

**Minutes of e-Meeting 33 of Crosthwaite & Lyth Neighbourhood Development
Plan Steering Group 8th April 2021 at 9.30am,**
with Louise Kirkup (consultant) 10am-10.30am and Lucy Sykes and Elliot Joddrell
(AECOM) 11am-12noon

SG members present: Simon Johnson (Chair), Lisa Bibby, Alan Gerrard, Dorothy Grace, Graham Paine.

1. **Apologies** – none.

2. **Approval of Minutes**

Minutes for 29th March 2021 were approved.

3. **Matters arising**

3. Meeting with AECOM – see below under 6.

8. Communications

Action: Alan is continuing the discussion with the Crosthwaite & Lyth webmasters around accessibility of SG documents.

Lisa has created an electronic poster for the photographic competition for local publicity.

4. **Parish Council meeting 6th April feedback**

a. Photo competition – PC agreed to fund the prize of £125 in total (4x£25 for primary school categories, £25 for older children).

b. Working group volunteers:

- Andrew Metcalfe, who opted for the Design and Sustainability thematic group, and
- Robert Sykes, former SG member, for the Natural Environment group.

5. **Issues & Options document update** – with Louise Kirkup, Neighbourhood Planning Consultant

Louise will supply a section describing the purpose of the NDP – what it can do – to complement the description of what a NDP is.

The first meeting of the thematic group should bring everyone up to speed on the NDP and the role of the I&O document, and also look at the strategic objectives to finalise them.

Five stages were identified for the document:

- I. SG members to update the content, and consider the policy questions and the strategy statements in particular;
- II. Thematic groups to consider and update the narrative relating to their themes and finalise the policy questions;
- III. Public consultation on the document with yes/no answers to the policy questions;
- IV. Thematic groups to update their sections in the light of the consultation results;
- V. Policies to be formulated as per the responses in the public consultation (Louise).

It was suggested that interested people or organisations from outside the Parish may be invited to bring expertise to the thematic groups. This could be through open meetings for each of the four thematic groups, probably online, to which representatives of local businesses

and organisations would be invited to the relevant meeting, or through smaller group conversations.

Louise emphasised the need to keep records of all public interactions with members of the community, and with those from outside bringing expertise or knowledge into the thematic groups, to satisfy the examiners of the final NDP that public consultation has been as broad as possible.

A summary document as well as a full description of all the feedback from the public consultation will be produced, including an appendix containing issues raised that are beyond the scope of the NDP, e.g. public transport, road safety, infrastructure. These will be referred back to the PC for possible further action.

It was recognised that some policies will have an impact on more than one thematic group; therefore, policies will be cross-referenced in the consultation document.

The policies will have to be in line with government and LDNPA policies; for instance, it is pointless making a requirement for more than one parking space per new dwelling as the government is striving to move away from private cars to public transport and pedal power.

6. Planning for AECOM site visit

Alan has signed up to the Ordnance Survey public site for geospace and mapping to access the relevant maps as a basis for the DCs and is liaising with Elliot to complete the process.

Lisa has forwarded the link to the online I&O draft document to Lucy.

The Design Codes process has been clarified, and there was a Google Earth tour through the Parish with and Lucy and Elliot from AECOM during the meeting from 11am to describe it to them. This will inform their site visit on 16th April.

Action: all to identify areas that Lucy and Elliot might look at in particular that weren't covered in the Google Earth trip and **Alan** to pass on the suggestions.

Action: Simon, Alan and Dorothy to be available for questions during their site visit on 16th April.

7. Castle & Coast meeting

A discussion of the results of the HNA, using an abridged version of the presentation given to the Parish Council, will be followed by a consideration of how the needs identified might be met.

Action: Simon to confirm date/time with C&C.

8. Communications

Martin French, Clerk to the PC, has set up a Facebook page for the PC.

Action: Dorothy to send Lisa's poster for the photographic competition to the parish magazine and Crosthwaite & Lyth website, and post on the local Facebook pages.

Action: Alan to ask the Parish Clerk to disseminate information and posters using his emailing list and the new Facebook page.

Social media updates and invitations to join each of the thematic groups will follow if there is insufficient response.

Parish magazine:

- Update in May's edition: a reminder of the photographic competition.
- Update in June to advertise setting up of groups and dates to be arranged for first meetings.

9. Date of next e-meeting

Tuesday 20th April at 1pm.

Meeting with Castle & Coast subsequently arranged for Thursday 22nd April at 10am