



Dalston Neighbourhood Plan

Steering Group Meeting

Number 1

7pm 3rd July 2013 at Forge Green, Dalston

Present:

Helen Banks; Cllr. Bryan Craig (DPC Vice Chairman); Cllr Pauline Dalton (DPC); Cllr. Chris Drouet (DPC); Cllr. Cynthia Millar (DPC); Cllr. Ollie Rickerby (DPC); David Wilcock; David Wilson; Judith Wilson

Minutes

1. Apologies;

Ronnie Auld; Liz Auld; Jill Faux; Ian Turnbull; Ann Byers;

2. Introduction of members;

Each new member introduced themselves to The Group.

3. Election of Group Chairman;

Pauline Dalton - Proposed by Chris Drouet; Seconded by Bryan Craig.
There were no other candidates proposed so Pauline Dalton duly elected.

4. Election of Group vice Chairman;

Chris Drouet - Proposed by Bryan Craig; Seconded by Cynthia Millar.
There were no other candidates proposed so Chris Drouet duly elected.

5. Description of Neighbourhood Plan process: by CD

- Description of what a Neighbourhood Plan is. (**See attachments**)
- Must not be in conflict with the Carlisle City Council Local Plan (This yet to be issued in draft form for consultation over this summer.)
- Referring to the Draft Project Plan. (**See attachments**)
- Early community engagement; build an evidence base; continued community engagement.
- Suggested reading, The Much Wenlock website. (<http://www.wenlockplan.org/>)
This is a good source of ideas but is far more complex than we might need! (I think!!)



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6. Description of progress so far; by CD

- Designation of “Dalston Neighbourhood Plan Area” applied for in Jan 2013.
- DNP Launched 24th April 2013 at Dalston Victory during the Annual Parish Meeting.
- Posters advertising DNP;
 - PC Notice Boards
 - Butchers Shop
 - Co-Op
 - Bakers Shop
- Dalston Website Pages in development.
- Launch Leaflet/Informal Questionnaire distributed May 2013 – 5% approx. return.
- DNP “Drop In” Events took place around the Parish in June 2013 to inform parishioners in the smaller hamlets of The Plan and gather their views concerning relevant issues.

These took place at;

- Raughton Head
- Gaitsgill
- Cumdivock
- Church House, Dalston square

A wide range of views were received about many issues which will now be fed into the “Data Collection” process and help formulate the DNP.

- NP Funding Applied for in May 2013;

Limited assistance is available through “Locality”, a Government funded organisation who can arrange for “Direct Support”, assistance from planning experts, and Grant Support to fund essential areas of the process that would not be possible for a Parish where local funds are limited.

We have applied for “Direct Support” to assist with various areas of the process which will include training workshops for the Steering Group and assistance in running workshops for the public to help with the “Engagement” process.



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In addition to this we have applied for Grant Support to fund the following;

- Housing Need Survey funding
 - Questionnaire printing costs
 - Hall hire for public meetings
 - Workshops to assist with questionnaire building, analysis of Questionnaire, & policy writing
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- DNP Area has been accepted by Carlisle City Council and put out for public consultation on 1st July 2013 for 6 weeks.
 - Parish Councillors and Parishioners have been invited to join The DNP Steering Group and hold the first meeting on 3rd July 2013
 - A table has been booked for Dalston Show Saturday 10th August 2013 to display our DNP information and give an opportunity for Parishioners to communicate their views and issues to The Steering Group. **Action All! We need volunteers to staff this so please contact CD with your availability to cover a couple of hours at The Dalston Show!**

Immediate future milestones and targets

- Analysis of the informal launch questionnaire data to formulate issues for Domestic Questionnaire. – **Action CD**
- Hold a workshop for The Steering Group to get a full understanding of the process. (Locality will provide) Hope to hold this in mid- August if most members can be available. – **Action All – CD arranging with Claire Senior, Planning Aid Consultant. Further information to follow.**
- Consider how to take “Community Engagement” to other areas of the community, e.g. young people, disabled people, Local business. Return to the next meeting with ideas how this might be done and to whom. – **Action All.**
- After discussion about how The Questionnaire would be operated, a list is needed of volunteer agents to personally deliver and collect the Domestic Questionnaire. Return to the next meeting with names of potential agents and the areas that they might cover. – **Action All.**

7. Open Q & A;

- A discussion took place about the “Housing Need Survey” and why this is such a key issue to be dealt with as a major “limb” of the NP Data Collection.



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It was mentioned that in the last HNS (2005) it was discovered that there was a need to aim for 4 affordable and a maximum of 10 new houses per annum for Dalston Parish. A recent Parish Profile was tabled as useful information for members. (See attachment)

- It was discussed that funding was quite minimal and a considerable reliance was to be made on volunteer effort. This led to considering what admin effort might be needed and should a part time paid officer be appointed.

At this point it was suggested that, although not urgent at the present, this group should apply to The Parish Council for a budget of £5,000 to be used if necessary for admin and back office costs should they arise. **Proposed by Cynthia Millar. Seconded by Bryan Craig. All in favour!**

- Engagement with businesses in Dalston Parish was discussed further; what issues would be raised from this sector; – housing for employees – provide employment for local people etc. –**Action All to consider how this might be achieved and return to the next meeting with possible strategies.**
- It was asked whether this group should have a formal constitution. As part of the Parish council it was thought not. **Confirmed by Planning Aid Consultant!**

8. Contact details for all members;

All members were asked to e-mail Chris Drouet with their contact details as follows;

Name; Address; Telephone number (land line and mobile if appropriate);
e-mail address.

Action All

9. Date of the next meeting;

7pm, Wednesday 21st August 2013 at Forge Green, Dalston.

NB! There may be an additional meeting set up in August to meet with Claire Senior mentioned above.

10. Attachments;

Neighbourhood Plan Roadmap Neighbourhood Plan Worksheets; Draft Project Plan; Parish Profile (2010); Neighbourhood Planning Regulations; Designation of Area letter; Designation of Area advert.

NB! The above attachments will be sent in separate e-mails to prevent blocking your internet for too long as some of the documents are quite large!