

# **DRAFT Minutes of the Cossington Neighbourhood Plan Advisory Committee Meeting**

**Meeting held via Zoom on 24 June 2020 at 19:00**

## **1. Welcome and apologies**

Attendees: Penny Weston-Webb (PWW Chair), Fiona Chapman (FC), Vic Chapman (VC), Gary Kirk (GK *YourLocale*), Janette Matthews (JM Minutes) Pearl Morelli-McKeon (PM), John McKeon (JMK), Richard Webb (RW)

Apologies: Howard Sanderson (HS), Emma Crowe (EC Clerk to the Parish Council)

## **2. Declarations of Interest**

None declared

## **3. Designation update**

An application was made to Charnwood Borough Council by the Cossington Parish Council (PC) to be recognised as a Qualifying Body for the production of a Neighbourhood Plan and for the Parish boundary to become a designated area. This has been approved.

## **4. Draft Terms of Reference (see Document)**

Draft Terms of Reference and Governance for the Cossington Parish Council Neighbourhood Plan Advisory Committee were discussed. The Neighbourhood Plan Advisory Committee consists of three members of the Parish Council (PWW, PM, HS) and 5 residents. Gary Kirk will advise and facilitate the process. The Terms of Reference will be put forward at the next Cossington PC meeting for approval **PWW**. The NP Advisory Committee will then be formally constituted.

Members of the NP Advisory Committee will be asked to voluntarily sign the PC Code of Conduct. **PWW** to circulate.

NP Advisory Committee meetings will be advertised in advance on the Village Notice Boards and through the Village Newsletter e-mail list **EC**. Once the NP Advisory Committee is formally constituted, any residents will be welcome to attend as an observer and may apply to **PWW** for the Zoom link.

## **5. Draft programme (see Document)**

The Cossington NP Indicative Programme (July 2020-January 2022) was discussed. This will be updated as the NP progresses. Timescales and milestones are indicative and not fixed.

Given the COVID restrictions, thought will need to be given to how to achieve the required consultation and engagement with residents. There is additional funding available to cover any consequential increase in costs. The NP will have full weight once examination has been passed.

## 6. Funding arrangements

**GK** will commence the funding bid to Locality to cover the costs of preparing the NP. This will be submitted by **EC** for the Parish Council. Turn around is a few weeks and funds are deposited to the Parish Council and drawn down as the work progresses.

Two additional funding elements are available to cover local housing requirements and site surveys. Any funding applied for now will need to be allocated before end March. **GK** will bring a funding proposal to the next meeting.

## 7. Next Steps

Elements of the NP were discussed and the following will be brought to the next meeting:

- a. Vision Statement **VC**. This may be included on the Questionnaire and provides the NP objectives.
- b. Logo **PM**.
- c. Questionnaire **JM** and **PWW**.
- d. Land ownership. **PWW** will obtain a map of the parish indicating field boundaries and complete with names
- e. Local stakeholders eg. community groups, businesses. Contact should be made at an early stage. **JM** to contact Gareth McCague for the Church Project Group list.
- f. Communication
  - i. External. The Community must be kept informed – regular newsletters, social media. This is particularly important in the current circumstances. **RW** to consider the feasibility of a website for recording of NP activity eg. Minutes, supporting documents
  - ii. Internal. A Drop box may be required for shared information. **RW** will consider a shared store.
- g. History of Parish. **FC** will progress with Lynne Ford. This will include a Potted History, listed buildings register, local designated buildings list.

## 8. Date of next meeting

22 July 6pm. **EC** to provide Zoom link.

The meeting concluded at 20:20.