

**Bures Neighbourhood Plan Steering Group Meeting
Tuesday 23rd November 2021 Dennis Ambrose Barn**

Present: Gill Jackson, Paul Scott, Richard Shackell, Jan Stobart RCCE.

Apologies: Carol Ellis, Richard Adams

Notes of points made and actions agreed

	Point	Action	By whom	When
1	It is important to explain why we are carrying out this project	Flyer to be created by GJ. JS to share electronic copies of hard copies brought to meeting Postmaster to be asked whether distribution through the post is possible	GJ JS RS	asap Flyer to be shared with the group by 26.11.21 asap
2	Communication policy needed	JS shared examples		
3	Website needed	DG has volunteered to do this May need subscription to Squarespace website creator. Include in grant application £10 pm?	DG GJ JW	asap
4	Action plan needed	Meeting	PS RS	Meeting w/b 29.11.21 Plan to be shared by 3.12.21
5	Grant application needs to be made Bures Hamlet to apply Financial regulations needed to show how spending decisions can be made	JS to meet JW to make application Discussion with Jenny Wright	JS JW RS, GJ, JW	To be agreed between JS JW
6	We need to agree where the data and documentation is stored.	Dropbox agreed as a sensible facility to use. Check with Jenny Wright, Parish Clerk, whether a file can be created in the current PC Dropbox or	GJ JW JS JW	To be agreed between JS JW

		whether a new one is required. Include in costings for grant.		
7	We may need to register with the ICO for Data Protection	Check with Jenny Wright whether this is covered by PC. If not, include the cost in the details for the grant application	GJ JW JS JW	See above
8	We may use Survey Monkey	List in costs for grant application	JS JW	See above
9	Housing needs survey needed first as grant for this may end in March 2022 DCs have not allocated sites in Bures	Housing package grant to be applied for RCCE likely to be used. 3 quotes needed. RCCE Laura Atkinson Housing group to be informed PS, KMc, CC	JS JW PS?	See above
10	Housing survey can include questions on economic activity	Economy group to be informed devise questions?	GJ, KJ, RA, SS	
11	Photography competition could be used to provide photos for the plan			
12	Printing costs	To be included in grant application		
13	Display boards	RCCE/BDC has boards available for loan	JS	As required
14	First display may be the results of the Housing survey			