

MINUTES – GNPC Meeting



Date: 2nd March 2021

Venue: on-line via zoom

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

Also present: Cllr Tricia Edwards (+ no members of the public)

Apologies: 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
20321.1	Registration & Apologies for absence Chair welcomed all participants. Chair drew everyone's attention to the meeting being audio recorded under the Openness of Local Government Regulations, 2014		Info
20321.2	Public Participation Session No members of the public were present.		Info
20321.3	Minutes of the GNPC meeting 2 nd February 2021 to be considered as a true reflection. TS proposed that the minutes be accepted, BW seconded, all were in favour – resolution passed.		Info
20321.4	Update – Business Survey At present there are 31 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 24/31 responses have been fully completed with 7/31 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 distributed (cost of stamps was £31.68 as opposed to £35.10)	MB will present analysis & report to GNPC – 6 th April 21	Info MB
20321.5	Update - Designation Communications with Jan Stobart has been circulated to all committee members. Formal application letter has been compiled based on the advice from Jan Stobart. The letter (which has to come from the Parish	MB to circulate to all PC members the proposed Formal	Info MB



	<p>Council) will need to have the appropriate ‘headers/footers’ & the Clerk’s name/signature. The ‘Parish’ map will accompany the letter to make it compliant with the Neighbourhood Planning Regulations, 2012.</p> <p>The letter & map to be sent to BDC by the Clerk at the earliest opportunity.</p> <p>MB proposed that the formal application letter be put to the Parish Council for approval. MB - proposed, TS – seconded, all in favour – resolution passed.</p> <p>On confirmation of acceptance of the application to designate ‘Gosfield Parish’ as a Neighbourhood Area, the GNPC will initiate the application of grant funding for the project with a view to gain Parish Council approval for a funding application on 19th April 2021. The Parish Council will apply for this funding at the earliest opportunity should approval be given.</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>application to designate ‘Gosfield Parish’ as a Neighbourhood Area</p> <p>MB to ensure that the PC meeting agenda for 15th March 21 has the Formal Application for Designation on it</p>	<p>MB</p>
20321.6	<p>Work Stream Updates</p> <p>No additional update</p>		<p>Info</p>
20321.7	<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).</p> <p>Communications strategy to be covered in 20321.11 Funding strategy has been covered in 20321.5</p>		<p>Info</p>
20221.8	<p>Update – Dedicated website (www.gosfieldneighbourhoodplan.co.uk)</p> <p>The website is close to being ‘ready for publication’.</p> <p>MB explained that the website has been designed for both desktop/laptop & mobile devices.</p> <p>MB & TS will ensure that accreditations & attributions are included for all necessary images before being the website being put to the Parish Council for approval for publication.</p> <p>The website allows for easy & regular updates including a link to the GNPC facebook page (still to be finalised). A ‘blog’ can also be easily added as well as further content/reports/updates/meeting minutes etc.</p>	<p>MB/TS to make provision for credit/attributions</p>	<p>Info</p> <p>MB/TS</p> <p>Info</p>



	<p>Images can also be regularly changed/updated with the appropriate credit/attribution</p> <p>MB noted that the website will also be reviewed by the planning authorities & the independent examiner as a demonstration of engagement & project management/credibility.</p> <p>MB proposed that the website be put forward to the Parish Council meeting on 15th March 21 for approval for publication. MB – proposed, TS – seconded, all in favour – resolution passed.</p> <p>The GNPC Facebook page will be linked to the home page of the website when communications activity ramps up before the public engagement events.</p> <p>Communication of the launch of the website planned for the Grapevine edition for April 21 (discussed in more detail in 20321.11).</p> <p>Also – the info@gosfieldneighbourhoodplan.co.uk email address is now up & running and has been tested.</p>	<p>MB/TS to work on the GNP Facebook page</p> <p>MB to monitor</p>	<p>Info</p> <p>MB/TS</p> <p>MB</p>
<p>20321.9</p>	<p>Community/Local Groups & Organisations</p> <p>MB & SM are liaising on formulating a letter/newsletter to the leaders of these organisations & groups. A draft letter/newsletter will be presented at the next GNPC meeting on 6th April 21.</p>		<p>MB/SM</p>
<p>20321.10</p>	<p>Main ‘Questionnaire’</p> <p>MB has forwarded to GNPC members the Gosfield Parish Plan questionnaire from 2010 as well as 3 local Neighbourhood Plan questionnaires/surveys from Cressing, Hatfield Peverel & Bradwell with Pattiswick</p> <p>Discussions were had on the following areas based on a ‘Discussion’ document compiled by TS:</p> <ul style="list-style-type: none"> • Size, no. of questions, length • Format • Tick box vs comment • What policy areas may be prioritised • Broader areas/topics for information gathering • Young people – same questionnaire? Separate questionnaire? Event driven? • Possible inducements <p>TS noted that the public engagement events will also drive the content of the questionnaire.</p> <p>The GNPC agreed it would continue to consider the examples & would feedback to TS for further discussions at subsequent GNPC meetings.</p>	<p>GNPC to send feedback to TS</p>	<p>Info</p> <p>Info</p> <p>Info</p>



20321.11	<p>Communications</p> <p>MB presented a Grapevine submission for April – 3 pages plus a map.</p> <p>It was discussed whether to simply repeat this submission for the June edition. It was agreed that this submission would be repeated for June with any additional relevant information added.</p> <p>MB proposed the submission be put forward to the Parish Council on 15th March 21 for approval. MB – proposed, BW – seconded, all in favour – resolution passed.</p>		<p>Info</p> <p>Info</p>
20321.12	<p>‘Drop-in’ Events</p> <p>In light of the lifting of Covid restrictions, the following dates were agreed to be ‘tentatively’ booked for the public ‘Drop-in’ events:</p> <ul style="list-style-type: none"> • Thursday 24th June 21 at 7-9pm • Saturday 26th June 21 at 10am – noon • Monday 28th June 21 at 2.30-4.30pm <p>Confirmation of these dates will take place during May 21. At confirmation, the necessary printing will be proposed for approval.</p> <p>It was agreed that the Covid-19 Risk Assessment still be used for these events to ensure that attendees are confident in their safety.</p>	<p>MB will tentatively book the Pavilion for these dates/times.</p>	<p>Info</p> <p>MB</p> <p>Info</p>
20321.13	<p>Expenditure Update & Accounts</p> <p>Updated accounts are available on the shared drive.</p> <p>Additional expenditure - £31.68 (postage) as agreed 20221.4</p> <p>Current total expenditure confirmed at £960.19. £657.81 still available out of reserved funds.</p>	<p>TS to update at monthly GNPC meetings</p>	<p>Info</p> <p>TS</p>
20321.14	<p>Items for next agenda –</p> <ul style="list-style-type: none"> • Designation – confirmation of BDC response • Funding application – proposals • Approval for letter/newsletter to community group & organisation leaders • Business survey – report & analysis • Main ‘questionnaire’ – considerable time to be set aside for discussions 		<p>Info</p>
20321.15	<p>Confirmation of date of next meeting</p>		<p>Info</p>

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	Next GNPC Meeting confirmed - Tuesday 6 th April 21 at 7pm via zoom		
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Meeting ended at 8.31pm

Signed by Chairman:

Date: 6th April 2021