an application will be made for grant funding for the Neighbourhood Plan project, ideally before the end of the current financial year.</p>	<p>TS to update at monthly GNPC meetings</p> <p>MB to provide update at next GNPC meeting</p>	<p>Info</p> <p>TS</p> <p>MB</p>
20221.11	<p>Items for next agenda – No specific items were proposed for inclusion.</p>		Info
20221.12	<p>Confirmation of date of next meeting</p> <p>Next GNPC Meeting confirmed - Tuesday 2nd March 21 at 7pm via zoom</p>		Info

Meeting ended at 7.42pm

Signed by Chairman:

Date: 2nd March 2021