

**Grasby, Searby cum Owmbly Neighbourhood Plan Steering Group****Meeting Number:** 39**Date:** 4<sup>th</sup> June 2025**Location:** Grasby Village Hall**Time:** 19:00

**Attendees:** Chris Mead (Chairman)  
 Tim Phipps  
 Rob Bennett  
 Mike Downing  
 Steve Riley (Secretary)

**Apologies:** Cllr Peter Morris  
 Cllr James Bean  
 Julie Turnbull  
 Janet Brown (Treasurer)  
 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. <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 by the next meeting.	CM 34.5
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> . Tim to consider way forward after reviewing the proforma lease. Steve to provide proforma to Tim.	TP / SR 36.3
36.9	The steering group activity summary on the parish council website requires an update. <b>Ongoing</b> . Chris and Steve to progress as part of the Consultation Statement required before Neighbourhood Plan submission to WLDC.	CM / SR 36.9
38.1	All actions required to start the Regulation 14 consultation period on the 21 <sup>st</sup> May to 38.8 and to hold the 'drop-in' event on the 2 <sup>nd</sup> June were completed. <b>Closed</b> . See 3.1.	
<b>2. <u>Progress since last meeting</u></b>		
2.1	<b>Neighbourhood Plan update:</b> The pre-submission version 1 of the plan was made available on the Parish Council website on the 17 <sup>th</sup> May. This version of the plan will remain on the site until 6 <sup>th</sup> July, the end of the Regulation 14 consultation period.  Chris and Steve will aim to complete a draft of the Site Environmental Assessment (SEA) Screening Report by the end of the consultation period (6 <sup>th</sup> July).	CM / SR 39.1
2.2	<b>Finances:</b> It remains unclear when submissions for funding for the current year, 2025/26, will be opened by the government. It is believed that we have accrued sufficient funding for Helen Metcalf to review the draft SEA Screening report and to complete the Basic Conditions and Consultation Statements required to accompany the Neighbourhood Plan submission to WLDC. Any work in addition to this will require extra funding.	
<b>3. <u>Community engagement</u></b>		
3.1	<b>Regulation 14 consultation:</b> This began on the 21 <sup>st</sup> May and will run to the 6 <sup>th</sup> July. A flyer announcing the consultation period and how to respond was posted to all households in the Grasby parish. All residents in Searby cum Owmbly were given the same information by email. Notices have also been posted on all notice boards in both parishes. In addition, 163 emails have been sent to other consultees provided on the mailing list received from Nev Brown of WLDC. All were sent before the 21 <sup>st</sup> May.	

Of the 163 emails sent, 146 were successfully received with 17 failing for various reasons: 10 addresses not found but successfully received by another colleague, 1 address redundant (Levelling up) with 6 addresses yet to be resolved. Steve and Chris will review the 6 emails requiring attention and resend the information as necessary.

SR / CM 39.2

A 'drop-in' event was held in the Grasby Village Hall on the 2<sup>nd</sup> June. 9 people (8 from Grasby and 1 from Searby cum Owmbly) attended to discuss various issues relating to the Neighbourhood Plan. In addition, 5 other responses have been received (3 via email, 2 via the online feedback form). The group discussed all feedback made to date. Responses have already been sent to several of the respondents and the group will ensure all parties are contacted with replies by the end of the consultation period.

#### **4. Next steps for neighbourhood plan**

- 4.1 The following steps are proposed:
- Continue the formal Regulation 14 consultation period until the 6<sup>th</sup> July.
  - Manage feedback from residents and consultees.
  - Prepare a full draft of the SEA Screening report.

#### **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, 25<sup>th</sup> June.

A meeting will also be held on Wednesday, 9<sup>th</sup> July following the end of the Regulation 14 consultation period.