

**Minutes of e-Meeting 32 of Crosthwaite & Lyth Neighbourhood Development
Plan Steering Group 29th March 2021 at 9.30am
with Lucy Sykes and Elliot Joddrell (AECOM) 10am-11am**

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

1. Apologies – none.

2. Approval of Minutes

Minutes for 10th March 2021 were approved.

3. Meeting with AECOM at 10am to discuss Design Codes for the NDP

Lucy Sykes and Elliot Joddrell from AECOM's Manchester office joined the meeting at 10am.

Design Codes promote the desirable aspects in the community and guard against inappropriate designs. The LDNPA has a general approach to design codes, which for this area need to be more specific, and AECOM will take those into account. All relevant bodies will need to take note of the NDP and the DCs therein, e.g. Highways Authority, not just LDNPA.

Aspects covered by DCs include parking, water treatment, boundaries, buildings, landscape and building density etc. and should be relevant to all four themes in the Issues & Options document. It may be possible for Lucy and Elliot to provide support for workshops or the work of the thematic groups, and the DCs will follow the four themes of the I&O document, which are

- local housing
- local businesses, community facilities and infrastructure
- design and sustainability
- natural environment.

It is possible to apply specific coding to specified areas within the Parish.

The SG explained the history of the NDP – why it was set up and progress so far, and provided an overview of the Parish. The book *Cameos of Crosthwaite & Lyth* was recommended as useful background information.

There will be an extensive site visit: under the current Covid restrictions each visitor has to be alone, but there may be a virtual group meeting with members of the SG to discuss specific areas.

Timescale: there is a four-month time period to produce the DCs.

Action: Alan – PC to sign up to the Ordnance Survey public site for geospace and mapping to access the relevant maps as a basis for the DCs.

Action: Lisa to forward I&O draft document to Lucy and ask for a timeline for the DCs.

Question: how can the DCs be defended against challenge, given that there is bound to be some level of subjectivity?

Answer: everything will correspond with LDNPA and other national guidelines, and will follow what is recognised as good design practice.

Action: all to identify areas that Lucy and Elliot might look at in particular.

4. Debrief post-meeting

The DCs will not be finalised by the time of the public consultation on the I&O document; therefore, an overview or some examples of what the DCs might include will be put in the I&O document.

5. Planning for 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.

6. Issues & Options document process update

The intention is to set up the thematic groups in late May, probably after the new PC is in place from 18th May, with the PC identifying a Chair for each of the groups. There will be at least one SG member in each of the groups.

SG lead members for the thematic groups:

- Local housing – Simon
- Design and sustainability – Alan
- Local businesses, community facilities and infrastructure – Lisa
- Natural environment – Dorothy

Guidance for the groups in their work toward producing the policies for the I&O document will be provided. Detailed planning will take place following the first meeting of new PC on 17th May.

Action: Simon to ask Louise Kirkup, Neighbourhood Planning consultant, for advice on this process.

7. Communications

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

Action: Lisa to create an electronic poster for the photographic competition and one for each of the policy themes.

Posters to be 'drip fed' to Parish website and other channels.

The Parish Council emailing list can be used, through the Parish Clerk, to disseminate information and posters.

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

Action: Alan to ask PC for Chairs and provisional dates for the first meetings in June of the thematic groups.

Parish magazine:

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

8. Date of next e-meeting

Thursday 8th April at 9.30am to discuss I&O document progress.