

MINUTES – GNPC Meeting & AGM



Date: 6th July 2021

Venue: The Pavilion, Church Road, Gosfield CO9 1TL

Present: Cllr Mark Bloomfield (MB), Cllr Bob Waters (BW), Cllr Sara Moutard (SM)

Also present: 1 member of the public

Apologies: Cllr Jo Beavis (JB)

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/

#	Item/Description	Action	By who
60721.1	Registration & Apologies for absence Chair welcomed all participants. Chair made note that the meeting was not being voice recorded.		Info
60721.2	Election/re-election of officers – Chairman – Cllr Mark Bloomfield Vice-Chair – Cllr Sara Moutard Treasurer – Cllr Mark Bloomfield Webmaster – Cllr Mark Bloomfield Communications Co-ordinator – Cllr Mark Bloomfield GNPC Member – Cllr Jo Beavis GNPC Member – Cllr Bob Waters All officer/member roles were treated en-bloc – All officers & members to remain in post – proposed by BW, seconded by SM – all in favour – Resolution passed.		Info
60721.3	GNPC Policies & Risk Assessments – Approval & re-adoption of the following: <ul style="list-style-type: none"> • GNPC Terms of Reference • Data Protection Policy (as adopted by the Parish Council) • Press, Media & Social Media Policy (as adopted by the Parish Council) • Covid-19 – Public Meetings/activity Risk Assessment All policies & risk assessments were treated en-bloc – All to be approved & re-adopted – proposed by MB, seconded by BW – all in favour – Resolution passed.		Info
60721.4	Schedule for GNPC Meeting Dates – The following dates for GNPC Meetings were approved:		Info

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	<p>2nd August 2021 *** 7th September 2021 5th October 2021 2nd November 2021 7th December 2021 4th January 2022 1st February 2022 1st March 2022 5th April 2022 3rd May 2022 7th June 2022 (& AGM)</p> <p>*** - slight change from the normal first Tuesday. 2nd August 2021 is a Monday – requested change by MB due to family commitments. Proposed by MB, seconded by SM – all in favour – Resolution passed.</p>		
	AGM closed at 7.10pm		
60721.5	<p>Public Participation Session</p> <p>One member of the public was present (hereby referred to as MoP).</p> <p>The Chair proposed that the member of public be able to join in with the discussions as per agenda, seconded by BW – all in favour – Resolution passed.</p>		Info
60721.6 & 10621.6	<p>Minutes of the GNPC meeting 4th May 2021 to be considered as a true reflection. BW proposed that the minutes be accepted, SM seconded, all were in favour – resolution passed</p> <p>Minutes of the last GNPC meeting 1st June 2021 to be considered as a true reflection. MB proposed that the minutes be accepted, seconded by BW - all were in favour – resolution passed</p>		Info
60721.7	Workstream Update – no updates that aren't already agenda'd.		Info
60721.8	<p>Update on Progress towards STAGE 2 –</p> <p>Project Plan had not been update but will be in time for the August meeting.</p> <p>Communications strategy is being followed & will continue to be.</p> <p>Funding application – Confirmation that the GNPC (through the Parish Council) have been awarded a grant for £2,634 in line with the</p>	MB to update project plan	<p>Info</p> <p>MB</p> <p>MB</p>

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	<p>application request. A due diligence & verification process is still to take place. An application to receive technical support has also been granted with the first stage being the creation of a Housing Needs Assessment – MB has already had 2 telephone conference calls regarding this and will update the GNPC on progress in August.</p>	<p>MB to update committee on an ongoing basis</p>	
60721.9	<p>Community/Local Groups & Organisations – Update</p> <p>The agreed letter to community/local group leaders was approved for distribution. Proposed by BW, seconded by MB – all in favour – resolution passed.</p>	<p>MB & SM to distribute</p>	<p>Info</p> <p>MB/SM</p>
60721.10 & 60721.11	<p>Residents Survey & Drop-in Events</p> <p>The Comment Register from the Drop-in Events had been distributed to GNPC members was reviewed and key topics identified.</p> <p>The main topic was ‘Highways’ – Speed/Road safety/ pavement safety</p> <p>Adding to the Residents Survey statements to Q17 & amending others to represent the depth of sentiment in this topic.</p> <p>A final draft encompassing all feedback (from GNPC members & from Drop-in events) will be produced for GNPC agreement asap. It will need to be ratified by the GNPC by emails before distributing to Parish Council members in time for the PC meeting on 19th July 2021.</p> <p>An update for the Grapevine is to be compiled for August edition. After approval for the Residents Survey by the Parish Council, the Comment Register will be published on the Neighbourhood Plan website.</p>	<p>MB to produce final ‘draft’ for approval before distributing to PC members</p> <p>MB to compile Grapevine update.</p>	<p>Info</p> <p>MB</p> <p>MB</p>
60721.12	<p>Expenditure Update & Accounts – no update</p>		<p>Info</p>
60721.13	<p>Items for next agenda –</p> <ul style="list-style-type: none"> • Progress on Housing Needs Assessment • Timing of work on Design & Design Codes Technical Support • Highways – review/report from PC meeting 		<p>Info</p>
60721.14	<p>Confirmation of next meeting – MONDAY 2nd August 21 at 7pm.</p>		<p>Info</p>

Meeting ended at 8.15pm

Signed by Chairman:

Date: 2nd August 2021