

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

**Meeting Number:** 14

**Date:** 27<sup>th</sup> March 2024

**Location:** Grasby Village Hall

**Time:** 19:00

**Attendees:** Chris Mead (Chairman)  
Janet Brown (Treasurer)  
Julie Turnbull  
Tim Phipps  
Mark Palmer  
David Frankish  
Steve Riley (Secretary)

**Apologies:** Cllr Peter Morris  
Cllr Tom Smith  
Rob Bennett  
Mike Downing  
Nick Harrison  
Bethany Johnson

- 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. Maps (All)
  6. 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>Closed.</b> Competition ended 29 <sup>th</sup> February. See item 3.2.	
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> Final call for pictures by 3 <sup>rd</sup> April.	All 11.5
11.6	Steve has produced a draft plan showing the major tasks required to complete the Neighbourhood Plan. <b>On hold.</b> Until funding arrangements for 2024/25 are clarified.	SR / CM 11.6
12.2	Chris to request an update on progress of the Housing Needs Assessment and Design Guidelines from AECOM. <b>Ongoing.</b> See item 2.1.	CM 12.2
13.1	The draft vision and objectives statement has been socialised and approved. <b>Closed.</b> Note: amendments can be made at any time prior to the adoption of the completed Neighbourhood Plan.	
13.2	Chris will draft the wording for the 'call for sites'. <b>Ongoing.</b> Draft wording to be sent to group members with a deadline for comments back to Chris is 5 <sup>th</sup> April. The call will be made to all residents and landowners mid-April with a deadline for responses by mid-May.	CM 13.2
13.3	A list of all landowners in the parishes is to be compiled and validated. <b>Ongoing.</b>	
&13.4	Janet produced a list with the aid of Rob, Tim and Mark which has been circulated for validation. Tim will validate the Searby cum Owmbly section with David Lyle.	TP 13.4
13.5 &13.6, 13.7 &13.8	The income and expenditure of the group for 2023/24 needs to be finalised by the 31 <sup>st</sup> March. <b>Ongoing.</b> See item 2.2.	
13.9	Chris is to clarify the groups' ability to filter any 'call for site' proposals prior to the mandatory independent check. <b>Ongoing.</b>	CM 13.9
13.10	Chris will produce a 'Register of Engagement' of all events and contacts between this group and the residents of the parishes. <b>Closed.</b> Register produced which will be attached to all future minutes.	
13.11	Base maps of the parishes are to be produced to assist in the production of the many views to be included in the Neighbourhood Plan. <b>Closed.</b> Chris and Janet have provided A3 blanks.	

**2. Progress since last meeting**

- 2.1 **AECOM Design Guide feedback:** An initial draft of sections 1 to 3 of the document has been received from John Michael. This has been circulated for comment to the group and will be added to the Grasby parish council website. A complete draft is expected from AECOM in the next few weeks. SR 14.1

The draft housing needs assessment (HNA) is still expected to be delivered by AECOM mid-April. This is to be produced using the 2021 census and other related online data. Once received the HNA will require validation on a local level with resident participation. Clarification needs to be sort from AECOM that the HNA produced for the parishes will be compliant with those in place at a district or county level. CM14.2

- 2.2 **Funding:** Janet has produced the group's draft statement of accounts for 2023/24 which includes all items discussed at the meeting of the 13<sup>th</sup> March. This statement requires validation and approval by the chairman before submitting to the parish council. Chris and Janet to meet on the 28<sup>th</sup> April to conclude. Once finalised, Chris will submit the details to Locality. Note: it expected that a refund of approximately £2,000 of the allocated funding for 2023/4 will be sent back to the government. It is still unclear when the funding for 2024/25 will be made available. JB / CM 14.3

- 2.3 **Register of engagement:** See attachment A.

**3. Community engagement**

- 3.1 **Social media update:** Regular updates to residents are being made on the parish Facebook pages and the Grasby parish council website. It should be made clearer that all residents are welcome to participate in the group's meeting. Links to the draft Design guideline and the 'call for sites' will be socialised after Easter.

- 3.2 **Children's competition:** The winners have been decided by Mike. Vouchers for the winners and certificates for all participant have been ordered and expected next week. After the Easter holidays, Steve will liaise with the school to distribute the prizes and certificates. SR 14.4

- 3.3 **Next public meeting:** It was decided to hold the next public meeting in the village hall towards the end of April. This gives the group more flexibility on the availability of the venue given the dependency on delivery of full drafts of the Neighbourhood Plan, Design Guidelines and Housing Needs Assessment documents from the consultants employed. It was also felt the hall is a suitable place for the meeting and has better facilities for presentations to the community.

- 3.4 **Additional:** Mark has received an email from Hannah Dale for clarification on several points regarding wildlife habitation, protection and reinstatement. Mark will respond on behalf of the group. Note: it is important the definitions of open countryside, green spaces and green wedges are made very clear in the Neighbourhood Plan. This will be a topic for discussion at the next public meeting. MP 14.5

**4. Next Steps for neighbourhood plan**

- 4.1 A draft of the plan is still expected to be delivered by Helen by the end of April.

**5. Maps**

- 5.1 This topic was not discussed in detail at this meeting due to time constraints. Hence, a special meeting focussing solely on map production is to be held next Wednesday at 7pm in the village hall. Mark gave his advanced apologies as he will be away on business.

**6. Actions arising and next meeting**

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

The next proposed regular steering group meeting is to be held at 19:00 in the Village Hall on Wednesday, 10<sup>th</sup> April.

## Attachment A

Register of Engagement: NP Activity Summary					
Day	Date	Time		Venue	Activity
		Start	End		
Sunday	19-Nov-23				NP planning consultants quote recieved
Monday	20-Nov-23				NP grant application submitted £9,937.00 plus technical support
Monday	27-Nov-23	10:15	10:45	Zoom Call	NP diagnostic call with Locality re application
Wednesday	29-Nov-23	19:00	20:45	Village Hall	NP Steering Group meeting
Friday	08-Dec-23				NP planning consultants revised quote recieved
Friday	15-Dec-23				NP technical support approvals
Monday	18-Dec-23				NP offer of grant received £7,737.00
Tuesday	09-Jan-24	14:30	15:30	Zoom Call	NP inception call with AECOM re Design Guide
Wednesday	10-Jan-24	19:00	21:00	Village Hall	NP Steering Group meeting
Monday	15-Jan-24	11:00	12:00	Zoom Call	NP inception call with AECOM re Housing Needs Assessment
Wednesday	17-Jan-24	19:30	20:45	Church	<a href="#">NP progress update to Searby cum Owmbly Parish Meeting</a>
Wednesday	17-Jan-24	10:00	12:00	Zoom Call	NP online meeting with planning consultant
Friday	19-Jan-24	10:00	12:00	Site Visit	NP site visit by AECOM re Design Guide
Saturday	20-Jan-24			FB	<a href="#">NP Survey Results shared on FB groups x2</a>
Saturday	24-Feb-24	19:00	21:00	Village Hall	<a href="#">NP public meeting to share progress to date</a>
Saturday	27-Jan-24	10:00	12:00	Village Hall	<a href="#">NP public meeting to share progress to date</a>
Thursday	01-Feb-24	10:00	15:00	Site Visit	NP site visit by planning consultant
Wednesday	07-Feb-24	19:00	21:00	Village Hall	NP Steering Group meeting
Monday	19-Feb-24	15:00	16:00	Zoom Call	NP online meeting with consultant
Wednesday	28-Feb-24	19:00	21:00	Village Hall	NP Steering Group meeting
Tuesday	12-Mar-24	11:00	12:00	Zoom Call	NP online meeting with consultant
Wednesday	13-Mar-24	19:00	21:00	Village Hall	NP Steering Group meeting
Saturday	16-Mar-24			FB	<a href="#">NP Update shared on FB groups x2</a>
Sunday	24-Mar-24			FB	<a href="#">NP Shared Vision &amp; Objectives on FB groups x2</a>
Tuesday	26-Mar-24	19:30	20:30	Church	<a href="#">NP progress update to Searby cum Owmbly Parish Meeting</a>
Wednesday	27-Mar-24	19:00	21:00	Village Hall	NP Steering Group meeting