

Minutes of 10th Meeting of Crosthwaite & Lyth Neighbourhood Plan Steering Group 26th March 2019 at 1pm

Present: Simon Johnson (Chair), Dorothy Grace, Steve Rowlinson, Robert Sykes

1. **Apologies for absence** – Alan Gerrard
2. **Minutes of the last meeting 23rd January** – approved. All Matters arising are in this agenda.
3. **Vision Document**
Agreed that printing would be ready to go, depending on the outcome of the Parish Council meeting on 2nd April.
4. **Approve print costs**
Budget of £150 approved by Parish Council. The current quotes for various size print runs and envelopes for delivery are attached.

Two quotations have been obtained, one from Stramongate Press and one from Printing Plus.

Stramongate Press' quote : £261 for 650 copies of the Vision A4 document so the attached summary includes the cheaper Printing Plus quotation.

Action: Dorothy to request revised quote from Stramongate for 450.

Action: Simon to request revised quote from Printing Plus

Action: Simon to alert the PC to the higher figure for printing costs and seek approval for increased budget.

Based on the current costs it was agreed that the number of copies of the Vision document: one per household = 450 documents with option for more forms requested by email: -

neighbourhoodplan@crosthwaiteandlyth.co.uk

5. **Distribution and Collection strategy for Vision Document**
Distribution 1-6th April, replies in by Wed 24th April.
Each form will be in an A4 envelope (flat): one for each adult in the Parish and for each business in the Parish.
Addresses on labels (every residence in the Parish) to ensure every permanent household is included.
Option for people to return forms anonymously if they wish in a blank envelope.
One form will be delivered to holiday lets / 2nd homes.

Some difficulty in obtaining names and addresses from the Electoral roll from SLDC via Martin French (PC Clerk), but need to have this, or just addresses for the parish, before printing the Visions document.

Distribution will be by SG members plus Parish Council members and a few volunteers.

Recipients will be asked to return the form in the original envelope, to allow monitoring of returns. There will be a note on the envelope to say what it is so that it doesn't go straight into recycling.

Collection boxes:

In the Village Hall foyer

Church foyer

Damson Day Community tent 13th April

Offer to pick up forms from those who have limited mobility.

Chase up once any forms not returned according to the labels.

It was agreed previously that the vision document will be sent to Paula Allen (SLDC) at the same time as the PC.

Action: Simon to send a copy of the Vision document to Paula Allen.

6. Venues and dates of open meetings

Drop-ins for questions about Neighbourhood Plan and Vision:

Memorial Hall:

Wed 10th April at the Exchange afternoon 2-6pm

Wed 17th 7-9pm

Action: Steve to ask Kath Edwards about Village Hall booking

7. Communication and Awareness-raising strategy

- Parish News – article sent in for April edition
- Westmorland Gazette – 4th April edition
- Village Noticeboards and local pubs – A4 laminated posters
- Local website – some difficulty getting through to the webmaster which is being addressed.
- WI – not done.
- Community tent at Damson Day.

8. Meeting with Parish Council on 2nd April

Simon will send Martin a written proposal for approval of higher printing and publicity costs, and circulation of the Vision document to all parishioners, and will attend the meeting.

The Vision document will be printed once it has been approved by the PC.

Any NhP needs to align with the planning policies of the National Planning Policy Framework, LDNP Planning Policy and SLDC Planning Policy. Under the terms of the 2016 Localism Act, LDNP and SLDC should take notice of housing needs and where the housing should be located, according to an approved Neighbourhood Plan. However, it seems that these bodies are not following their own Policies, which makes it very difficult for a NhP to be developed in a form that is relevant and that will be consulted by these bodies. If it will be ignored, then there is no point in proceeding any further.

9. Parish Council Annual General Meeting 21st May 2019

Preparation deferred to next meeting.

10. Date of next meeting – tba after the meeting with the PC.

Appendix 1 - Vision Document Distribution Options (Budget Approved £150.00)

i) One copy per household

Number of colour A4 copies to be printed	400	
Cost of printing		£ 158.21

C5 Envelopes	500	
Cost of envelopes		£ 17.15
Costs of address labels for envelopes (printed by SG)		£ 19.19

Folding & envelope stuffing by SG volunteers

Total Cost		£ 194.55
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ii) One per "Adult"

Number of colour A4 copies to be printed	750	
Cost of printing		£ 223.95

C5 Envelopes	500	
Cost of envelopes		£ 17.15
Costs of address labels for envelopes (printed by SG)		£ 19.19

Folding & envelope stuffing by SG volunteers

Total Cost		£ 260.29
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iii) One per "Adult"

Number of colour A4 copies to be printed	750	
Cost of printing		£ 223.95

C5 Envelopes Professionally Printed	400	
Cost of envelopes		£ 207.04

Folding & envelope stuffing by SG volunteers

Total Cost		£ 430.99
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