

DRAFT Minutes of Cossington Neighbourhood Plan Advisory Committee

Held via Zoom 11 August 2020 at 19:00

<p>1. Welcomes and apologies</p> <p>Attendees: Penny Weston-Webb (PWW Chair), Vic Chapman (VC), Fiona Gibbs (FG), Gary Kirk (GK YourLocale), Janette Matthews (JM Minutes) Pearl Morelli-McKeon (PM), John McKeon (JMK), Richard Webb (RW)</p> <p>Apologies: Howard Sanderson (HS), Emma Crowe (EC Clerk to the Parish Council)</p>	
<p>2. Declarations of Interest</p> <p>None declared.</p>	
<p>3. Minutes of meeting held on 14 July 2020</p> <p>The minutes of the meeting held on 24 June 2020 were approved and there were no matters arising not covered elsewhere.</p>	
<p>4. Funding proposal</p> <p>The funding proposal was completed by GK and submitted by PWW on behalf of the Cossington Parish Council. PWW has received approval and will forward the document to YourLocale.</p> <p>The Clerk will open an online account and funds can be expected in about 10 days.</p> <p>Cossington do not meet the criteria for the additional funding that was circulated by PWW so no application will be made.</p> <p>GK will circulate a summary of White Paper on planning which is open for consultation until mid-November. Cossington PC are strongly encourage to respond.</p>	<p>PWW</p> <p>EC</p> <p>PWW/EC</p>
<p>5. Updates:</p> <p>a. Vision Statement – This is complete and has been included on the questionnaire.</p>	

<p>b. Logo (examples circulated)</p> <p>Several logos were considered. A graphic type was preferred. One was unanimously selected. JM to consider the logo at different scales and will make final adjustments. Thanks to John and Pearl.</p>	JM/PMM
<p>c. Questionnaire (draft circulated)</p> <p>The questionnaire was accepted. It will be completed by all residents.</p> <p>The following information is still needed:</p> <ul style="list-style-type: none"> • Parish precept • NP web link <p>One copy will be delivered to each household.</p> <p>200 copies will be printed. Additional questionnaires may be requested from PWW or downloaded from the NP website. Residents to be encouraged to complete the questionnaire online. Completed print questionnaires may be posted to PWW.</p> <p>YourLocale will prepare the online questionnaire on Survey monkey and arrange printing of the print questionnaire.</p> <p>The questionnaire will be open for three weeks starting from 12 September. Deadline for completion is 30 September 2020.</p>	<p>PWW RW</p> <p>GK</p>
<p>d. Land ownership</p> <p>PWW has sourced a and had it enlarged. PWW has some information (Chestnut Farm and Charnwood Edge) and will contact Tony Shuttlewood.</p>	PWW
<p>e. Local stakeholders</p> <p>GK has provided a list of statutory Stakeholder. GK will draft a letter and suggest a subset of stakeholders to inform them Cossinton is preparing a Neighbourhood Plan. PWW/EC to send letters.</p>	PWW/EC
<p>f. Communication (internal and external)</p> <p>i. Website - RW has obtained costs - basic plan £10 p/m, £20 for name. RW to circulate some suggested web names. RW to liaise with EC for payment. Once the</p>	RW EC

<p>invoice is settled, RW will develop the website.</p> <p>ii. Data storage – The website will host files such as survey, documents etc. RW suggests we continue to use email for communication between Committee members.</p> <p>iii. Other – It was decided we would make use of existing social media. eg. Cossinton Neighbour Watch.</p>	<p>RW</p> <p>RW</p>
<p>g. History of Parish</p> <p>Photographs provide background information in the plan for the examiner. Suggestions were to contact Janet Kitching, floods, Opend Grades. FG will source and collate approximately 12 images and circulate to select 3 or 4. The images may also be put on the website but copyright will need to be respected.</p>	<p>FG</p>
<p>6. AOB</p> <p>None</p>	
<p>7. Date of future meeting(s)</p> <p>Tuesday 1 September at 7pm.</p> <p>EC to provide Zoom link.</p>	<p>EC</p>