

Grasby, Searby cum Owmbly Neighbourhood Plan Steering Group

Meeting Number: 4

Date: 14th June 2023

Location: 4 Church Hill, Grasby

Time: 19:00

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

Apologies: None

- Agenda:**
1. Actions from last meeting
 2. Progress since last meeting
 3. Community engagement
 4. Any other business
 5. 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
2.3	Rob will find out the Parish Council admin contact at next week's PC meeting. The admin is Pete Langford who has recently updated the Neighbourhood Plan section of the site. He is willing to support any changes we have going forward. Completed.	
3.1	Chris will contact Nev Brown to discuss the implications on potential funding and any legalities now Searby cum Owmbly are to be included in the plan. The actions required to mandate a joint parish plan have been completed by both parishes. Chris will continue to work with Nev to progress. Completed.	
	Chris can now submit the formal request to the District Council. Note: there will be a mandatory 6-week consultation period in the parishes prior to the adoption of the mandate, however work can continue on joint development during this period.	CM 4.1
3.2	Rob will progress quotes for printing a double sided A5 leaflet. Completed.	
3.3	Funding for the printing costs of the leaflet to be requested from the Grasby Parish Council at the next meeting on the 17 th May. PC agreed to cover. Completed.	
3.4	Steve will incorporate all comments received and distribute an update of the leaflet. Completed.	
3.5	Chris to confirm the current number of remaining new house allocations in the area with Nev Brown. Confirmed 10 in Grasby and 2 in Searby cum Owmbly. Completed.	
3.6	Addresses for posting written responses to be forwarded to Chris for inclusion in the survey. Completed.	
3.7	Chris will incorporate all comments received and distribute an update of the survey. Completed.	
3.8	Nick will progress the publicising of the leaflet and survey on the local Grasby Facebook group once the leaflet and survey are finalised. Discussed as item 3.1. Superseded by action 4.2.	
3.9	Tim will investigate whether a similar Facebook group has been formed for Searby and/or Owmbly. Groups have been formed and Nick has the details. Completed.	

- 2. Progress since last meeting** **Action**
- Chris welcomed Cllr Tom Smith to the steering group.
- Janet will continue to monitor the Locality web site regarding applications for government funding. No change since our last meeting. Note: Consultant scope and appointment will be discussed once funding is secured.
- The engagement leaflet and survey document have been finalised. 500 copies of the leaflet have already been printed. Janet will print 300 copies of the survey and Rob a further 100. JB / RB 4.1
- 3. Community engagement**
- 3.1 The expected target for survey responses is approximately 10% of residents, this equates to roughly 50 between the two parishes. Our aim is to try and double this response rate by progressing the following:
- The best way to elicit survey responses is to talk directly with our friends and neighbours. We should also try to engage people on the doorstep when distributing the leaflet and survey. The personal touch is the recommended approach for gaining a response. NH 4.2
 - Regular updates to the community Facebook groups. Nick will contact and work with the group admins to publicise the Neighbourhood Plan and encourage participation in the survey. We should aim to make an update each week over the response period and pin our messages to the top of the group page with a direct link to the online survey. CM 4.3
 - Publicising the survey on the local parish notice boards. Chris will draft a notice and circulate for comment. CM 4.4
 - Sending emails to our personal contacts, where appropriate, to promote participation.
 - We could look to run competitions, such as photo or painting, Chris to investigate.
- 3.2 It was agreed that both the engagement leaflet and survey will be distributed together. The following will distribute the information before the end of June:
- Tim (with help from Howard Walker): Owmbly, Searby villages, Searby Top
 - Janet: Church Hill and Church Side
 - Steve & Mike: Front Street, Canty Nook and Bentley Lane
 - Nick: Station Road, Holland Drive, Wilmore Lane, outlying houses (in co-ordination with Rob)
 - Julie: Vicarage Lane and The Old Quarry
 - Chris: Brigg Road, Clixby and Clixby Lane
 - Rob: Outlying properties (in co-ordination with Nick)
- Janet will collate the leaflets and survey and provide to the above in due course. JB 4.5
- 3.3 The requested target for survey responses is the end of July with a follow-up in August for residents needing more time. In general, the process will be to: distribute the survey, gather the initial responses, collate and analyse the results, hold a public 'post it' meeting in the Village Hall and write-up the results. A potential second round of engagement activities will be discussed thereafter.
- 4. Any other business**
- There was little feedback on the Neighbourhood Plan from the 'pop-up' pub at the Village Hall, it was not the right venue for engagement.
- The criteria for analysing the survey responses will be developed after the initial responses have been received. Chris will co-ordinate methods for the collation of completed surveys. CM 4.6
- 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 Wednesday the 26th July at Village Hall or Janet's house. Steve to confirm prior to sending out the next agenda. SR 4.7