

# LAZONBY NEIGHBOURHOOD PLAN

## STEERING GROUP MINUTES

**Subject** Steering Group Meeting

**Date of Meeting:** 11 October 2016

**Location of Meeting:** Lazonby Village Hall

**Attendees:**

**Name:**

Cllr Peter Minihan (PM)  
Cllr Virginia Minihan (VM)  
Cllr Gordon Nicolson (GN)  
Cllr Chris Hill (CH)  
John Nicol (JN)

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ITEM		ACTION
1.	<b>Apologies</b> Apologies were received from Gordon Malcolm (GM); Lorraine Smythe (LS) – ACT and Kayleigh Lancaster (KL) - EDC	
2.	<b>Matters Arising from September minutes</b> A review of the work still to be done from the previous minutes raised a number of issues that needed amendment:- <ul style="list-style-type: none"><li>Is the Design Guide (produced to inform development in the village) a Guide or a Policy Statement? If it is to inform future development ie “to be offered as a material planning document with an expectation that applicants for planning will either follow the guidance or will offer reasoned justification for not doing so” then it needs to be ‘tightened up’. – GN to go through this with GM</li><li>CIL/Section 106 to be renamed ‘Planning Gain’ and looked through at next meeting as it currently will not stand up to examination.</li><li>Aerial photographs are now complete. PM to give to GM on USB pen.</li></ul>	<b>GN GM</b>         <b>PM</b>
3.	<b>Draft Plan</b> There was lengthy discussion about the draft plan with the conclusion that the Policies needed to be rewritten to make them Planning compliant. GN will arrange a meeting with GM to go through this before presenting it to the rest of the group at the next meeting. There were also a number of amendments to be made:- <ul style="list-style-type: none"><li>‘Croglin Toys’ is now called ‘Croglin Designs’ and is no longer a toyshop.</li><li>Policy D2: Greenfield Sites should read ‘respondents to consultation for this plan have expressed a strong <i>preference</i> for eyesores -----’ for it to make sense.</li><li>It was felt that the Plan could not be back-dated and must therefore be re-dated to read ‘2017 to 2027’</li></ul>	

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	<ul style="list-style-type: none"> <li> <b>Housing Sites</b>  GN advised that it was not necessary to get the permission of landowners before possible sites were included in the Plan and that the names of Landowners should be removed from the document. The important issue was that they should be 'deliverable'.   The number of dwellings on The Meadows could not be counted in the final figure as they were completed before the start date for the Plan (Spring 2017) but it could be used as mitigation against proposed further large-scale development and so should be mentioned.   It was agreed that Townfoot Farmhouse and Stables (Listed building) and The Auction Mart (commercial site) should be removed from the housing sites list as they are currently not deliverable, and that West Croft should be added to the Windfill Sites rather than recorded as a site in its own right.   VM will amend the current Housing Sites list and send updated copy to GM to add to draft plan.   There was unease at the number of dwellings that had been calculated at the proposed sites using the National Planning Framework figure of 33 dwellings per hectare, but it was decided to leave the calculations as they stand with a footnote to identify how the numbers had been arrived at. It was felt that it was going to be hard to 'sell' the Plan to the parishioners with such a high figure but that had to be balanced against the expected demands of the Eden Local Plan. </li> <li> <b>Plans and Maps</b> All thought to now be complete and available to be taken to EDC mapping department by VM and GM. GM to arrange this at a time suitable to all parties. </li> </ul>	<p><b>VM GM</b></p> <p><b>GM</b></p>
<p><b>4.</b></p>	<p><b>Submission Documents</b>  GM had received comments on the draft plan from KL but these were not available in time for the meeting so were emailed round to all steering group members the next day so that they could comment if they wished to do so. GN and GM will take these into consideration at their meeting to amend the draft Plan.   The Consultation Statement that had been put into its final Pdf format was the wrong one and VM has sent the correct version and its Appendices to GM for him to complete the references to the draft plan (policy and page numbers).   It was felt that all documents should remain in Word format to allow alteration until they have been considered by the consultants under the Desktop Review.   The Basic Conditions Statement to be completed by GM before being looked at by the consultants.   The Design Statement needs amendments as detailed above.</p>	<p><b>GM GN</b></p> <p><b>GM</b></p> <p><b>GM</b></p> <p><b>GM GN</b></p>

<p><b>5.</b></p>	<p><b>Desktop Review</b> GN has been in touch with the Healthcheck Consultants (IPE) who will look through the documents and charge £1795 + VAT. This works out at £359 per day for 5 days work and will be covered by the Grant. This money is due to be spent by the end of 2016 but due to the delay in completing the NP caused by the Eden Local Plan delays, GN will ask for an extension of the money until the end of March 2017.</p>	<p><b>GN</b></p>
<p><b>6.</b></p>	<p><b>Position Statement</b> This summary of progress so far will be started by JN once he has been sent the amended draft plan and associated documents by GM after the meeting between GM and GN. JN will then email the draft Position Statement to the rest of the steering group for approval/amendments by the end of October and on to GN by 10 November. It will take the format of a folded A4 document including an aerial photograph. GN will then send it to the printers in time to hand out copies at the next Steering Group meeting to allow group members to distribute copies to every household in the Parish by the end of November 2016.</p>	<p><b>JN</b>  <b>GN</b></p>
<p><b>7.</b></p>	<p><b>Projected Timetable</b> Position Statement delivered to all properties in the Parish – end of November Desktop review – January 2017 Executive Summary/Consultation Draft – February 2017 Public meeting – late February/early March 2017 Submission Documents (Neighbourhood Development Plan, Consultation Statement and Appendices, Design Statement, Basic Conditions Statement) to EDC – end of March 2017 Independent Examination – May 2017 Referendum – June 2017 Adoption – July 2017</p>	
<p><b>8.</b></p>	<p><b>AOB</b> Consultation Statement will need to be continually updated to take account of future meetings (Appendix F - Timeline of Meetings) and future public consultations (main statement)</p>	<p><b>VM</b></p>
<p><b>9.</b></p>	<p><b>Date of Next Meeting</b> Thursday 17<sup>th</sup> November 2016 at 7.30pm in Lazonby Village Hall</p>	