

**Grasby, Searby cum Owmbly Neighbourhood Plan Steering Group**

**Meeting Number:** 13

**Date:** 13<sup>th</sup> March 2024

**Location:** Grasby Village Hall

**Time:** 19:00

**Attendees:** Chris Mead (Chairman)  
Janet Brown (Treasurer)  
Rob Bennett  
Mike Downing  
Julie Turnbull  
Tim Phipps  
Mark Palmer  
Bethany Johnson  
Steve Riley (Secretary)

**Apologies:** Cllr Peter Morris  
Cllr Tom Smith  
Nick Harrison

- Agenda:**
1. Outstanding actions from previous meetings (Steve)
  2. Progress since last meeting (Chris)
  3. Community Engagement (Chris)
  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> See Item 3.2.	MD / SR 4.4
6.3	Terms of reference have been updated and need signing. <b>Closed.</b> Updated ToRs have been signed by both chairmen of the parishes.	
11.3	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. <b>Closed.</b> See item 2.1.	
11.5	Photographs of buildings, views and points of interests to be forwarded to Chris for inclusion or reference on planning maps. <b>Ongoing.</b>	All 11.5
11.6	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. <b>Ongoing.</b> Still some activities and timescales to be verified.	SR / CM 11.6
12.1	Nev will check for any land ownership by the district or county council in the parishes although there may be none. <b>Closed.</b> Grasby primary school is the only site owned by the County Council in the parishes.	
12.2	Chris to request an update on progress of the Housing Needs Assessment and Design Guidelines from AECOM. <b>Ongoing.</b> See item 2.3.	CM 12.2
<b>2.</b>	<b><u>Progress since last meeting</u></b>	
2.1	<b>Vision and objectives approval:</b> Chris circulated to the group an updated draft of the vision and objectives prior to the meeting. This was also sent to Nev Brown and Helen Metcalf. This version was unanimously approved for inclusion in the draft Neighbourhood Plan. Chris to circulate the information on social media.	CM 13.1
2.2	<b>Call with Helen Metcalf:</b> Chris held a call with Helen to clarify development policy. One of the main policies applicable to the Neighbourhood Plan is 'S4 - Housing development in small villages' which requires the setting of development boundaries. Helen confirmed the need to make a 'call for sites' in both parishes. Chris will draft the wording for the call which,	

**Action**

once agreed by the group, he will post on social media and local notice boards. A paper version is to be handed directly to all the known land owners in the parishes, Rob and Janet will provide a contact list for Grasby, Tim and Mark for Searby cum Owmbly. In addition, Chris and Mark will post a separate general update on the group's progress on social media.

CM 13.2  
RB / JB 13.3  
TP / MP 13.4  
  
CM / MP 13.5

2.3 **Update from AECOM:** We can expect a draft of the Design Guidelines next week from John Michael. The Housing Needs Assessment is not expected to be delivered in draft until mid-April, which is about the same time we expect the first draft of the Neighbourhood Plan from Helen.

2.4 **Funding:** Any funding from the government grant not spent by the end of March must be returned to Locality. The following expenditure needs to be accounted for this month:

- Helen Metcalf, to date Helen has invoiced £1,500 with an expected 6 days at £550 per day still to be invoiced. Chris to finalise with Helen.
- Village Hall charges, Janet will determine the amount we owe for use of the hall and forward the remittance to Laura Jordan (Village Hall Treasurer).
- Any printing costs incurred and paid for by the Grasby Parish Council, e.g. flyers, surveys.
- Booking cost for a public meeting at the Cross Keys. Mike will speak to the landlord to agree a charge for the use of the restaurant area and dates when available.

CM13.6  
JB 13.7  
RB 13.8  
MD 13.9

It is understood that a further £10,000 of funding may be applied for in the new financial year, although it is not yet known when the date for applications will open. The call for sites will require an independent review to be undertaken on any sites proposed. AECOM provide such a service but until new funding is secured, we are unable to proceed. Chris is to clarify the groups' ability to filter any site proposals prior to this independent check.

CM 13.10

**3. Community engagement**

3.1 **Social media:** Regular updates to residents are being made on the parish Facebook pages.

3.2 **Children's competition:** The entries are now with Mike who will choose the three winners in the coming week. No entries were received in the 4 to 6 or 12 to 16 age groups, so all three prizes will be awarded to the 7 to 11 group. Mike will forward the winners to Steve who will arrange prize collection. All entrants are to receive a thank you from the group posted on social media. This is a continuation of action 4.4.

3.3 **Register of engagement:** Chris will produce a list of all events, contacts and engagements between this group and the residents of the parishes. This will form part of the Neighbourhood Plan to evidence public consultation throughout its production.

CM 13.11

**4. Next Steps for neighbourhood plan**

4.1 **Next public meeting:** It is intended to hold the next public meeting at the Cross Keys subject to the delivery of the draft Design Guidelines, HNA and Neighbourhood Plan by mid-April and agreement of cost and dates with Tom (landlord). The evening of 23<sup>rd</sup> or 24<sup>th</sup> April are the provisional times proposed.

4.2 **Maps:** It was agreed that the next meeting on the 27<sup>th</sup> March will exclusively focus on the many maps required for the Neighbourhood Plan. To this end, several A3 base maps of the parishes and transparent overlays are required to facilitate this session. Chris and Janet to liaise.

CM / JB 13.12

**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, 27<sup>th</sup> March.