

PARISH OF CROSTHWAITE AND LYTH
NEIGHBOURHOOD PLAN – STEERING GROUP

Meeting of Steering Group on 17 September 2018

1. PRESENT

The Group, as selected by the Parish Council, comprises:

CHAIRMAN Roger Smith. Parish Councillor. Resident for 10 years. Employment in operational management in the water industry

Robert Sykes. Ex-officio Chairman of the Parish Council. Resident for 40 years. Retired solicitor

Henk Muller. Resident for 7 years. Manager in IT industry

Steve Rowlinson. Resident in the area for 5 years. Retired community-focussed architect with a specialism in environmental and planning matters.

Dorothy Grace. Resident of the Row for 12yrs, information professional, musician, church lay minister.

Simon Johnson. Resident for 3 years. Chemical Engineer initially engaged in the design, project management, construction, commissioning and operation of water, wastewater and environmental improvement projects. More recently led the global growth / acquisition strategy for a publicly listed US specialty chemical business.

2. TERMS OF REFERENCE

The following will be offered to the Parish Council as the Terms of Reference for the Steering Group;

“To deliver a Neighbourhood Plan, as specified in The Localism Act, 2011, and as requested by the Parish Council of Crosthwaite and Lyth. The Plan will reflect the needs and aspirations of the whole community up until 2029.

The Steering Group will report to the PC at each of the Council’s monthly meetings.

Detailed information will be gathered from all sectors of the community and analysed, with a view to preparing a report by Easter 2019. The consequent Draft Neighbourhood Plan will be complete by September 2019.”

3. ACTION

Immediate action agreed as follows:

- 3.1 DG to research statistics, relevant to the parish and to the NP. Other members to suggest topics for research.
- 3.2 SR to review the current Local Plan published by the LDNP and summarise those policies in the plan that may be relevant to C & L. Similarly, to research the new Draft Local Plan to identify changes .

- 3.2 SJ to take the lead on Market Research, which will identify the views and wishes of the community. We may need to employ professional guidance on this but, first, will investigate whether necessary skills can be found in our own community. SJ will discuss the methodology used in the latest housing needs survey with Mary Harkness. Also review how other parishes in Cumbria conducted their Market Research
- 3.4 HM to review other local Neighbourhood Plans, produced recently and advise on how to structure our Plan. Format and contents.
- 3.5 DG will take the minutes in future meetings.
- 3.6 R Smith will ask the webmaster to set up, on the Parish website, a page dedicated to the Neighbourhood Plan and an email address specifically for residents to communicate with the Steering Group.
- 3.7 Items for future meetings
- Responsibility for auditing the group's activities
 - Fund raising, should we need to employ professional assistance.

NEXT MEETING

The next meeting will be at 12.00 on Wednesday 10th October, at Woodghyll, Crosthwaite