

**CROSTHWAITE & LYTH PARISH COUNCIL**  
**NEIGHBOURHOOD PLAN WORKING GROUP**

**MINUTES OF A MEETING HELD ON 30 JANUARY 2023 AT 7.30 p.m. IN THE PARISH ROOM,  
CROSTHWAITE**

**Present:** Members of the Neighbourhood Plan Working Group (WG): Cllrs. A Metcalfe, M. Harkness, M. Dobson, H. Young

**In attendance:** L. Kirkup (Kirkwells Planning Consultants) M. R. Curry (Secretary) and 4 members of the public.

The Chairman welcomed all present, particularly Louise Kirkup (LK) and members of the public attending. He explained that the meeting was primarily to hear a presentation from LK on the 1<sup>st</sup> draft of the Neighbourhood Plan (NP). To facilitate meaningful public participation, he proposed a change in the running order of the Agenda whereby public participation would follow the item on the draft plan rather than preceding it. This was approved.

1. **Apologies:** Apologies had been received from Cllrs. R. Sykes, A. Dobson and E. Sharp (if he was unable to attend).
2. **Minutes:** The Minutes of the meeting held on 16 January were **Approved** and signed by the Chairman as a correct record.
3. **Declarations of Interest and Requests for Dispensation:** None had been notified.
4. **Chair's Announcements:** There were no announcements from the Chair.
5. **To Receive and Consider the Draft Neighbourhood Development Plan V1**

The Chairman welcomed LK and reminded those present that she had been engaged to support the Parish Council with the preparation of the NP. She had prepared a first draft for consideration, and he invited her to present this to the Group. LK projected a copy of the draft as a visual aid and introduced the Plan as follows:

She explained that a NP is used to help determine the outcome of planning applications, but that the content must be evidence-based and demonstrate public input through a robust consultation process. The draft had been prepared on the basis of informal meetings and emails with the Working Group and embraced previous work, including the Issues and Options paper, the Housing Needs Survey (HNS 2020) and was guided by strategic advice including the National Planning Policy Framework (NPPF) and the Lake District National Park Local Plan (LP). She confirmed that this was a first draft work in progress and not a finalised draft. It had been circulated to WG members prior to the meeting, the purpose of which was to take initial comments and to highlight the many sub-sections which are identified as requiring further detail or clarification from the WG. The discussion was as follows:

- The Foreword was noted with no comment
- Map 1 (the 'base map') was noted as the definitive area within which (only) the Plan would have effect. Issues outside the boundary would not be included.
- **Section 1: Public Consultation** – this section is to be completed once the details had been agreed. There would be further comment on the consultation process later in the presentation.
- **Section 2: Introduction and Background:** This section provides the broad context for a NP which must be in general conformity with strategic planning policies. It also provides a résumé of work undertaken to date and stresses that all work undertaken since initiation must be accessed via the website.

- S.2.10 confirms that Design Codes were commissioned in 2021 as part of earlier work, but the document was not completed by AECOM. The WG accepted LKs recommendation that AECOM be requested to complete it as soon as possible with guidance on the level of detail from the WG (this work is free of charge). It should then be put to LDNPA to ensure that it is compatible with existing policies.
- **Section 3: Local Context:** This descriptive section is largely taken from the Issues and Options paper. Updated data from the 2021 census should be included when available.
- **Section 4: Vision and Objectives:** The draft **Vision** was agreed as written for the present.
- **Objectives:** There was a wide-ranging discussion about Objective 1 (Affordable Housing); about the definition of affordable and how this impacts on local people seeking to secure local housing. It was agreed to consider approaching LDNPA for discussion on this point and the definition of local occupancy. LK asked if objectives are needed for the economy as there isn't much to add to the LDNP policies which comprehensively cover tourism, rural economy, diversification etc. The WG was invited to consider the economic objective and advise if there are any particular local issues that the NP should address in addition to the Local Plan (and see Section 9 – Business).
- **Section 5: Planning Policies:** More detailed maps are required here to define where NP Planning Policies are to apply in the finished Plan.
- **Section 6: Housing:** The WG noted the planning hierarchy in the LP defining areas for potential development including rural service centres / villages (Crosthwaite) / Cluster Communities. The geographical extent of Crosthwaite village was discussed and the identification of local cluster communities needs clarification.
- 6.15: Local infrastructure: In response to concerns about the ability of local infrastructure, such as water supply, sewerage and roads to cope with more development it was agreed to seek more technical and local evidence on the issues.
- **Housing Development and Meeting Local Housing Needs:** Councillors confirmed their view that support from the local community for more development in Crosthwaite village was unlikely but LK confirmed that the NP cannot exclude all future development. The LP denotes Crosthwaite as a village in the planning hierarchy and as a result, this section culminates in Policy CL1 identifying Crosthwaite village as the priority for all new housing developments. Consultation is important therefore to establish what, if any, constraints should be taken into account when development is proposed in certain areas. That consultation acts as the evidence base for policies in the Plan. The WG agreed with Cllr. Young who fervently stressed the need for low cost homes for local people. It was agreed that housing development and meeting local housing needs is an area that should be discussed in more detail with LDNPA.
- **Section 7: Local Character and Design:** Design codes had been considered earlier at Para 2.10 (above) and the liaison with AECOM is the next step. The extent of flood risk (Para 7.14) is to be checked and amended if required.
- **Section 8: Amenity:** With regard to Local Green Spaces it was agreed to confirm those mentioned and consider whether others might be added to the list. Any candidates, which might include sites in cluster communities based on local consultation, would have to fulfil certain criteria as set out in the NPPF and discussion with LDNPA would be helpful on proposed designations. LK will send O.S base maps to assist (subject to necessary licensing arrangements).
- **Section 9: Business:** LK asked the WG to consider what it wanted to see by way of support for business in the Plan. There was discussion about potential developments at Gilpin Bridge which would benefit from an improved road junction with the A590 involving a roundabout. Cllr. J Holmes confirmed that considerable resources had already been committed to this scheme and

that the A590 Working Group continues to work on a 5-year Plan with County Highways and Highways England. Considerable funding resources are needed but not yet guaranteed.

- **Section 10: Community Aspirations:** A section requiring further work to capture community aspirations for the locality which will need to be based on consultation as part of the NP process.
- **Section 11: Next Steps:** LK concluded her presentation by reference to the outline Next Steps in Section 11 including further work to amend and add detail to Draft V1 and informal consultation with LDNPA. Information on progress will be published on the Parish website and periodically in the Parish Magazine.

The Chairman thanked LK for all her work in pulling together the draft

**6. Public Participation:** Following the presentation, the Chairman invited the public in attendance to raise any comments or observations and received the following:

District Cllr. J. Holmes submitted the following three comments:

- a) He commented that most of his points had been answered by the presentation which indicates that progress is in line with the required framework. He then read out a letter from Mr G. Paine specifically asking about the requirement to consult on the Issues and Options paper. LK confirmed that it is a legitimate route within the process to go straight to a draft plan for consultation rather than to consult first on the Issues and Options document and this is what is intended.
- b) He asked if the presentation is going on the website. LK said that in her view the process is not yet at consultation stage. The document presented is merely a first draft work in progress for consideration and amendment as to detail by the Working Group and Parish Council. She recommended that the time was not yet right for wider consultation which should be properly managed within the process and the WG agreed with this view.
- c) He asked if any of the grant funding recently awarded was likely to have to be returned. LK confirmed that the figure approved (£5,630) must be spent in the current financial year or unspent sums returned. She felt that it was likely that the grant would be spent as required. Asked if new funding would be available to support future phases of work beyond 2022-23, LK said that it was simply not known whether grant funding will continue, but that she had a positive expectation that it would. Most of the high outlay is in the current phase of work with future costs focusing on the costs of local consultation (room hire, printing, posters etc.).

Mr I Tomlinson asked when the draft plan will go on the website and for an outline of the intended consultation process. LK stressed again that Draft V1 is a working draft at this stage and will now be the subject of amendment based on information gathering in respect of points raised by her and questions raised by the Working Group. It is important that public consultation is properly managed within the process framework although in the meantime all supporting documents would be published on the website together with all subsequent comments (excepting any that are unacceptable or offensive). Once Draft V1 had been brought to an acceptable revised draft it would then be shared informally with LDNPA, revised and then approved by the Parish Council for formal consultation. LK felt that it could be summertime before this part of the process was concluded. The formal consultation would involve a wide range of identified consultation bodies and agencies over a 6-8 week period as well as local residents and groups with at least one public consultation event. All comments will be collated and the process requires that every comment must be considered and receive a response. Following this the Consultation Statement will be prepared and submitted to LDNPA with the revised Submission version of the Plan for a further consultation period by the LDNPA of 6-8 weeks. It will then go to Examination which will look at the process, links to the Local Plan and the NPPF and raise any questions. Following the Examiner's Report, it will go to local

referendum. LK suggested that in her view this would likely be in the Spring of 2024 but it will depend on the LDNPA as they will organise the referendum.

Mr. A. Gerard said he had contact details for AECOM, but the WG confirmed it already had these. He requested information on the grant award and the Secretary advised that he would report on this in the next Agenda item. Mr. Gerard then commented that in his opinion, two years had been wasted on the development of the Plan and he registered his disappointment that it was not intended to consult on the Issues and Options document which seemed to him to be an unnecessary cutting of corners. LK responded that her presentation had confirmed that the first Draft Plan contained reference to and incorporated significant extracts from the Issues and Options paper and that three levels of consultation (Draft, Final and via the referendum) were proposed.

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

## 7. Finance

- a) Update on grant funding: The Secretary confirmed that Groundwork UK had formally approved a grant award of £5,630.00 for work on the Plan to the end of the financial year.
- b) The Secretary asked members of the Working Group to recommend that the Parish Council; pays an invoice from Kirkwells for £2,700 + VAT for work to date. It was **Agreed** to submit this recommendation to the Parish Council for payment.

## 8. Membership of the Working Group

No expressions of interest had been received.

## 9. Correspondence

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

## 10. Items for Information: The following summary was agreed:

- a) Members of the Working Group will submit feedback to the Secretary for onward transmission to LK
- b) LK will prepare Draft V2
- c) Consideration will be given to a further meeting with LK to go through V2
- d) The Group will aim for a meeting with LDNPA in March with LK present by way of initial liaison on progress.

## 11. Issues to be raised: None other than matters raised during the meeting.

## 12. Date of Next Meeting

At LK's suggestion it was proposed that the next meeting of the WG would be best held after a meeting with LDNPA, probably in late March. The date will be confirmed and publicised.

The meeting concluded at 9.00 p.m.

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

Signed.....

Date.....