

**Grasby, Searby cum Owmbly Neighbourhood Plan Steering Group****Meeting Number:** 38**Date:** 14<sup>th</sup> May 2025**Location:** Grasby Village Hall**Time:** 19:00

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

**Apologies:** Cllr Peter Morris  
 Cllr Tom Smith  
 Julie Turnbull

**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. <u>Actions from last meeting</u></b>		
34.5	Register a complaint to Locality regarding the poor performance of AECOM during the production of the Site Assessment. CM to progress. <b>Ongoing</b> . To be registered on the 2024/25 grant feedback form to Locality.	CM 34.5
35.4	Tim and Mark will email the members of the Searby cum Owmbly Parish Meeting regarding support for the playground in Searby. <b>Closed</b> . The responses received by 30 <sup>th</sup> April were all supportive.	
36.3	Regulation 14 requires a mandatory 6-week consultation period with all residents of the parishes regarding the final pre-submission draft version of the Neighbourhood Plan. <b>Closed</b> . See 2.2.	
36.6	A potential solution to the acquisition of the land in Searby for the prescribed purpose of 'community amenity' would be to agree a long-term lease. <b>Ongoing</b> . There is potential to form a local Searby cum Owmbly trustees' group for the lease or to lease directly with Grasby Parish Council. Tim will make enquires and consider the options and next steps.	TP 36.3
36.7	The landowner of the Searby site recently enquired on allocating this land as a 'green space'. Chris will seek to understand the repercussions on the provision of community amenities should this be perused. <b>Closed</b> . Included in action 36.6.	
36.9	The steering group activity summary on the parish council website requires an update. Chris and Steve to progress. <b>Ongoing</b> .	CM / SR 36.9
37.1	Nev is to send Chris a list of the statutory consultees the group must engage as part of Regulation 14 consultation on the Neighbourhood Plan. <b>Closed</b> .	
37.2	A zoom call with Helen is to be held at 15:00 on the 7th May. <b>Closed</b> . Chris and Steve attended. See 2.1.	
<b>2. <u>Progress since last meeting</u></b>		
2.1	<b>Neighbourhood Plan update:</b> From the discussions with Helen Metcalf on the 7 <sup>th</sup> May, it would appear the timeline for completion issued last month is no longer achievable given the SEA Screening report must be done after the Regulation 14 consultation period. In addition, two further documents are required before submission for independent review; a Consultation Statement and a Basic Conditions Statement. Helen proposes to write the majority of these documents and expects she will require additional funding above the financial provisions already made by the steering group.	

- 2.2 The aim is to run the Regulation 14 consultation period on the, now completed, pre-submission version of the Neighbourhood Plan from Wednesday, 21<sup>st</sup> May to Sunday, 6<sup>th</sup> July. This 6 week and 4 day period satisfies the mandatory time provision set under 'The Neighbourhood Planning (General) Regulations Act 2012.

To meet the targeted start date the following are needed:

- A flyer needs to be produced. Steve and Mike to action – target May 15<sup>th</sup>.
- Once approved, the flyer needs printing (200 of). Rob will arrange - target May 19<sup>th</sup>.
- Once printed, the flyer needs to be distributed to every household in Grasby. Chris, Janet, Julie and Steve to progress by May 21<sup>st</sup>.
- Mark and Tim will email all the residents of Searby cum Owmbly by May 21<sup>st</sup>.

SR / MD 38.1  
RB 38.2  
CM / JB / JT  
SR 38.3  
MP / TP 38.4

From an analysis of the list of the statutory consultees provided by Nev Brown, it was agreed that approximately 165 individuals and groups are to be sent invitations to review and comment on the pre-submission version of the Neighbourhood Plan (now on the Parish Council website). Steve will run a mail merge on all the email addresses to be consulted over the next few days and co-ordinate the contents with Chris.

SR / CM 38.5

- 2.2 **Finances:** It is still unclear when submissions for funding for the current year, 2025/26, will be opened by the government and exactly how much is needed to complete the Neighbourhood Planning exercise.

### 3. Community engagement

- 3.1 It was decided that residents and consultees will be able send feedback on the plan via email, online form or in writing. Steve will produce an online form for comment by the group. In addition, a 'drop-in' event will take place in the village hall on Monday, June 2<sup>nd</sup> between 3pm and 9pm for residents and consultees to make their representations directly to the steering group. Steve to book the hall. Notices for the 'drop-in' event will be produced and placed on all public notice boards in both parishes. Chris to progress.

SR 38.6

SR 38.7  
CM 38.8

### 4. Next steps for neighbourhood plan

- 4.1 The following steps are proposed:
- Start the formal Regulation 14 consultation period on May 21<sup>st</sup>.
  - Manage any feedback from residents and consultees until July 6<sup>th</sup>.
  - Prepare for the community 'drop-in' event at the village hall on June 2<sup>nd</sup>.

### 5. Actions arising and next meeting

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

The next steering group meeting is to be held at 19:00 in the Village Hall on Wednesday, June 4<sup>th</sup>.