

Goxhill Parish Neighbourhood Plan Steering Committee Minutes

Minutes of the Steering Committee meeting held at 7:45pm on Wednesday 3rd April 2019 at the Parish Room, Goxhill

Present: Emma Abbott, Lucy Bedford, Freda Dunkley, Jack Lawtey, Paul Morgan, Phil Roberts,

Also Present:

Minutes

- 1902/1 Election of Chair
There were 3 names put forward for the position of Chairperson, F Dunkley, P Morgan, J Lawtey.
RESOLUTION: J Lawtey was unanimously elected Chairperson.
- 1902/2 Election of Vice-Chair
There were 3 names put forward for Vice-Chair, P Roberts, E Abbott, J Lawtey.
RESOLUTION: P Roberts was unanimously elected Vice-Chairperson.
- 1902/3 Election of Committee Secretary
There were no volunteers or nominations for the role of Secretary. The committee was reminded that GPC had proposed that the GPC Clerk would carry out this role.
RESOLUTION: To raise the subject at the next Parish Council meeting for clarification - FD. In the interim J Lawtey will continue to take the minutes.
- 1902/4 Election of Publicity and Community Engagement Officer
The committee discussed whether this should be one or two roles and decided that it should be a single role until such time as work load dictated otherwise. There were 3 names nominated for the various roles, L Bedford, J Teasdale, E Abbott.
RESOLUTION: E Abbott was elected for the role of Publicity and Community Relations Officer. 5 for, 1 abstention.
- 1902/5 Apologies
Apologies were received from S Robertson, J Teasdale, S Tull, J O'Flynn, M O'Flynn. The Chair advised the committee that S Mosey and M Roberts had resigned from the group.
- 1902/6 Minutes of the Previous Meeting
The committee considered the minutes of the Steering Group Meeting held on Wednesday 27th March 2019.
RESOLUTION: That the minutes were duly approved and signed.
RESOLUTION: Minutes to be forwarded to the Parish Clerk for posting on the GPC website following circulation to the committee - JL
- 1902/7 GPNP Steering Group Terms of Reference (ToR)
The ToR document was discussed by the committee and a number of small alterations were proposed and agreed including a section on communication and Social Media best practice.

RESOLUTION: To rework the document to include the changes before bring it back to committee at the next meeting - EA/JL

1902/8

Formation Focus Groups

Committee members volunteered to support the following focus groups:

Built Environment – P Morgan; E Abbott; L Bedford

Community Facilities – J Lawtey; J Teasdale; L Bedford

Transport, Traffic & Access – P Morgan; F Dunkley; L Bedford

Business & Retail – J Teasdale; L Bedford

Drainage & Flooding – P Roberts; P Morgan; F Dunkley

Natural Environment – F Dunkley; E Abbott

General Comments – J Lawtey

RESOLUTION: Comments from the Visioning Day to be circulated to all members – JL

RESOLUTION: Details of the group email address and google documents to be circulated to all members - EA

RESOLUTION: Group members to consider additional people from the community and actions that will need to be taken - All

1902/9

Future meeting frequency and timing

After some discussion it was agreed that the next meeting should be held as soon as possible after formal notification from NLC that the Application to Designate a Neighbourhood Area has been granted. Following this meeting regular meetings are anticipated as required at a frequency of 6-8 weeks.

RESOLUTION: To produce a draft press release for the next Gander publication – EA/JT

RESOLUTION: To produce a Project Plan based on the Neighbourhood Plans Roadmap - PR

Care will be taken to avoid Library opening days and GPC/Memorial Hall meeting weeks. Where possible meetings will commence at 7.00pm.

LB proposed that the committee members should consider meeting the public at organised gatherings such as W.I.; Popup Pub; Village Fairs ect.

RESOLUTION: to draw up a list of likely groups to visit with meeting times and locations for the next meeting – LB

At these “Meet and Greet” opportunities we would speak about our vision, aims and ask people to complete a survey form.

RESOLUTION: To produce a draft survey document for the next meeting - PM

1902/10

Agenda Items for the next meeting

1. Acceptance of the Steering Group ToR
2. Gander Press release
3. Roadmap Project Plan
4. Draft survey document
5. Open Day and/or Leaflet drop

1901/9

Date of next Meeting

The committee confirmed the date, time and location of the next meeting as:

Date and Time to be confirmed

in the Parish Room, Goxhill.