

**BURES NEIGHBOURHOOD PLAN STEERING GROUP**

**COMMUNICATION AND ENGAGEMENT LOG**

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| **Date** | **Activity** | **Target audience** | **Rationale** | **Methods used** | **Numbers** |
| **28.9.21 and 11.10.21** | **Launch meetings**These took place during the COVID-19 pandemic. (Social distancing, masks, ventilation)Two meetings were held | A wide range of residents including councillors, landowners, business owners, experts in particular areas.Across the age range | Aim – to attract those who may be willing to contribute to the creation of the Bures Neighbourhood Plan and play key roles in the work towards its creation. | Large display board in the empty corner shop.Bures marketParish Council meetingsParish MagazineWord of mouth | 28.9.21 12 attendees 7 agreed to be part of a working party or steering group11.10.21 12 attendees 8 agreed to be part of a WP or SG |
| **13.11.21 – 1.12.21** | **Gathering of views** on and aspirations for Bures | Attendees of the launch meetingsResidents attending the marketAttendees at Boxercise classAttendees at Youth ClubResidents interviewed when out and about in the village | To identify what residents value most about Bures and their hopes for Bures in 2035 to inform ‘Vision Statement’Focus on different age groups including young adults and teenagers | Large display boardStickers on a boardSheets to completeInterviews | Team **9**Market **60** adultsBoxercise **5** adultsYouth Club **15** under 18s**23** adults **1** under 18 **113** |
| **14.1.22 7 & 17.1.22** | **Parish Council meetings** | All Parish Councilors – Bures Hamlet and Bures St Mary, District councilors, County Councilors and members of the public attending the parish council meetings | Terms of Reference and communication and engagement Strategy to be agreed by both councils.All present at the meetings to understand the grant process and spendingCouncillors approved the minutes of the Steering group meetings and the spend to date | Through the usual parish council methods – website, noticeboards, Facebook, agendas | 25 |
| **25.1.22** | **Wider group meeting**  | All those interested in taking an active role in achieving a Neighbourhood Plan for Bures | To agree working groups according to willingness and interests – Housing, Heritage and Landscape, Environment, Economy, Transport | Meeting in the main hall of the community centre – preceded by email and Facebook post | 12 (apologies 4) |
|  | **Website** | Everyone in Bures and connected to Bures | To be a hub for the Bures NP, where all formal documents, meeting minutes etc can be easily accessed by residents.The website also offers a direct communication channel to the NP Steering Group | Bures Neighborhood Plan website createdhttps://www.buresneighbourhoodplan.com |  |
| **12-19.2.22** | **Bures Neighbourhood Plan flyer** | All residents | To ensure that all households are aware of the project and know what to expect | Volunteers from Bures Hamlet and Bures St Mary Parish Councils to deliver to every property in the two parishes | 9 volunteersAll residents |
| **25.2.22 – 25.3.22** | **Housing Needs survey** Gathering the views and requirements of Bures residents and those people with strong connections to the village | All Bures residents and those people with strong connections to the village. For example owners of business owners not resident, young people whose families are resident in Bures but are unable to find suitable accommodation here | Given our District Councils have no plans for further housing development in Bures the NP Group decided it should engage with Bures residents on their housing needs and to incorporate these into the NP. The recent potential redevelopment of the Bures Bus Depot had also solicited a number of views calling for more social housing. | Pre engagement with different community groups – Young people looking for in Bures – Elderly people looking to downsize within Bures but unable to do so – People currently living in Social HousingPosters promoting the HNS placed in all retail outlets and on parish notice boards. Details about the HNS have also been placed in the Parish Magazine and in the School parents’ newsletter. Online links to the survey promoted on Facebook (including the local Beautiful Bures Facebook Group) and on the front page of the Parish / Bures NP websites | 800 paper surveys hand delivered to every household On-line survey also available |
| **14.3.22 & 17.3.22** | **Parish Council meetings** | All Parish Councilors – Bures Hamlet and Bures St Mary, District councilors, County Councilors and members of the public attending the parish council meetings | Councillors approved the minutes of the Steering group meetings and the spend to date | Through the usual parish council methods – website, noticeboards, Facebook, agendas |  25plus members of the public  |
| **12.3.22****17.3.22** | **Vision Statement** | Residents visiting Bures market 12.3.22, Youth Club 17.3.22, all those involved in the project and members of the public in other venues | To be sure that the draft statement reflected the views of residents | Views gathered from residents 11-12/21 were distilled into a statement to be taken back to residents for consultation.Display boards in the vacant shop, display boards at Bures market, clip board and approach by members of the team, Bures Parish MagazineResponses gathered under these headings – Strongly agree, Agree, Disagree, Strongly disagreeThose not in agreement asked reasons in order to ensure that the Vision reflects views accurately | 70 at Bures marketSA – 54, A– 14, D - 212 through display boards – comments only7 at Youth ClubSA – 1, A - 5, D- 1 |
| **22.3.22** | **Wider Group meeting** | All those committed to taking an active role in Neighbourhood planning plus those who responded to the flyer and wished to join in | New volunteers added to groups and areas of responsibilitySWOT analyses for each group sharedVision statement agreed by the meeting | Meeting in the main hall of the community centre – preceded by email and Facebook postFlyer, posts, emails | 13 (apologies 5) |
| **9-10.4.22** | **PROGRESS UP-DATE WEEKEND**  | All residents | To engage as many residents in face to face contact with the NP team and the progress that had been made at 6mths since launch point. Activities for residents to give their views  | Prior to the events - Banners, posters, Facebook posts, displaysAt the eventLarge display boards asking for contributions to the SWOT analysesEarly outcomes of the Housing SurveyList of businesses – 142 – prizes for those who could add additional onesBoard showing environmental priorities – visitors asked to indicate their prioritiesEarly contribution from AECOM involvement with the Heritage and Landscape Group | 150 Saturday30 Sunday |
| **19.5.22****23.5.22** | **Parish Council meetings** | All Parish Councillors – Bures Hamlet and Bures St Mary, District councilors, County Councillors and members of the public attending the parish council meetings | Councillors approved the minutes of the Steering group meetings and noted the Wider Group meeting due 24.5.22. Application for a grant for a further year approved | Through the usual parish council methods – website, noticeboards, Facebook, agendas |  25plus members of the public  |
| **24.5.22** | **Wider Group meeting** | All those committed to taking an active role in Neighbourhood planning  | Items to be funded by next grantFeedback from Public engagement – Progress Update 9-10 AprilSharing progress made by the groups. Housing needs survey detailsLandscape character work by Nigel Cowlin | Meeting in the main hall of the community centre – preceded by email and Facebook postFlyer, posts, emails | 11 |
| **7,9,10.7.22** | **Bures Music Festival** | The Wider Group was keen to engage young people in the village. This event gave the opportunity to reach many who do not attend the market and other venues previously visited by the team. | The young people are the future of the village. It is important to know what they think and feel about Bures and for them to be more aware of the Neighbourhood Planning process | Stall with large Bures Neighbourhood Plan standing signs and a large banner behind on the fence. Theme – ‘Planning is not just about housing’ with a focus on the environment. Maps showing the wildlife corridors identified by the Environment Group together with a competition to estimate most accurately the length of the corridors. Three prizes of Bures vouchers awarded – one for each day. Two of the prizes were won by children. Visitors to the stall were also asked to identify their favourite green space in Bures. This was something which many residents felt strongly. The was an A0 poster displaying the outcome of the Housing Needs survey.In addition, wildflower seeds were given out to people visiting the stall and as an introduction to the work of the plan when going out into the festival. The young people who attended the B-Fest on 7th July were very positive. The wide range of people over the weekend were, on the whole, similarly interested in the stall and the activities  | Between 150 and 180 people over the period of the festival |
| **18.7.22 and 28.7.22** | **Parish Council meetings** | All Parish Councillors – Bures Hamlet and Bures St Mary, District councilors, County Councillors and members of the public attending the parish council meetings | Councillors approved the minutes of the Steering group meetings and noted the Wider Group meeting due 26.7.22. Application for a grant for a further year successful.Additonal volunteer came forward to join the N Planning team |  Through the usual parish council methods – website, noticeboards, Facebook, agendasRegular agenda item | 25plus members of the public |
| **19.7.22** | **Work with Yr 6 pupils at Bures School** | Children, parents and staff | Further work focusing on young people as the future of the village. Parents, also previously not well represented in the engagement, were reached through the use of a photo quiz. | Photo quiz showing items in the village showing positive actions to combat Climate Change – where and why? Children were also invited to identify their favourite things about Bures and what they would like to see in Bures in the future. Children all given packets of wildflower seeds | 28 childrenparents – between 28 and 56staff at least 5 of the 23 |
| **22.7.22****21.10.22** | **Business survey** | All those involved in business and commerce in the village | To understand the needs of the business community in order to create policies and community objectives that meet those needsVouchers given as incentive to return surveys.Return rate 36.3% | Survey sent out electronically via RCCE Survey monkey and in hard copy form using members of the team to deliver. Questions relating to needs and to size and nature of businessesBusiness group met and agreed the vouchers should be given to the 11th, 21st and 31st responses recorded. Due to lack of information the 11th 23rd and 31st JB Plumbing, Blake Tree Care and Chris Bright Machinery. | 148 sent out (it was agreed that only 135 were operating companies)135 hard copies |
| **26.7.22** | **Wider Group Meeting** | All those committed to taking an active role in Neighbourhood planning | Feedback on Bures Music Festival and Bures School engagement – very positiveSharing news on changes to the Steering group and the creation of advisors | Meeting in The Garrad Room at Bures Community Centre.Emails sent and personal invites offered | 11 attendees7 apologies  |
| **26.9.22 and 29.9.22** | **Parish Council meetings** | All Parish Councillors – Bures Hamlet and Bures St Mary, District councilors, County Councillors and members of the public attending the parish council meetings | Councillors approved the minutes of the Steering group and Wider group meetings and noted Business survey responses in and being analysed. | Through the usual parish council methods – website, noticeboards, Facebook, agendasRegular agenda item | 25plus members of the public |
| **13.10.22** | **Wider Group meeting** | All those committed to taking an active role in Neighbourhood planning in Bures | Housing items needed to be discussedHousing Needs Assessment Call for Sites Site Options package Presentations to village organisations  | Meeting in The Garrad Room at Bures Community Centre.Emails sent and personal invites offered | 11 present4 apologies |
| **14.11.22****and****24.11.22** | **Parish Council meetings** | All Parish Councillors – Bures Hamlet and Bures St Mary, District councilors, County Councillors and members of the public attending the parish council meetings | Councillors approved the minutes of the Steering group and Wider group meetings.Issue of Call for Sites explained with, on 24.11.22 the decision not to proceed with a CfS.  | Through the usual parish council methods – website, noticeboards, Facebook, agendasRegular agenda item | 25plus members of the public |
| **16.11.22** | **Wider Group meeting** | All those committed to taking an active role in Neighbourhood planning in Bures | Important Feedback meetingFeedback on meeting with Paul Bryant Babergh, Alan Massow Braintree and Jan Stobart RCCE.Housing Needs Assessment to proceed. Bures NP will not involve a Call for Sites. I year in trifold leaflet agreedVisits to meetings of clubs and societies agreed for January | Meeting in The Garrad Room at Bures Community Centre.Emails sent, Parish Councils shared date and personal invites offered | 7 present6 apologies |
| **29.11.22** | **Members of the Bures NP Team visited Bures Scouts Explorers Group to discuss the NP and community projects** | Young people aged 14 – 18 who are members of Bures Scouts Explorers Group | The Wider Group meeting on 16.11.22 identified that contact with younger people was needed. The Explorer group leader contacted to ask us to visit. | Presentation on NP – linking back to Youth Club visit and Music Festival engagement. Discussion on Community projectsAgreement that the Explorer group will provide ideas and feedback on topics the NP is working on. | 22 aged 14-183 leaders4 members of of NP team |
| **10.12.22** | **Bures Neighbourhood Plan 2nd flyer – 1 year in** | Visitors to Bures Christmas Market | To alert residents to the new leaflet | Leaflets and board positioned next to the refreshments | 2 members of the NP teamMany visitors – superficial engagement |
| **14.12.22 – 14.01.23** | **Bures Neighbourhood Plan 2nd flyer – 1 year in** | All residents | To ensure that all households are aware of the progress with the project. Residents will know how they can contribute and what to expect next. | Volunteers from Bures Hamlet and Bures St Mary Parish Councils to deliver to every property in the two parishes | All residents |
| **9.1.23** | **Wider group Meeting** | All those committed to taking an active role in Neighbourhood planning – members of the public welcome  | Discussion on HNA, site on the Mount Bures/Bures Hamlet boundaryUse of consultants | Emails, website | 9 attendees 5 apologies  |
| **10.1.23** | **History Society** | Members of the society | Consultation on the Heritage and Landscape aspects of the draft plan | The H & L survey was trialled. The response was very positive with wholehearted support for the policies identified by the group. Responses to statements included in the draft – strongly agree, agree, disagree and strongly disagree | 21 responses – all either strongly supportive or supportive of all elements |
| **16.1.23****and****26.1.23** | **Parish Council meetings** | All Parish Councillors – Bures Hamlet and Bures St Mary, District councilors, County Councillors and members of the public attending the parish council meetings | Councillors approved the minutes of the Steering group and Wider group meetings.Housing Needs Assessment undertaken by AECOM in hand. Consultation leaflets outlining the NHP progress distributed to all households with good feedback. Application for a second grant from Groundwork UK approved. £3,695 received. Budget variation approved.  | Through the usual parish council methods – website, noticeboards, Facebook, agendasRegular agenda item | 25plus members of the public |
| **23.1.23** | **Steering Group/Wider Group**  | All those committed to taking an active role in Neighbourhood planning in Bures | To meet Ian Poole from Places4People to hear his views on the work to date. | In person meeting in the Dennis Ambrose Barn – open to all. Advertised on the website | 9 attendees6 apologies |
| **31.1.23** | **Explorer Scouts group** | Young people who belong the group | Consultation on the Heritage and Landscape and Natural Environment aspects of the draft plan – some concern regarding possible increase in litter and undesirable visitors. Strong support for ‘green’ issues | Through the ScoutsResponses to statements included in the draft – strongly agree, agree, disagree and strongly disagree | 14 responses |
| **1.2.23** | **Church Coffee morning** | Those attending the regular Wednesday event | Consultation on the Heritage and Landscape and Natural Environment aspects of the draft plan | Announced at the coffee morningResponses to statements included in the draft – strongly agree, agree, disagree and strongly disagree | 17 responses |
| **6.2.23** | **Steering/Wider group meeting** | All those committed to taking an active role in Neighbourhood planning in Bures | Discussion on the draft and on consultations | In person meeting in the Garrad Room. Open to all. Notice on website | 7 attendees5 apologies |
| **13.2.23** | **Bures WI** | Members of the WI | Consultation on the Heritage and Landscape and Natural Environment aspects of the draft plan | Through the WIResponses to statements included in the draft – strongly agree, agree, disagree and strongly disagree | 11 responses |
| **14.2.23** | **History Society** | Members of the society | Consultation on the Natural Environment aspects of the draft plan. 12 responses – some needing more information regarding‘green’ issues. | Through the societyResponses to statements included in the draft – strongly agree, agree, disagree and strongly disagree | 12  |
| **20.2.23** | **Steering/Wider group meeting** | All those committed to taking an active role in Neighbourhood planning in Bures | New sections agreed – in line with the Vision statement | In person meeting in the Garrad Room. Open to all. Notice on website | 3 attendees9 apologies |
| **6.3.23** | **Steering/Wider group meeting** | All those committed to taking an active role in Neighbourhood planning in Bures | Sharing of the 3rd draftUse of consultants | In person meeting in the Garrad Room. Open to all. Notice on website | 4 attendees6 apologies |
| **20.3.23****and****23.3.23** | **Parish Council meetings** | All Parish Councillors – Bures Hamlet and Bures St Mary, District councilors, County Councillors and members of the public attending the parish council meetings | Councillors approved the minutes of the Steering group and Wider group meetings.Issue of Call for Sites explained with, on 24.11.22 the decision not to proceed with a CfS.  | Through the usual parish council methods – website, noticeboards, Facebook, agendasRegular agenda item | 25plus members of the public |
| **11.3.23** | **Stall at Bures****Market** | Wide range of residents attending the monthly market | Consultation - To gain feedback on the objectives in the draft plan | Large display boards listing the objectives for each section of the draft plan. Stickers to indicate strongly agree, agree, disagree or strongly disagree. Space for other issues to be raised.Members of the team present to discuss issues | 22+ people used the stickers to respond. Others discussed |
| **21.3.23** | **Steering/Wider group meeting** | All those committed to taking an active role in Neighbourhood planning in Bures | HNAConsultantsPhotographers | In person meeting. Open to all. Notice on website | 5 attendees4 apologies |
| **27.3.23** | **Annual Parish Meeting** | Councillors and residents attending the meeting | Consultation – To gain feedback on the objectives in the draft plan | Large display boards listing the objectives for each section of the draft plan. Stickers to indicate strongly agree, agree, disagree or strongly disagree. Space for other issues to be raised.Members of the team present to discuss issues | 12+ people used the stickers to respond. Others discussed issues that are important to them |
| **3.4.23** | **Steering/Wider group meeting** | All those committed to taking an active role in Neighbourhood planning in Bures | End of grant period reportingUse of consultants | In person meeting. Open to all. Notice on website | 4 attendees7 apologies |
| **19.4.23** | **Steering/Wider group meeting** | All those committed to taking an active role in Neighbourhood planning in Bures | Use of consultantsProposal briefScope of work | In person meeting. Open to all. Notice on website | 5 attendees7 apologies |
| **15.5.23** | **Steering/Wider group meeting** | All those committed to taking an active role in Neighbourhood planning in Bures | HNA updateUse of consultantsChanges to the draft | In person meeting. Open to all. Notice on website | 7 attendees4 apologies |
| **16.5.23****23.5.23** | **Parish Council Meetings** | All Parish Councillors – Bures Hamlet and Bures St Mary, District councilors, County Councillors and members of the public attending the parish council meetings | Minutes of the NP meetings 21st March, 3rd April 19th April were approved3rd draft shared | Through the usual parish council methods – website, noticeboards, Facebook, agendasRegular agenda item | 18 + members of the public |
| **30.5.23** | **Steering/Wider group meeting** | All those committed to taking an active role in Neighbourhood planning in Bures | HNA update ConsultantsRequests for photographsPublic engagement | In person meeting. Open to all. Notice on website | 4 attendees6 apologies |
| **3.7.23** | **Steering/Wider group meeting** | All those committed to taking an active role in Neighbourhood planning in Bures | Meeting with Newton Green NP repsFunding HNA Changes to the draft | In person meeting. Open to all. Notice on website | 8 attendees2 apologies |
| **17.7.23****27.7.23** | **Parish Council Meetings** | All Parish Councillors – Bures Hamlet and Bures St Mary, District councilors, County Councillors and members of the public attending the parish council meetings | Minutes of the NP meetings 10th, 15th, 30th May 3rd July were approvedAwaiting funding decision | Through the usual parish council methods – website, noticeboards, Facebook, agendasRegular agenda item | 18 + members of the public |
| **2.8.23** | **Steering/Wider group meeting** | All those committed to taking an active role in Neighbourhood planning in Bures | Appointment of CCP as consultants Funding Request to Braintree DC that land off Colchester Road could have an Article 4 directive to prevent plotlandsChanges to the draft. Article for monthly village magazine | In person meeting. Open to all. Notice on website | 8 attendees2 apologies |
| **18.9.23****28.9.23** | **Parish Council Meetings** | All Parish Councillors – Bures Hamlet and Bures St Mary, District councilors, County Councillors and members of the public attending the parish council meetings | Minutes of the NP meetings 2nd Aug 5th Sept 12th Sept were approvedConsultant appointed3rd grant of £10,000 allocated | Through the usual parish council methods – website, noticeboards, Facebook, agendasRegular agenda item | 17 + members of the public |
| **October 2023** | **Village magazine article** | All subscribers | Transport issues, views soughtAppeal for volunteers for Community Speedwatch | Monthly village publication appealing for respnses | 500 |
| **November 2023** | **Village magazine article** | All subscribers | Valued Trees in the Bures LandscapeAsking that favourite trees be identified | Monthly village publication appealing for responses | 500 |
| **20.11.23****23.11.23** | **Parish Council Meetings** | All Parish Councillors – Bures Hamlet and Bures St Mary, District Councillors, County Councillors and members of the public attending the parish council meetings | Minutes of the NP meeting held on 6th Nov approvedResponsibility of the PCs to approve the pre-submission draft discussed | Through the usual parish council methods – website, noticeboards, Facebook, agendasRegular agenda item | 18+members of the public |
| **December 2023** | **Village magazine article** | All subscribers | Flooding issuesViews sought | Monthly village publication appealing for responses | 500 |
| **January 2024** | **Village magazine article** | All subscribers | Flooding issuesViews sought | Monthly village publication appealing for responses by email | 500 |
| **15.1.24****18.1.24** | **Parish Council Meetings** | All Parish Councillors – Bures Hamlet and Bures St Mary, District Councillors, County Councillors and members of the public attending the parish council meetings |  |  |  |
| **February 2024** | **Village magazine article** | All subscribers | Informing residents of the consultants appointedAppealing for photos for the cover | Monthly village publication appealing for responses by email | 500 copies |