

## **Minutes of e-Meeting 29 of Crosthwaite & Lyth Neighbourhood Development Plan Steering Group 10th 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 26th January 2021 approved.

### **3. Closed meeting with Parish Council 2<sup>nd</sup> February**

The SG met (Zoom) with the PC to present the results of the Housing Need Survey; the primary and secondary data documents, an overview and the PowerPoint presentation to be used at the meeting were circulated to PC members in advance.

There was some discussion at the meeting as to how the community consultation process might be carried out, to provide maximum opportunity for everyone in the community to have their say, given the Covid restrictions. This will be explored further by the SG at its next meeting.

**Action: Alan and Lisa** to distil a shorter summary document drawn from the presentation and the overview used at the PC meeting for publishing locally (see 5 below).

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

The conversation focused on how to consult effectively, safely and as widely as possible with the community; Louise referred to the processes adopted by a similar group in Hereford who had produced a NDP. The PC-led consultation would need to be seen as being as comprehensive as possible. However, it was acknowledged that some Parishioners would choose not to engage with the process, and therefore their particular views would not be captured.

Louise suggested the SG look again at the questions asked in the document, so that the answers would lead to more specific definitions of the desired local policies, covering local businesses, community facilities and infrastructure, design and sustainability and the natural environment as well as housing.

The SG aims to present the draft Issues and Options discussion document to the PC at its 6th April meeting for approval to continue with the consultation process, plus a proposed schedule for the public consultation on the document. Under the current Covid restrictions, it is generally acceptable for certain consultation stages to be commuted or amalgamated, and this is being encouraged by the Government, providing every avenue to engage safely has been pursued.

### **5. Communications**

The implications of the results of the survey will be discussed in the next PC meeting on 2nd March; this will be an open meeting. Following this, the summary results will be communicated to the community in a manner to be finalised at the SG's next meeting on 23rd Feb, plus an update of what happens next.

- 6. Date of next e-meeting**  
Tuesday 23rd Feb at 9.30am