

Grasby Neighbourhood Plan Steering Group

Meeting Number: 10 **Date:** 10th January 2024
Location: Grasby Village Hall Meeting Room **Time:** 19:00
Attendees: Chris Mead (Chairman) **Apologies:** Nick Harrison
 Janet Brown (Treasurer) Cllr Tom Smith
 Rob Bennett
 Mike Downing
 Tim Phipps
 Julie Turnbull
 Bethany Johnson
 Cllr Peter Morris
 Steve Riley (Secretary)

- Agenda:**
1. Outstanding actions from previous meetings (Steve)
 2. Progress since last meeting (Chris / Janet)
 3. Community engagement (All)
 4. Actions arising and next meeting (Steve)

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 . Map of Grasby village has been provided by WLDC and can be used as base for initial collation of data. Access to all OS maps for Grasby and Searby cum Owmbly will be discussed with the Neighbourhood Planning consultant (see Item 2.4).	CM / SR 1.4
4.4	To increase survey participation amongst the younger community we look to run a competition. Chris to hand over to Nick to progress. Ongoing . A flyer to publicise the competition will be created and prizes for winners are to be sought (see Item 3.1).	MD / SR 4.4
4.6	Chris to forward the survey analysis spreadsheet to all Steering Group members. Group members were asked to forward any conclusions they reach on the analysis to Chris. Ongoing .	CM 4.6
6.3	Terms of reference has been updated and needs to be confirmed by both Parish Councils. Ongoing . Rob and Tim to address.	RB / TP 6.3
7.1	Chris attended Searby cum Owmbly parish meeting on 14th November 2023 and agreed to post a summary on the Searby Facebook page. Ongoing .	CM 7.1
7.2	Chris agreed to update residents on progress to date, survey results and next steps. Will post an update on the Facebook pages for both parishes. Ongoing .	CM7.2
2. <u>Progress since last meeting</u>		
2.1	Grant application and funds: A successful application for government funding was made and the funds have now been received by the Parish Council (a total of £7,737). This sum is predominately for the hire of the Neighbourhood Planning consultant but includes some sundry costs for printing and hire of the Village Hall. All funds must be used by the end of March 2024. It remains unclear whether further government funding will be made available for the next financial year.	
2.2	Design Code and guidelines: An initial online meeting was held on 9 th January with John Micheal Chidwick of AECOM regarding the work needed to be done to complete this document to supplement the Neighbourhood Plan. It is estimated to take 4 months to complete. Two possible dates for John to visit the parishes are 19 th and 26 th January. Chris to confirm and arrange an itinerary for the day with members of the group.	CM 10.1

Action

2.3 **Housing Needs Analysis:** An initial online meeting is to be held with Kerry Parr of AECOM on 15th January. All group members are welcome to attend, please contact Chris for details.

2.4 **Appointment of Helen Metcalf on Neighbourhood Plan:** It was unanimously agreed to appoint Helen Metcalf as the Neighbourhood Planning consultant for Grasby and Searby cum Owmbly. Chris will confirm the contract with Helen. It is understood Helen will attend at least 3 scheduled meetings with the Steering Group (initial one proposed for 7th Feb).

CM 10.2

3. Community engagement

3.1 **Competition for youngster participation:** Mike and Steve will meet tomorrow (11th) to draft a design for a flyer to promote a story and picture competition to encourage children to contribute to the Neighbourhood Plan. They will also recommend the prizes on offer.

We will seek to involve the local primary school and Village Hall children's groups in promoting the competition. Julie will speak to her daughter (a teacher at the school) to see if a story and picture session can be incorporated into the lesson plans. We aim to hand out the flyers at the upcoming Village Hall public consultation meetings, parish notice boards and groups such as Beavers, Cubs and Scouts.

JT 10.3

3.2 **Public consultation meetings:** Village Hall 'drop-in' meetings are proposed on 24th & 27th January, at 19:00 and 14:00 respectively. We aim to provide information boards and charts to support the findings of the recent survey regarding the Neighbourhood Plan. These should cover our progress to date, the major results of the survey analysis and what to expect next. Chris will co-ordinate the gathering of the information with the group and liaise with Janet on printing the materials (on A3 sheets if available).

CM / JB
10.4

3.3 **Engagement of Searby residents:** We have residents from Grasby and Owmbly on the steering group but none from Searby. Tim and Julie will approach some Searby residents to establish whether they would be willing to join the group and, once a date is confirmed, assist in the Design Code consultant's visit to the parish.

TP / JT 10.5

4. Actions arising and next meeting

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

Given the amount of preparation needed for the public meetings and the discussions relating to the Neighbourhood Plan, Design Code and Housing Needs Assessment, it was agreed to meet every two weeks until the end of March.

The next proposed steering group meetings are to be held at 19:00 in the Village Hall on the following dates:

- Wednesday, 7th February
- Wednesday, 27th February
- Wednesday, 6th March
- Wednesday, 20th March