

Minutes of e-Meeting 23 of Crosthwaite & Lyth Neighbourhood Development Plan Steering Group 22nd September 2020 at 2pm

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

1. **Apologies:** None

2. **Approval of Minutes for previous Meeting**
14th August 2020 – deferred to next meeting.

3. **Communications of SG updates**

Following a meeting between Lisa and Dorothy to explore means of communication with the Crosthwaite & Lyth community, various options were suggested to the SG, such as the parish magazine and the Crosthwaite & Lyth and Lyth & Winster Valleys Facebook pages. Other social media options would be discussed further at a subsequent meeting. A draft Communications Plan was presented, describing where and when information might be published. It proposed a schedule for regular communication, plus extra bulletins when there are specific items to announce. The wording of these communications will be approved by the PC, or representatives thereof, prior to publication. The Communications Plan will be reviewed and updated at each SG meeting.

Action: Alan and Robert to present draft communications plan to PC for approval

Action: Alan and Robert to ask the PC to nominate two or three members to approve communications from the SG on the PC's behalf.

Action: Dorothy and Lisa to develop standard wording, similar to the entry in October's parish magazine, for publication on the local website, social media platforms etc.

4. **Review of the Issues & Options document**

The SG's consultant, Louise of Kirkwell's, had produced a first draft of this consultation document, using standard wording plus some tailoring to Crosthwaite & Lyth. Graham and Lisa had extensively reworked the document to include much more local content, with photos and information from sources such as the Crosthwaite & Lyth website and other sites relating to this area.

The resulting document was reviewed by the SG in detail; further amendments were made and queries identified for Louise. One of these queries was how the document would be made available to all households in the community for the consultation process, given the size of the document and the inability to hold drop-in sessions or have copies available for people to view in a specified location, given the Covid-19 restrictions and risks.

Action: Alan to check copyright on the photos used in the document.

Action: Simon to send the updated copy to Louise with the queries raised and arrange for her to join a future meeting of the committee.

Action: Lisa make additional agreed amendments to draft document.

Action: Alan and Dorothy to contact organisations that might be able to provide additional text for natural environment section.

5. Date of next meeting

Wednesday 7th October at 14:00