

**Grasby Neighbourhood Plan Steering Group**

**Meeting Number:** 11

**Date:** 7<sup>th</sup> February 2024

**Location:** Grasby Village Hall Meeting Room

**Time:** 19:00

**Attendees:** Chris Mead (Chairman)  
 Janet Brown (Treasurer)  
 Rob Bennett  
 Mike Downing  
 Julie Turnbull  
 Bethany Johnson  
 Nick Harrison  
 Steve Riley (Secretary)

**Apologies:** Cllr Peter Morris  
 Cllr Tom Smith  
 Tim Phipps  
 Mark Palmer

- Agenda:**
1. Outstanding actions from previous meetings (Steve)
  2. Progress since last meeting (Chris)
  3. Community engagement (All)
  4. Next steps for Neighbourhood Plan (Chris)
  5. Actions arising and next meeting (Steve)

**Major Points of Discussion**

Item	Description	Action
<b>1.</b>	<b><u>Actions from last meeting</u></b>	
1.4	Chris to circulate current land use map available from the Parish Council. <b>Ongoing.</b> We now have access to all maps with the exception of a large scale (1:20,000) OS map of the parishes. Chris to follow-up with AECOM.	CM 1.4
4.4	To increase survey participation amongst the younger community we look to run a competition. <b>Ongoing.</b> A flyer for the competition was produced and circulated. Final entry date for pictures and stories 29 <sup>th</sup> February (see Item 3.2).	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. <b>Ongoing.</b>	CM 4.6
6.3	Terms of reference has been updated and needs to be confirmed by both Parish Councils. <b>Ongoing.</b> May have already been done. Rob to check with Tim.	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. <b>Closed.</b> Both the Grasby and Searby Facebook updated with the information.	
7.2	Chris agreed to update residents on progress to date. <b>Closed.</b> Public meetings held on the 24 <sup>th</sup> and 27 <sup>th</sup> January (see Item 3.1).	
10.1	John Micheal Chidwick of AECOM would like to visit the parishes to progress the Design Code. Chris to arrange an itinerary for the day with members of the group. <b>Closed.</b> John Micheal visited the parishes on 19 <sup>th</sup> January and took almost 600 photographs of the area.	
10.2	Chris will confirm the contract with Helen Metcalf to assist in the drafting of the Neighbourhood Plan. <b>Ongoing.</b> Helen was verbally appointed and indicated that current funding will secure 13 days of her time (@ £550 per day). No written terms of business have been provided. Chris to check with Helen and Nev Brown on the required contractual formalities.	CM 10.2
10.3	Julie will speak to her daughter (a teacher at Grasby primary) to see if the Neighbourhood Plan story and picture competition can be incorporated into the lesson plans. <b>Closed.</b> The school has agreed.	

- 10.4 Chris will co-ordinate the gathering of the information with the group and liaise with Janet on printing the materials for the public meetings to be held in the Village Hall. **Closed.** Information gathered, map printed and overlays produced.
- 10.5 Tim and Julie will approach some Searby residents to establish whether they would be willing to join the group. **Ongoing.** Mark Palmer, the new Parish Clerk for Searby cum Owmbly, has joined the group. Efforts to encourage others to join continues.

TP / JT 10.5

**2. Progress since last meeting**

- 2.1 Chris as provided an update on the groups progress to Nev Brown of West Lyndsey District Council (WLDC) and requested information regarding a 'Call for Sites' in the parishes. Nev has been invited to attend a group meeting in the near future.
- 2.2 Technical support to produce the Housing Needs Assessment and Design Code is underway. Zoom calls were held with AECOM on the 9<sup>th</sup> and 15<sup>th</sup> January. As yet, no update has been received but it is assumed work is progressing. Information on housing types in the area has been collated sent to AECOM. The following is a link to the photos taken by John Michael on his recent visit to the parishes -> <https://www.flickr.com/photos/200070721@N07/albums>. Group members are requested to review the pictures and identify those that show significant views or key characteristics of the area.
- 2.3 Helen Metcalf visited the parishes on 1<sup>st</sup> February and provided a structure for the remaining work required to complete the Neighbourhood Plan. Helen subsequently provided a synopsis of the visit (see Attachment A). A further Q&A session is to be held online on the 19<sup>th</sup> February at 15:00. Note: meeting link previously provided in the agenda.
- 2.4 To access parish census data go to <https://www.ons.gov.uk/census>. Click on 'build a custom profile' and search for the parish (you have to do this one at a time), when the map is found, click on 'build a profile' and select from the list of census data headings.

All 11.1

**3. Community engagement**

- 3.1 **Feedback on the public consultation meetings:** The meetings were held at the Village Hall on the evening of the 24<sup>th</sup> and afternoon of the 27<sup>th</sup> January. The turnout was small (approximately 25 residents in total) but the information was well received by those who did attend. The main purpose of the meetings was to inform residents of the groups progress to date and provide an insight to the work still to be done. Suggestions for future public meetings are:
- Hold them in the Cross Keys, subject to arrangements with the landlord.
  - Give more notice of the meetings and through more channels.
  - Encourage more questions and opportunities for residents to provide feedback, e.g. post-it boards.

Chris will provide regular updates on progress on the Grasby and Searby Facebook pages. It is anticipated a further two surveys of residents will be required to complete the Neighbourhood Plan, one to validate the Housing Needs Analysis and one to clarify issues arising from last year's survey.

- 3.2 **Update on competition for youngster participation:** One hundred flyers have been produced and distributed to the local school and children's groups (beavers, scouts and cubs) promoting a Neighbourhood Plan story and picture competition (see Attachment B). The deadline for entries is 29<sup>th</sup> February and arrangements to collate and collect submissions have been made with the school and group leaders. Winners are to be announced and contacted by the end of March.

**4. Next steps for neighbourhood plan**

- 4.1 **Call for sites:** Helen Metcalf recommended this action to formalise the development areas to be proposed in the Neighbourhood Plan. Chris will consult Nev Brown (WLDC) on the formal process and associated timescales. It may be that a 'call for sites' was conducted as part of the recent Central Lincolnshire planning process. If required, it is understood the process can take over four months to complete and involves the independent evaluation of any proposed sites. Currently we have no funding to undertake such an evaluation and government grants for the financial year 2024/5 are still to be announced. We will revisit this subject once the requirement and process have been clarified with Helen and Nev.

CM 11.2

	<b>Action</b>
4.2 <b>Vision and objectives:</b> Group members are requested to look at the 'vision and objectives' of other parishes in their completed Neighbourhood Plans and suggest our own statement on this topic. Note: plans can be accessed at the following link -> <a href="#">West Lyndsey Neighbourhood Plans</a> . Suggestions to be sent to Chris before the 21 <sup>st</sup> February in order to agree a statement at our next meeting.	All 11.3
4.3 <b>Important views and significant green spaces:</b> In order to produce a map identifying the views and green spaces to be protected in the parishes, all group members are requested to forward suggestions to Chris.	All 11.4
4.4 <b>Land ownership:</b> Rob has details of the current land ownership within the parishes which will be useful to clarify the parties involved in negotiations on potential development sites.	
4.5 <b>Historical buildings and points of interest:</b> Julie will attempt to identify the buildings and points of interests in the parishes to be included on a map of the area.	JT 11.5
4.6 <b>Indicative plan / timeline to completion:</b> Steve has produced a draft plan showing the major tasks required to complete the Neighbourhood Plan. Steve will meet with Chris to validate tasks and durations prior to circulation to the group.	SR / CM 11.6

**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 in the Village Hall on Wednesday, 21<sup>st</sup> February.

The following meeting dates are also proposed but subject to confirmation:

- Wednesday, 6<sup>th</sup> March
- Wednesday, 20<sup>th</sup> March

## Attachment A – Helen’s synopsis of meeting held 1<sup>st</sup> February at Grasby Village Hall

Hi Chris

It was a pleasure to meet you and some of your Neighbourhood Plan Group team on Thursday. Thank you for your time and hospitality (including sandwiches and cake!) The following is a summary of the key points /actions that I hope will act as an aide memoire for all parties. If I have missed anything or if any of this is not clear or not as you remembered please let me know.

- 1) We clarified the process and the role of the Central Lincs Local Plan (CLLP) and the National Planning Policy Framework (NPPF) - your NP has to be in general conformity with both of these and one of the submission documents that is required along with your NP is the Basic Conditions Statement that demonstrates how your NP is in general conformity.
  - a) I referred to a number of policies from the CLLP that I looked at to understand how your NP area is seen by decision makers (WLDC) in deciding planning applications. These policies are S1, (note your settlements are classed as small villages and you have met the housing requirement from the Plan) and S4. If you sit on your hands and don't do an NP these policies will apply. We know that your parishes have met their housing requirement figure, and S4 is still restrictive but does indicate that a very few dwellings (up to 5) in or adjacent to your villages in 'appropriate locations' and within the 'development footprint' subject to other criteria may be acceptable. Effectively if you do a NP you can guide development - if you don't you may get some anyway but it will be on an unallocated site (or sites) and will be developer led - and each application will be decided on its merits. It would be useful if you could become familiar with S4 as this sets the context - if you end up doing site allocations you would take away the potential openness of this policy approach by defining where growth would be supported. (See also the CLLP glossary for definition of 'developed footprint' and 'appropriate locations')
  - b) Other CLLP policies to be especially aware of are S7 'Reducing energy consumption for residential development' - which I think is quite innovative and S62 'areas of great landscape value'
  - c) People should be aware that outside your 'development footprint', development in the countryside will be tested against policy S5 which is (quite rightly) restrictive.
- 2) Census data is easy to access if you know how - go to <https://www.ons.gov.uk/census> on that page click on 'build a custom profile' then search for one parish (you have to do this one at a time) when the map has found it click on 'build a profile' and select from the list of census data headings. Note number of households is the best number for number of dwellings and bungalows are not separated from whole houses - but your AECOM HNA will use other data for that.
- 3) we talked about the importance of local analysis for:
  - a) key views (from publicly accessible locations only and don't go mad be selective)
  - b) significant green areas (or can be called gaps whatever best describes them) you have the criteria In combination a and b help to provide more local detail to show landscape sensitivity and (when working with site allocation) directs development to less sensitive locations
  - c) local green spaces - from the NPPF - you have the criteria, protection is equivalent to green belt - you will need to liaise with land owners when you have identified these and seek their comment
- 4) The two AECOM studies will be provided as drafts and you are given a time frame for review - they will amend if you are not happy (the HNA is a heavier read but you need to be sure they have interpreted the data correctly). AECOM will extend the deadline for feedback if you need longer.
- 5) defining the settlement boundary - this is something that you can do in your NP - although I would want to talk about it with the CLLP policy team and WLDC as you will need to ensure they understand your approach - you don't want to give people surprises. If you define it tightly you should look at the criteria in the CLLP for development footprint - keep your possible SD very confidential. If you want to do site allocation - which does provide a lot more control over otherwise speculative development which you may have over the plan period. A site allocation NP does require close communication with your communities - we discussed ways to do this. I attach a note with some suggested guidance and a possible draft letter format.
- 6) Consultation Statement - this is another statutory submission document that I will assist you with. You will need to demonstrate that you endeavoured to engage your whole NP area - and that if people wanted to get involved and/or comment they could.

7) vision and objectives - a useful task for your next NPG meeting is to draft a vision that you could circulate to your community to seek comment on and buy in to. Objectives flow from the vision and I can assist with this. There was a slide in my presentation that may be a useful prompt to get thinking about the vision.

8) We are meeting again on line on 19th February at 3pm I will send a zoom link.

There is a lot of technical stuff in the foregoing - it will take time to get to grips with it - I have been doing this for a while! Also, you are still at the start of your process but if you start building up your evidence base and keeping your community informed and engaged you will get a NP that is part of the CLLP.

Kind regards

Helen Metcalfe BA (Hons), MA, MRTPI  
Planning with People

Attachment B – Competition flyer for kids and teens

**FOR AGE GROUPS**  
4-6, 7-11,  
12-16

**STORY AND PICTURE COMPETITION  
FOR KIDS AND TEENS**

DON'T MISS YOUR CHANCE TO CONTRIBUTE TO THE GRASBY, SEARBY AND  
OWMBY NEIGHBOURHOOD PLAN

**ALL ENTRIES  
TO BE  
RECEIVED BY  
29TH  
FEBRUARY  
2024**

**TELL OR SHOW  
US WHAT YOU  
LIKE ABOUT  
YOUR VILLAGE?**

**... AND WHAT  
WOULD YOU  
LIKE IT TO  
HAVE?**

**WINNING ENTRIES IN EACH AGE GROUP WILL RECIEVE  
£20 SMYTH'S TOYS OR ONE-FOR-ALL VOUCHER AND  
BE INCORPORATED INTO THE OFFICIAL PLAN**

MAKE SURE YOUR NAME, AGE AND CONTACT DETAILS ARE CLEARLY MARKED ON THE BACK OF  
YOUR ENTRY AND SUBMIT IT TO YOUR TEACHER OR VILLAGE HALL GROUP LEADER

ENTRIES CAN  
BE A STORY,  
A PICTURE  
OR BOTH

Results to be announced by the end of March 2024, for any additional information email: [GrasbyNP@gmail.com](mailto:GrasbyNP@gmail.com)