

Grasby Neighbourhood Plan Steering Group

Meeting Number: 3

Date: 9th May 2023

Location: Grasby Village Hall Meeting Room

Time: 19:00

Attendees: Chris Mead (Chairman)
Janet Brown (Treasurer)
Rob Bennett
Tim Phipps
Mike Downing
Nick Harrison
Steve Riley (Secretary)

Apologies: Cllr. Peter Morris
Julie Turnbull

Agenda:

1. Actions from last meeting
2. Progress since last meeting
3. Community engagement
5. Any other business
6. Actions arising and next meeting

Major Points of Discussion

Item	Description	Action
1.	<u>Actions from last meeting</u>	
1.4	Chris to circulate current land use map available from the Parish Council. Ongoing.	CM 1.4
1.7	Chris to progress contact with the Owmbly and Searby parish meeting members to invite their participation on the steering group. Tim Phipps the Chairman of the Owmbly and Searby Parish Meeting as joined the Steering Group. Kate Knapton will also support the group. Completed.	
2.1	Chris will contact Nev Brown to discuss the latest situation regarding council funding for Neighbourhood Plans. New government funding is likely although not yet available and as such, no applications are being received. Completed.	
2.2	Mike will draft an announcement for web sites to prepare the community for the survey for review at the next steering group. Completed.	
2.3	Janet and Rob will find out who the admins are for local Facebook and the Parish Council web sites to publicise the announcement on engagement. Claire Bullass administers the local Facebook site. Rob will find out the Parish Council admin contact at next week's PC meeting. Ongoing.	RB 2.3
2.4	Mike will draft the contents for the next community leaflet for review at the next steering group meeting. Discussed as Item 3.1. Completed.	
2.5	Steve will register an email address (GrasbyNP@gmail.com) for resident's responses and general communication. Address now registered. Completed.	
2.6.	Provide feedback on the draft Survey document to Janet before the next meeting. Comments sent, discussed as Item 3.2. Completed.	
2.7	Provide feedback to Chris on the draft Consultation paper attached to the last set of minutes. Comments sent, discussed with the Survey feedback. Completed.	
2.	<u>Progress since last meeting</u>	
	Chris welcomed Tim Phipps and Nick Harrison to the steering group.	
	Chris will contact Nev Brown to discuss the implications on potential funding and any legalities now Owmbly and Searby are to be included in the plan.	CM 3.1
	Janet will continue to monitor the Locality web site regarding applications for government funding. No change since our last meeting.	

Action

3. Community engagement

- 3.1 The following are the main comments from a review of the draft leaflet distributed by Steve and Mike to prepare the community for the Neighbourhood Plan Survey/Questionnaire:
- The size needs to be A5, same as the last leaflet produced by Ellie. Janet and Rob to forward the original template to Steve. Post meeting note: Janet has provided.
 - The wording now needs to reflect the inclusion of Grasby, Searby and Owmbly.
 - Residents' requests for the survey are to be gathered by phone, email and, where necessary, personal collection. Contact details to be agreed. Post meeting note: Steve's details to be used.
 - It is estimated that 500 leaflets will be required to cover the villages and outlying household in the area.
 - Rob will progress quotes for printing a double sided A5 leaflet. The last leaflet cost were thought to be around £40 for 300. RB 3.2
 - Funding for the printing costs to be requested from the Grasby Parish Council at the next meeting on the 17th May. RB 3.3
 - Once available, leaflets are to be distributed by hand to the households in the community. The organisation to achieve this will be discussed at the next steering group meeting on the 13th June.
 - The leaflet will also be made available on Facebook (the Grasby group as over 400 members) and the Parish Council web sites. The steering group can also use personal social media networks to engage the community.
 - Steve will incorporate all comments received and distribute an update of the leaflet. SR 3.4
- 3.2 The following are the main comments from a review of the draft survey/questionnaire distributed by Janet and Chris to elicit contributions to the Neighbourhood Plan:
- Typo in Question 9, Eash to Each.
 - Chris to confirm the current number of remaining new house allocations in the area with Nev Brown. It is thought to be 7 in Grasby and maybe 1 or 2 for Searby cum Owmbly. CM 3.5
 - The addresses of Janet, Mike, Tim and Chris will be used for residents to post or deliver completed surveys. Email and personal collection, where necessary, will also be available for responses. Addresses to be forwarded to Chris for inclusion in the survey. MH/JB/TP
3.6
 - The phone number is not needed and will be removed from the text.
 - The explanation text regarding the questions is to be moved directly after the question.
 - Where possible, links to explain some of the terms used, e.g. anaerobic digesters, are to be included.
 - Introduction text and age ranges to cater for responses from the '16 and under' age group.
 - Engagement with specific local land owners will be discussed once the land use map is made available from the Parish clerk.
 - Chris will incorporate all comments received and distribute an update of the survey. CM 3.7

4. Any other business

We will endeavour to make the leaflet and survey available for the next 'Pop-up Pub' session in the Village Hall on the 2nd June. If we cannot make this date, the next session is on the 7th July.

Nick will progress the publicising of the leaflet and survey on the local Facebook group once these are finalised. Tim will investigate whether a similar Facebook group has been formed for Searby and/or Owmbly. NH 3.8
TP 3.9

5. Actions arising and next meeting

The actions of this meeting were agreed by all those involved.

The next proposed steering group meeting is to be held at 19:00 on Tuesday the 13th June at the usual venue.