

Grasby, Searby cum Owmbly Neighbourhood Plan Steering Group**Meeting Number:** 47**Date:** 29th October 2025**Location:** Grasby Village Hall**Time:** 19:00

Attendees: Janet Brown (Treasurer)
 Mike Downing
 Rob Bennett
 Cllr Peter Morris
 Julie Turnbull
 Steve Riley (Secretary)

Apologies: Cllr James Bean
 Tim Phipps
 Mark Palmer
 Chris Mead (Chairman)

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

Major Points of Discussion

Item	Description	Action
1. <u>Actions from last meeting</u>		
43.1	Chris is to produce a draft Consultation Statement. Closed. Document distributed for review.	
45.1	Chris will send Steve the Neighbourhood Plan changes log and an updated steering group activity summary for posting on the Parish Council website. Closed. Information posted on the website.	
45.2	Chris will clarify the position with Nev regarding canvassing in the community by members of the steering group prior to the referendum on the Neighbourhood Plan. Closed. Helen has confirmed that group members can canvass as individuals but not as a group.	
46.1	Chris will set-up a conference call with Helen Metcalf to discuss progress and agree next steps once the SEA/HRA determination is received. Closed. Online meeting held on 21 st October, Chris and Steve attended. See 2.1.	
46.2	Chris will contact Cllr. Morris for an update. Note: prior to making an application for funding, the group need to set a budget for all remaining activities through to the referendum result. Ongoing. Peter will contact Grant White for an update on the process required to apply for money from the Community Action fund. It is anticipated that a sum of about £3,000 is needed to complete the plan (see 2.2).	PM 47.1
46.3	Chris will co-ordinate with Mark to issue a social media post to all residents on the progress of the Neighbourhood Plan. Ongoing. It was understood this was sent out last week on Facebook but this needs to be confirmed. Steve to check.	SR 47.2
2. <u>Progress since last meeting</u>		
2.1	Neighbourhood Plan update: The group are still awaiting the determination from WLDC on whether a full SEA/HRA assessment is required. Nev Brown (Senior Neighbourhood Planning Policy Officer) awaits a response from Natural England (NE) who raised the question about the impact on environmental assets on the three proposed development sites in the plan, and suggest further work could be undertaken. As a compromise, Nev has proposed to NE that we include the need for this work specifically in the plan. To this end, Helen has suggested a number of changes which the group have accepted. In Chris's absence, Steve will update the plan and send to Nev to assist in his negotiations with NE.	SR 47.3
	At the meeting with Helen, it was agreed the group will review the Basic Conditions and Consultation Statements in preparation for the next step towards plan adoption. Rob provided comments on the Consultation Statement at the meeting which Steve will forward to Chris to address on his return. The group are requested to send their review comments, on either document, directly to Chris via email prior to his return on the 11 th November.	All 47.4

- 2.2 **Finances:** Helen confirmed at the meeting on the 21st October that a budget of £2,500 should be sufficient for her to complete her work on the Neighbourhood Plan. It is estimated that an additional £500 for flyer/document printing, village hall hire, public meeting refreshments and other sundries, is required. Peter will forward the Community Action fund application proforma to Steve and Janet in due course. Prior to formal submission, the budget to completion will be reviewed and finalised.

JB / SR 47.5

3. Community engagement

The Parish Council website has been updated with all the latest information on the group's work to date and our progress towards plan adoption.

4. Next steps for neighbourhood plan

The following steps are proposed:

- Review the drafts of the Basic Conditions and Consultation Statements.
- Progress grant funding to plan completion.
- Maintain communications with Nev on the SEA/HRA determination and the appointment of an independent assessor.

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, 26th November.