

## Minutes of 14th Meeting of Crosthwaite & Lyth Neighbourhood Plan Steering Group

18<sup>th</sup> July 2019 at 10am

**Present:** Simon Johnson (Chair), Alan Gerrard, Sophie Brooks (Prospective SG Member)

1. **Apologies for absence** – Dorothy Grace, Robert Sykes
2. **Minutes of the last meeting 18<sup>th</sup> June** – approved. All Matters arising are in this agenda.
3. **SG Membership**  
Sophie Brooks has expressed interest in supporting the NP and was invited to attend this meeting to enable her to better understand the process and activities underway.
4. **Grant Application**  
Following the SG meeting of 18<sup>th</sup> June 2019 SJ had issued the information required to complete the Grant Application to Martin French on 27<sup>th</sup> June 2019.

Progress of the application was delayed until 2<sup>nd</sup> July PC meeting in view of doubt raised by the PC in email exchanges regards the benefit of continuing a NP following the NALC research Report.

Following the PC meeting on 2<sup>nd</sup> July Martin French was now preparing to submit the Grant application subject to clarification of a few more points as follows;

- This grant must be spent prior to 31 March 2020. We can apply again for the balance on 01 April 2020. (appears rules changed so now an annual grant)
- We are not to commit to expenditure until one month after the application has gone in.
- Once Martin completes the Expression of interest we will receive the Grant link and have 15 days to complete. It will be a further 15 days until we are advised of a grant
- Consultants at max £550 per day

As the application has been progressing it now appears that, to claim for consultancy monies, we will need quotations on headed note paper from prospective consultants – we currently do not have these as we have sought not to waste consultants time if the NP was going to stop. It was agreed rectifying this was probably the main priority.

In addition SJ noted that the Grant application had been prepared assuming the following;

- We will endeavour to identify a number of sites for development and seek to allocate one such site in the Parish. This is of course subject to being able to identify a site but if we could do this it would be likely to make the NP much more robust
- SJ also noted that on the Application we had stated that we would be seek to include in the NP an Development Order. A neighbourhood development order grants planning permission for the development we want to see in our area. The permission can be for a new building on a specific site (e.g. housing, community facilities), or for alterations across the area (e.g. encouraging housing through giving permission to change the upper floors of shops to flats).
- Business Neighbourhood Plan – SJ noted that we will not be doing a Business Development Order.

**ACTION** – SJ to continue to source and screen potential consultants and obtain a quotation.

#### **5. NALC Report**

SJ had submitted a note to PC on behalf of the SG in regards to the NALC Research Report on 27<sup>th</sup> June 2019.

A copy of the report was also forwarded to Paula Allen at LDNP for comment. She was unaware of the report but said she would review and respond. No response received to date.

#### **6. LDNP Meeting**

Paula Allen was contacted on 26<sup>th</sup> June 2019 to propose a meeting where SG could update her re progress and the feedback from the initial Vision Document.

Earliest Paula was available is w/c 5<sup>th</sup> August.

A meetings has been scheduled for morning of 5<sup>th</sup> August at 10:30am. The SG will be represented by SJ and AG.

**ACTION** – SJ to prepare an Agenda for this meeting.

#### **7. CALC**

In an effort to gain some insights from other Parish Councils experience of NP SJ contacted CALC. The key issues were to ask if they can provide any support or advice on;

- How to maximise Community engagement and how to communicate more effectively with a dispersed rural Parishioners
- Recommendation re Consultants who provide NP advice services for PC with particular reference to National Parks.
- Alternative sources of funding for NP

Bryan Craig, an Executive CALC member with a lot of expertise in Neighbourhood Planning at a local and National level has tried to contact SJ but thus far haven't been able to actually speak.

#### **8. Initial Questionnaire**

Following the last SG meeting SJ has asked Paula Allen at LDNP if she could provide copies of the initial questionnaires used by any PC in the National Park in developing their NP. Paula advised the LDNP do not have these and that we contact Coniston, Torver or Matterdale Parish Councils to ask to see their questionnaires.

Coniston PC were contacted but no response has been forthcoming.

Matterdale PC advised that they did not use any form of questionnaire. Instead they just used public meetings. The Issues and Consultation Questionnaire was then developed by a working party of five Parish Councillors and four none Councillors working with Tom Woof as Consultant

Torver – Not yet contacted

The very different approaches that have been successfully adopted is interesting and needs more understanding. This maybe highlights the need for an expert consultants input to guide us.

## **9. Consultants**

Following the feedback re the Grant Application SJ has been endeavouring to find possible consultants we could use.

Paula Allen was not aware of any consultants offering NP advice in or near the National Park.

Friends of the Lake District were also contacted and they noted that There don't seem to be many planning consultants working locally who are marketing themselves as available to help people with Neighbourhood Plans. They did comment that Lower Allithwaite Parish Council, just on the Southern boundary of the National Park, were using a Neighbourhood Plan consultant and reports have been very positive.

Friends of the Lake District also commented that Grange's consultant was based on the south coast which made things tricky and Heversham & Hincaster broke ties with theirs quite early in the process and did the rest by themselves as they weren't getting along. In both cases, there were issues with the consultants copying and pasting sections of other neighbourhood plans and dumping them in, sometimes without even bothering to update place names.

SJ has contacted Lower Allithwaite PC and they provided contact details for their consultant as Kirkwells, Lancashire Digital Technology Centre, Bancroft Road, Burnley, BB10 2TP. A call has been set up to speak to Kirkwells Thursday 18th July at 2pm.

Following the CALC training course back in September we have also contacted GT Planning.

This firm is Warrington based so clearly a geographic challenge but they have confirmed that they could help though geography may be an issue

It has been confirmed with both Kirkwell and Groves that the £550/day fee cap imposed by the Grant system is not an issue for them.

**Action** – SJ to continue to pursue this workstream.

## **10. New Steering Group Members**

We are still in need of new members as the work load on the current group is going to become an issue.