

MINUTES – GNPC Meeting



Date: 4th May 2021
 Venue: on-line via zoom
 Present: Cllr Mark Bloomfield (MB), Cllr Bob Waters (BW), Cllr Sara Moutard (SM)
 Also present: none (+ no members of the public)
 Apologies: Cllr Jo Beavis (JB) & Cllr Tricia Edwards

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
40521.1	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
40521.2	Public Participation Session No members of the public were present.		Info
40521.3	Minutes of the GNPC meeting 6 th April 2021 were to be considered as a true reflection. SM proposed that the minutes be accepted, BW seconded, all were in favour – resolution passed.		Info
40521.4	GNPC MB updated – MB has contacted those members of the public that have expressed interest in the NP via the dedicated website. MB is looking forward to discussing this further with them & others at the ‘Drop-in’ events at the end June.	MB to discuss involvement with potential volunteers at public ‘Drop-in’ events w/c 21/6/21	Info MB
40521.5	Work Stream Updates No update (except updates further in the agenda/meeting)		Info
40521.6	Update – Progress towards STAGE 2 Project Plan has been updated & uploaded to the shared drive		Info

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	<p>Communications Strategy/Plan has been distributed & reviewed. SM proposed approval of Communications Plan 2021, BW seconded, all were in favour – resolution passed</p> <p>Grant Funding Application – Reviewed in detail. All committee members to continue review/discussions. MB to summarise feedback & distribute asap. It was agreed that final position needed to be reached by 17th May 21. w/c 17th May 21 – MB will complete expression of interest for grant funding and distribute application information to all Parish Councillors in readiness for approval at Parish Council Meeting on 24th May 21. MB still liaising with Jan Stobart to confirm details for application. There may be a need for a short ‘zoom’ meeting on/around 17th May 21 for the GNPC to agree application</p>	<p>MB to distribute feedback/comments to all GNPC asap.</p> <p>MB to continue liaising with Jan Stobart</p> <p>GNPC to continue feedback discussions via email</p>	<p>MB</p> <p>MB</p> <p>ALL</p>
40521.7	<p>Update – Dedicated website</p> <p>112 hits on website to date (5 weeks since publication). Continually being updated with reports/agendas/minutes. Re-vamp of photos scheduled in Communications Plan 2021.</p>		Info
40521.8	<p>Update – Community/Local Groups & Organisations</p> <p>‘Draft’ Letter distributed to GNPC.</p> <p>MB proposed sending/delivering this letter to leaders according to database, SM seconded, all in favour – resolution passed</p>	<p>MB/SM to distribute letter w/c 10/5/21</p>	MB/SM
40521.9	<p>Update – Residents Survey</p> <p>Document produced by Tony Strudwick has been reformatted slightly & questions/changes suggested to MB by GNPC have been added/made. Residents Survey has been distributed to GNPC for review & discussion.</p> <p>Much discussion took place. MB to summarise feedback & suggestions and distribute by email to all members of GNPC.</p> <p>MB emphasised that the public ‘Drop-in’ events will also drive changes to the survey.</p> <p>It is still agreed that the final survey be approved by the GNPC in July 21, put forward to the Parish Council for approval on 19th July 21 with a view to print & distribute w/c 26th July 21.</p> <p>An initial deadline for survey completion/return discussed as being 30th September 21.</p> <p>As soon as GNPC have agreed a ‘final’ version, a on-line version will be produced using Survey Monkey and fully tested before final Parish Council approval. On-line survey will only ‘go-live’ after parish council approval.</p>	<p>MB to distribute feedback & suggestions to GNPC asap</p>	<p>Info</p> <p>MB</p>

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	MB has been asked to seek advice from Jan Stobart on elements of the survey	MB to liaise with Jan Stobart	MB
40521.10	Webmaster MB proposed that he would become 'Webmaster' & is in the best position currently to carry out the role, SM seconded, all in favour – resolution passed		Info
40521.11	Expenditure Update & Accounts MB asked permission to spend £22.96 on stationery for the initial communications stages for the public 'Drop-in' events. SM proposed acceptance of this request, BW seconded, all in favour – resolution passed No other expenditure has occurred – accounts uploaded to shared drive are still accurate.		Info
40521.12	Items for next agenda – None suggested		Info
40521.15	Confirmation of date of next meeting Next GNPC Meeting confirmed - Tuesday 1 st June 21 at 7.15pm in the Pavilion. This will also be preceded by the GNPC AGM at 7pm		Info

Meeting ended at 8.38pm

Signed by Chairman:

Date: 1st June 2021