

DRAFT MINUTES – GNPC Meeting



Date: 1st September 2020

Venue: Pavilion

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

Also present: Cllr Tricia Edwards, PC Clerk – Diane Jacob (part) + 15 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
1920.1	<p>Registration & Apologies for absence Names of all attendees have been listed with contact details for Covid-19 Track & Trace reporting as necessary.</p> <p>Cllr Sara Moutard sent her apologies for absence</p> <p>Chair drew everyones attention to the meeting being audio recorded under the Openness of Local Government Regulations, 2014</p>	<p>NB. List of attendees of meeting will be kept for one month & securely destroyed afterwards</p>	MB
1920.2	<p>Covid-19 Risk Assessment. Chair explained that the meeting would not be able to continue until the Committee had accepted the Covid-19 Risk Assessment as previously distributed. Chair proposed that the Covid-19 Risk Assessment be accepted, TS seconded, all in favour – resolution passed</p>	<p>NB. A copy of the risk assessment will be available at all GNPC events & will be regularly reviewed. If changes are made, further acceptance of the new assessment will be sought.</p>	Info
	<p>Chair mentioned that there was a correction/alteration to the published agenda. He removed the 'Decision' status from the AOB item 1920.13 and explained that a decision could not be made on a topic that the public weren't made aware of in the normal way</p>		Info
1920.3	<p>Public Participation Session In light of the events of the previous 4 days with regards to activity at 69, Halstead Road, the public session was extended and representations & statements from the public on a matter that was not on the Agenda were allowed. Chairman of Gosfield Parish Council, Cllr Bob Waters gave a statement of the current situation explaining that up until that time, no illegal activity had been found and that the Parish Council would support the residents directly & indirectly affected by the activity and that the Parish Council remained committed in engaging with all relevant authorities.</p>		Info



	<p>With regards to Neighbourhood Planning – a representation was made to the committee, asking if the planned developments across the village, totalling 60 more homes, that have already received planning permission will be taken into account when writing Gosfield’s Neighbourhood Plan. The committee was asked to ensure that the plan created is ‘robust’ enough to deliver on what the village wants, whether it was to be written in-house or with the help of external consultants. The committee was also asked to ensure that more homes for the elderly and even a care home would be considered.</p>	<p>NB. 14 members of the public left after the Public Participation Session</p>	<p>Info</p>
1920.4	<p>Minutes of the ‘working group’ meeting 10th August 2020 were considered as a true reflection of the meeting. JB proposed that the minutes be accepted, BW seconded, all were in favour – resolution passed</p>		<p>Info</p>
1920.5	<p>Appointment of a ‘Communications Co-ordinator’ for the committee as required by the terms of reference for the committee. Chair proposed that MB be appointed as such, JB seconded, all in favour. Resolution passed</p>		<p>Info</p>
1920.6	<p>Schedule of regular meetings of GNPC: Chair proposed that the 1st Tuesday of every month at 7pm be the regular time for the regular meetings, seconded by TS, all in favour. Resolution passed</p> <p>Dates therefore will be: Tuesday 6th October 2020 Tuesday 3rd November 2020 Tuesday 1st December 2020 Tuesday 5th January 2021 Tuesday 2nd February 2021 Tuesday 2nd March 2021 Tuesday 6th April 2021 Tuesday 4th May 2021 Tuesday 1st June 2021 – to be confirmed</p>	<p>The Pavilion to be booked for all meetings</p>	<p>MB</p>
1920.7	<p>‘Drop-in’ Events</p> <p>Chair explained proposed format, advertising, costs and Information capture for the 3 scheduled events.</p> <p>Refreshments were discussed and agreed in accordance with Covid-19 measures. The format will form the basis of the ‘Agenda’ for the events and the Information capture will form the ‘Minutes’ for the events. The format was approved</p>		



	<p>Quotes of approx. £90 for refreshments were approved Quotes of approx.. £180 for printing were approved</p> <p>Proposal: That the ‘Drop-in’ event’s format, the provision of Covid-19 safe refreshments and the costs of refreshments & printing be approved and agreed. Proposed by Chair, seconded by JB & all in favour – resolution passed</p>	<p>All printing to be given approval. Refreshments to be available. Activities to be prepared.</p> <p>NB. Diane Jacob (PC Clerk) left after this item</p>	<p>MB</p>
1920.8	<p>Update on Volunteers/Opinion Formers</p> <p>Chair explained that another approach to volunteer was received from a resident and had been contacted by MB. As for others, MB explained that he had encouraged the support or ‘cheer-leading’ of key opinion formers within the village that will be engaged with and communicated to at a higher level, with face-to-face contacts, newsletters and other targeted updates.</p>	<p>Further approaches of individuals will continue</p> <p>1 more member of the public left after this item.</p>	<p>MB</p>
1920.9	<p>Parish Plan</p> <p>TS is able to furnish all committee members with a copy of the completed plan.</p> <p>The questionnaires that were used will be sent to all committee members</p> <p>Discussions began looking at the size & scope of the questionnaire for the NP.</p>	<p>TS to bring copies of Parish Plan to next meeting</p> <p>MB to email to committee</p> <p>All members to consider how their sections might be best served through the NP questionnaire</p>	<p>TS</p> <p>MB</p> <p>All</p>
1920.10	<p>Maps – Update</p> <p>JB sourced some excellent maps for use during the NP project. These maps will form part of the exercises at the ‘Drop-in’ events</p>	<p>Contact Dean Fisk at BDC to obtain printed maps.</p> <p>Details of the last 100 years of housing development to be created on these maps</p>	<p>MB</p> <p>BW/MB</p>
1920.11	<p>Work Stream Updates</p> <p>Designation – MB explained Jan Stobart’s response to question of the boundary for the Neighbourhood area. MB also explained that Greenstead Green & Rural Halstead Parish Council were discussing Neighbourhood Planning at their next parish council meeting and that MB would keep all neighbouring parishes informed on the progress of Gosfield’s NP.</p> <p>Engagement & Communications – MB discussed the role of social media and explained that a Facebook page had been set up for the GNPC. The setting-up of a new independent</p>		

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	<p>website was discussed, as many Neighbourhood Planning groups had done so, but it was agreed that we should use Facebook and the existing Gosfield Parish Council website liaising with the clerk. MB also explained that he was looking to create a Newsletter for the GNPC to communicate & engage with key stakeholders.</p> <p>Community/Local Groups – SM had sent MB the work that has been done on identifying the contacts of these groups and community leaders.</p>		
	<p>The Meeting was ended at this point on the Agenda due to time constraints.</p>		
1920.11	<p>Work Stream Updates cont.....</p>	<p>MB asked all Committee members to start planning for the work within their respective work streams to be discussed at the next meeting</p>	All
1920.12	<p>Update on progress towards STAGE 1</p> <p>Not discussed</p>		
1920.13	<p>Any Other Business</p> <p>Not discussed</p>		
1920.14	<p>Items for next agenda</p> <p>Not discussed</p>	<p>Regular Expenditure Update from the Treasurer from the next meeting</p>	TS
1920.15	<p>Confirmation of date of next meeting</p> <p>Confirmed earlier during item # 1920.6</p> <p>Next Meeting – Tuesday 6th October 2020 at 7pm</p>		Info

Meeting ended at 8.06pm

Signed by Chairman:

Date: 6th October 2020