

## CROSTHWAITE & LYTH PARISH COUNCIL

### NEIGHBOURHOOD PLAN:

#### UPDATE REPORT TO THE DECEMBER MEETING OF THE PARISH COUNCIL – 05/12/2022

There has been good progress with the structural development of the Neighbourhood Plan since the last meeting of the Parish Council (PC) on the 07 November when it was agreed that all Parish Councillors would be appointed as members of the Neighbourhood Plan Working Group (NPWG) with additional representatives to be appointed as the process unfolds.

This Report updates on that progress and follows the 10-point approach which is the framework that has been adopted for recent reports.

- 1. The Terms of Reference (ToR).** At its November meeting, the PC agreed that the existing ToR should be amended. I subsequently reviewed and revised these in the light of changed circumstances and circulated a draft version. This has been subject to comment and further review and a revised draft has been circulated to Parish Councillors and posted on the website. As these have been circulated, I do not propose to go through the revision in detail, but this is an appropriate opportunity for further comment before formally agreeing the draft.

*Provision for discussion..... Final draft to approved at the end of this report.*

- 2. Maintain Liaison with Kirkwells (Planning Consultants):** Since the last meeting I have had productive conversations with our external consultant, Louise Kirkup (LK). I have updated her on the renewal of work on the NP by the Parish Council. She is aware that the Plan will build on work already completed, but that the NPWG will wish to review the overall scope of the completed plan by revisiting the policies that it wishes to include. I advised her that I had successfully completed the process to enable the submission of a new application for grant and that I had completed the application form with the exception of the costs under defined budgets as required. LK kindly offered to review the submission and add the cost elements, as a result of which an application for £5,630 grant was submitted on 30 November. This sum only covers activities up to 31 March 2023 after which a new application must be made. It includes funds to cover an initial scoping meeting with LK in early January.
- 3. Continue Work on New Grant Application** – This action is now completed as reported above.
- 4. Appointments to NPWG:** As of the 07 November, the NPWG has reformed and is in existence with 6 members, made of Parish Councillors plus the Chairman of the PC who is an ex officio member. Given the need to agree new ToR, discussions with Kirkwells and the submission of the application for grant, the NPWG has not yet formally met. An informal working group of the Parish Council did however meet on 29 November and suggested that the Parish Council considers and adopts the following timeline:

Step	Action	Timeline
1	Submit application for grant	End November - done
2	Prepare an update article for inclusion in the Parish Magazine to include a call for expressions of interest (eoi) to serve on the NPWG.	Deadline for submission of article – 12/12/22 Deadline for eoi – 15/01/23
3	Meet with LK for initial scoping meeting	Week commencing 09/01/23
4	First formal meeting of the NPWG; considers amongst other things expressions of interest and plans for a leaflet drop	16/01/23

5.	PC meeting 06/02/23 approves appointment of any new members as recommended by NPWG and ongoing priorities	06/02/23
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**5. Call for volunteers** – This action is as reported in item 4 above

**6. Meetings with External Advisors**

- a) Kirkwells Planning Consultants: as reported above
- b) Planning Consultant: Following the meeting with David McGowan (recently retired head of Development Management at LDNPA) on 30 November as previously reported, I have had several further productive discussions with him. Although he doesn't feel able to take on a formal role with the NPWG, he has confirmed his willingness to assist in a way that taps into his technical knowledge. He has encouraged the NPWG to follow the required steps, including creating the framework for business meetings, bringing on the most appropriate talents, and planning the engagement process with the local community as background to the planning content - where he could help. He has offered support with technical drafting and considering proposed local policies to ensure that they fit within LDNPA's current policy framework and that they are consistent with the Local Plan. A constant theme in his advice is to avoid over-complication and to adopt a limited number of key policies that are defined by reference to SMART principles (policies that are specific, measurable, achievable, realistic and time-linked). If the meeting with Louise Kirkup in early January is approved, this approach will be discussed with her.

**7. Reports to be included as part of the Minutes:** Adopted

**8. Reports to be included as part of the Agenda:** Adopted

In relation to items 7 & 8 above, it should be noted that simply as a matter of lack of space, Reports cannot be accommodated on the noticeboard, but are posted at the appropriate place on the Parish Council website.

**9. The NPWG should meet to take matters forward:** Development issues such as revising the ToR and applying for grant have taken precedence, but as reported at item 4, a first meeting of the new NPWG is proposed for 16 January 2023.

**10. Administrative support:** currently being supplied as part of Clerk's duties.

**As a result of this Report, the Parish Council is asked to APPROVE:**

- a) **Revised Terms of Reference**
- b) **Components of the Timeline outlined in Item 4 above**

Martin Curry  
 Clerk to Crosthwaite & Lyth Parish Council  
 02 December 2022