

## **Minutes of e-Meeting 30 of Crosthwaite & Lyth Neighbourhood Development Plan Steering Group 23rd February 2021 at 9.30am**

**Present:** Simon Johnson (Chair), Lisa Bibby, Alan Gerrard, Dorothy Grace, Graham Paine. Louise Kirkup (consultant) joined the meeting at 10am

**1. Apologies – none.**

**2. Approval of Minutes**

Minutes for 10<sup>th</sup> February 2021 were approved.

**3. Summary document of Housing Needs Assessment results for the next PC meeting**

Alan and Lisa distilled a shorter summary document, drawn from the presentation and the overview used at the closed PC meeting. The document was discussed and finalised by the SG ready for approval by the PC on 2<sup>nd</sup> March. Once approved, the summary will be posted on the C&L website along with the primary and secondary data reports, and will form the basis of any communication about the current work of the SG.

A letter to Castle and Coast (Housing Association) was drafted and approved by the SG, and also by the PC by email, to initiate contact between C&C and the SG to discuss the results of the HNA.

**4. Issues and Options document with Louise**

Louise will join the PC meeting on 2<sup>nd</sup> March to explain the process of creating a NDP and what the next steps should be to ensure there is reasonable and proportionate consultation on the Issues & Options document, and what this document should achieve.

The timing of consultation on this document is compromised by purdah as council elections take place in May. It was agreed to wait until the new Parish Councillors had been elected before embarking on the consultation process, which may have the benefit of the lifting of Covid restrictions on gatherings.

It may be possible to hold public meetings in early summer, perhaps in outside spaces in the Parish, to consult as widely as possible with Parish residents.

It was agreed that the processes and communication routinely carried out by the SG were transparent and robust. It was suggested that the SG might endeavour to draw on particular expertise in the community for certain sections of the I&O document to support the SG's work. It was also suggested that SG meetings should be open to the public, though this may not be very enlightening to those who attend when draft documents are being worked through, as has been the case for several meetings lately.

**5. Communications**

The SG wishes to develop a dedicated social media presence for the Neighbourhood Plan, and a logo to provide identity and instant recognition. The Communications plan has been updated to include the next steps for publishing the results of the HNA, and for the development of the Issues & Options document with involvement from the community. It will be put to the PC at its meeting on 2<sup>nd</sup> March for approval.

**6. Date of next e-meeting**

Wednesday 10<sup>th</sup> March at 9.30am