

**Minutes of Meeting 15 of Crosthwaite & Lyth Neighbourhood Development Plan
Steering Group
9th September 2019 at 10.00am**

Present: Simon Johnson, Alan Gerrard, Dorothy Grace, Graham Paine

1. The SG welcomed Graham Paine to the group. Robert Sykes gave apologies for the meeting.

2. Approval of Minutes for previous Meetings

- a. 18th June 2019 – approved
- b. 18th July 2019 – approved

3. Other Meeting Minutes/Notes

- a. LDNP Meeting 5th August – Alan to produce brief notes for the website (**Simon** to do)
- b. Meeting with Louise Kirkup from Kirkwells 15th August – approved for the website

4. Feedback from 3rd September PC Meeting

The SG has authority from the PC to engage Kirkwells consultants providing grant funding is secured by the PC. This puts a time pressure on the process as the grant has to be spent within the financial year of application, i.e. by April 2020. The PC approved the revised budget and timeline.

A maximum of £9000 is available and can be accessed in up to four grant applications for smaller amounts. Additional money is available for purely technical processes.

Martin French will undertake a project to gather email addresses from all the parishioners (who are willing to give them). The list will be held securely under the terms of GDPR, on a communication system, such as 'Mailchimp', that holds the data securely and allows emails to be sent to everyone without showing other addresses. It will be used to inform the community about Parish Council and Steering Group activities and to promote engagement with NDP progress. It will also be used to gather opinion on the Neighbourhood Development Plan as required.

Action: Graham to compile a glossary of terms

5. Budget & Grant Funding

See above.

6. Kirkwells – Appointment (subject to grant funding)

- a. Timing of initial meeting
 - Check with Louise Kirkup that she is happy with the reduced budget.
 - Link her with Martin to give assistance for the grant application.
 - Arrange a meeting for mid-October to determine priorities for the questionnaire.
- b. Once Kirkwells is engaged one of initial tasks will be assessment of National and Local Policy.

7. Parish Housing Needs Survey – do we need one?

The South and East Distinctive Area Plan covers a wide area in which this parish falls, and is not specific; therefore, a local housing survey is necessary to identify the particular needs of this locality. Once Kirkwells is engaged the SG will seek advice from Louise, and will also approach other communities that have carried out a survey.

8. Questionnaire Development

This will be carried out in association with Louise (Kirkwells) once a housing needs survey has been completed.

There is a possibility of the PC designating land for development, stipulating exactly what should be built, or for sale as self-build land. This would require the PC to manage the building project.

9. Next Steps

Action: Simon to upload SG minutes from June and July, and notes of the meeting with Kirkwells, to the website.

Action: Alan to produce a summary of the meeting with LDNP on 5th August for the website.

Action: Simon to make contact with Lower Allithwaite which is also in the process of developing a NDP with Kirkwells.

Action: Simon to explore the benefit of a meeting with Lorraine Wall of Friends of the Lake District.

Action: Dorothy to write article for the October Parish Magazine.

Action: Once we have the results of the housing needs survey, meet with Castle & Coast Housing Association (which built Oak Fold) to discuss their priorities, policies etc.

10. Date of next meeting

Monday 28th October 10am at Hardriggs