

CROSTHWAITE & LYTH PARISH COUNCIL
NEIGHBOURHOOD PLAN WORKING GROUP

DRAFT MINUTES OF A MEETING HELD ON 16 JANUARY 2023 AT 7.30 p.m. IN THE PARISH ROOM, CROSTHWAITE

Present: Cllrs. A Metcalfe, M. Harkness, A. Dobson, M Dobson, E. Sharp, R. Sykes. H. Young
In attendance: M. R. Curry (Clerk) and 10 members of the public

As Chairman of the Parish Council, Cllr. Metcalfe welcomed all present to this first meeting of the re-constituted Neighbourhood Plan Working Group (NPWG) and looked forward to making swift and effective progress towards completion of the Plan. He confirmed that meetings of the Group were formal and open to the public with an Agenda item giving the opportunity for members of the public to speak, ask questions or raise matters of interest. He commenced the meeting as follows:

1. **Apologies:** All members of the Working Group were present - no apologies had been submitted
2. **Minutes:** As this was the first meeting of the Group there were no previous Minutes to consider.
3. **Appointment of a Chair:** Cllr. Sykes proposed that Cllr Metcalfe be appointed Chairman of the Group and this was seconded by Cllr. A. Dobson. There being no objections or others offering to stand, Cllr. Metcalfe was appointed.
4. **Appointment of a Secretary to the Group:** Cllr. Metcalfe proposed that Martin Curry be appointed as Secretary and this was approved unanimously.
5. **Terms of Reference:** The Secretary confirmed that revised Terms of Reference had been approved by the Parish Council on 05 December and were on the Neighbourhood Plan section of the Parish Council website. The Working Group noted that these were subject to amendment by the Parish Council if required.
6. **Declarations of Interest:** None had been notified.
7. **Requests for Dispensation:** None had been received.
8. **Chair's Announcements:** There were no specific announcements from the Chair at this first meeting of the Group.
9. **Public Participation:** The Chair invited the public in attendance to raise any comments or observations and received the following:
Mr I Tomlinson asked how and where the call for volunteers to sit on the Group had been publicised. The Chairman replied that the invitation to submit expressions of interest (EOI) in joining the Group had been posted on the Parish Council webpage, in the Parish Magazine and in the December Minutes of the Parish Council meeting. The Chairman confirmed that the initial deadline had been put in place to enable any EOI to be considered in advance of this meeting and that EOI were still welcomed for consideration. The Group agreed that the opportunity to work on the Group should be publicised as widely as possible.

In response to Ms P. Howarth, the Chairman explained that whilst there was no specific job description there was a lot of information on the website and the EIO asked a prospective member to outline the relevant skills they could offer that would assist construction of the Plan.

Ms C. Robinson asked what interest had been indicated so far and the Chairman confirmed that none had been received. She then asked what the Group was hoping to achieve by the end of March. The Chairman described the extent of the process leading to final publication including the creation of a draft plan, public consultation, scrutiny by the local planning authority and other agencies and by an independent Examiner before a referendum on the final Plan. There was some debate on this during which it was stressed that whilst possessing legal status, the ultimate decision on any planning application will always lie with the planning authority notwithstanding the provisions of the Neighbourhood Plan. In response to Ms. P Howarth, the Chairman confirmed that clearly this process would take far longer than the intervening period between now and the end of March, but that grant aid had been secured to enable Kirkwells (the Planning Consultants engaged by the Working Group) to work on next stages to the end of March. This would include the preparation of a first draft plan; to present this at a Working Group meeting and to amend this based on feedback in order to offer an Emerging Draft Plan for further public consultation. Grant approved so far only extended to March 2023 and an application for further grant support would have to be submitted for the next financial year. The Chairman explained that further detail on progress would be outlined later on the Agenda.

The Chairman thanked attendees for their interest and proceeded with the Agenda.

10. Background

The Secretary was asked to give some detail on the background to the current position and clarified that he was restricting his report to progress during 2022 simply to provide some context to this first meeting of the new Working Group. In doing so, however, he confirmed that elements of the work undertaken prior to 2022 would be incorporated in the draft plan and that all work undertaken would need to be listed in the Consultation Statement.

He went on to report that having agreed earlier in 2022 that the Parish Council will resume work on the Neighbourhood Plan the following progress had been made:

- Terms of Reference for the Working Group had been agreed in May 2022 (revisions subsequently agreed in December 2022);
- By June 2022 meetings with independent external consultants and a development session with ACTion for Communities in Cumbria had been arranged;
- During the summer and into September, extensive discussions had been held with a wide range of practitioners and others with experience in neighbourhood planning.
- In October, the Parish Council agreed a 10-point plan to facilitate delivery of next stages and by December several key elements of this plan had been delivered including:
 - Revised Terms of Reference
 - Engagement with Kirkwells including a revised fee structure and commitment to a scoping meeting on 12 January 2023
 - Submission and approval of new grant funding bid (£5,360 to the end of March 2023)
 - Appointments to the NPWG (six Parish Councillors plus the Chairman as an ex officio member)
 - Publication of an invitation to submit EOIs
 - Continued meeting with other external advisers
 - The inclusion of reports to be publicised as part of Agendas / Minutes
 - An agreement for the first meeting of the NPWG to take place on 16 January 2023

The Chairman thanked the Secretary for this report.

11. Report on a Meeting with Kirkwells

The Chairman asked the Secretary to provide a report on the recent meeting with Louise Kirkup (LK) of Kirkwells Planning Consultants held on 12 January. The Secretary presented his record of that meeting which is attached to these Minutes. The key outcome from the meeting was that LK aims to have a draft plan in place by the end of March. To this end, she will:

- Construct an initial draft plan and present it herself to the next meeting of the NPWG
- Henceforth, NPWG meetings will be synchronised so as to fall approximately one week before the Parish Council meeting so the latter can agree recommendations
- Accordingly, LK will get an initial draft out to the Working Group by 26 January in advance of an NPWG meeting to be held during the week commencing 30 January.

12. Membership of the Working Group

The Chairman confirmed that EOI in joining the NPWG for consideration would be welcomed and should be submitted to the Secretary as should all correspondence relating to the work of the Group.

13. Correspondence

The Secretary reported that no correspondence had been received that required report to the Group.

14. Items for Information: None had been notified.

15. Issues to be Raised: None other than matters raised during the meeting.

16. Date of Next Meeting

This was provisionally arranged for the 30 January 2023 (subject to L. Kirkup's availability). The final date will be confirmed through publicity.

Martin Curry MRICS etc
Secretary
Neighbourhood Plan Working Group
16 January 2023

See Annex below.

CROSTHWAITE & LYTH PARISH COUNCIL

Notes of a meeting between Members of the Parish Council and Louise Kirkup of Kirkwells (Planning Consultants) held on 12 January 2023 in the Parish Room

Present: Cllrs A. Metcalfe (Chairman), Matthew Dobson, Mary Harkness, Edward Sharp and Louise Kirkup (all subsequently referred to by initials).

In Attendance: Martin Curry (Clerk)

Introduction

The Chairman opened the meeting by welcoming LK of Kirkwells who had accepted an invitation from the Parish Council (PC) to continue to work with it on the development of a Neighbourhood Plan. He gave a brief résumé of the current position whereby the PC had recommenced work on developing a Plan during 2022 including informal discussions with a range of consultants and the creation of a new Neighbourhood Plan Working Group (NPWG).

The Parish Council had acknowledged the robust nature of the existing planning framework, in place via the Lake District National Park Authority (the local planning authority). This had been confirmed by both Lorraine Smyth of Action for Communities in Cumbria and Dave McGowan (recently retired Head of Development Management for the National Park). Whilst there had been discussion about the relative merits of a Parish Plan vis a vis a Neighbourhood Plan, it had been concluded that a Neighbourhood Plan was the preferred option. However, consensus agreed that it should avoid over-complication and adopt a limited number of key policies that will assist local planners by providing more granular detail about the Parish around such matters as:

- The identification of cluster communities and their priorities
- Housing needs
- Gateway views
- Amenity spaces and access
- The needs of local businesses

LK acknowledged this approach and supported the rationale, commenting that whatever policies are adopted must not duplicate or conflict with existing policies and must be evidenced by supporting documents and community engagement.

On design codes LK is generally in favour of the concept (providing guidance for architects and designers) but recognised that in view of the PC's current position the design codes previously proposed might be too complex. If they weren't included, the Examiner would explore the reasons for this taking into account that the PC is content that sufficient guidance on design codes already exists within the planning framework and that neither the National Park nor the local community is looking for extensive local development. It was then acknowledged that AECOM had prepared a draft Design Code document in July 2021 (which LK was unaware of). It was agreed to send a copy to her and she would consider if and how this might be used in the emerging Plan.

Next Steps

The Group then focused on immediate next steps including the first meeting of the NPWG to be held on Monday 16 January and reviewed the Agenda.

It was noted that Terms of Reference had been formally agreed by the PC at its December meeting but also that these may be modified at any time with the agreement of the PC should it be deemed necessary.

Item 10 on the Agenda was intended to review the work undertaken during 2022 including the approval for grant in the sum of £5,630 to cover consultant's costs and consultation activities. MRC is liaising with Groundworks on the acceptance process for this grant. With regard to work previously undertaken, LK pointed out that ultimately the consultation statement will need to list everything that has gone on before and it was agreed that the draft Issues and Options paper is an appropriate source of detail on this.

LK said that the aim should be to have a draft plan by the end of March. Steps in the process will be:

- 1st meeting of the NPWG on 16 January
- Feedback outcomes to LK
- LK will construct an emerging draft Plan and present it herself at the next meeting of the NPWG
- NPWG meetings will be synchronised to happen shortly before the monthly meetings of the PC so that the latter can agree recommendations, finance issues etc.
- LK will aim to get the initial draft out by the 26th January for a NPWG meeting to be held in the week commencing 30th January.

There was then general discussion about the subsequent process and timelines for consultation. Precise details on this will be confirmed by LK but in outline will include initial liaison with D McGowan, then LDNPA, other agencies and arrangements for local consultation. This will be followed by review and amendment before formal submission to LDNPA for a six-week publication period after which it will go to examination which generally lasts for between 4-6 weeks. Westmorland and Furness Council will then organise a referendum before the Plan is adopted.

Martin Curry
Clerk
Crosthwaite & Lyth Parish Council
16 January 2023