

**Bures Neighbourhood Plan Steering Group Meeting
Tuesday 12th April 2022 on Teams**

Present: Paul Scott (in the chair), Gill Jackson (minutes), Richard Shackell, Carol Ellis, Jenny Wright

1. **Apologies for absence** None

2. **Minutes of the previous meeting**

The minutes had been agreed by email and posted on the website.

3. **Matters arising** None discussed

4. **Grant – report of spend on 2021-2 grant and application for 2022-3**

Report on the Grant 2021-22

Housing Needs Survey	Approved amount	£1947.00	Expenditure	£1922.73
Trifold leaflet		£365.00		£120.00
Website		£40.00		£120.00
Hall hire		£420.00		£489.99
Banners etc		£720.00		£91.25
Posters, photography competition		£450.00		£235.10

Grant £3942.00 Expenditure £2979.07 Return to Groundwork £962.93

It was agreed that a further general grant application will be made for 2022-3. This will include the annual fee for the website and the ParishOnline subscription. Bures Hamlet PC is entitled to a free membership as part of their insurance.

Environment technical packages were discussed. It was concluded that, without allocated sites, these would not be helpful. The grants may only be available for 2022-3.

Action: PS to forward items for the General Grant application to RS. RS to complete grant application and share. JW to submit application. JW to check BHPC's ParishOnline membership.

5. **Results of the Public Consultation 9th-10th April**

Around 180 people attended the 'Progress Update' public consultation over the weekend of 9th-10th April. Traffic issues, both parking and speed, were raised by a significant number of residents. Visitors added to the SWOT analysis for each group and identified a few businesses not on the list. Environmental issues were listed and stickers given for visitors to identify their priorities. A high proportion of the residents who attended were over 50. It was suggested that a stall at the Bures Music Festival would be a good way of engaging with more younger residents.

Action: GJ to add event to add to the Public Engagement Log. PS to produce a document showing the outcomes of the event. GJ to contact Peter Harries regarding a stall at BMF.

6. Wider Group meeting issues and matters for the meeting on 24th May

All groups have tasks in hand to report on at the next Wider group meeting. There was discussion regarding the trifold leaflet proposed by the Environment group.

It was agreed that a Traffic work package would be investigated. This would include a global highways assessment for the village and the potential impact of growth on the highways infrastructure. It was reported that parking charges are being reduced at some stations in the Greater Anglia area. It was suggested that the charge could be removed from Bures station car park. The idea of a Design out Speed package, to include 20mph in the village centre, was mooted.

The Business group are preparing a survey questionnaire to be reported on at the end of May. Nigel Cowlin of the Heritage and Landscape group has defined an initial Scope of Works. It was agreed that this work could be paid for through a grant application subject to checking with Jan Stobart and having Nigel's agreement. The meeting agreed that we are working on the basis of no development taking place outside the village envelope. The protected views are assets not to be built on.

Items for the display for the Music Festival will be on the agenda for the meeting on 24th May.

Action: GJ to contact Keith Berriman of HTTC to ask about any previous involvement with NP and to explain our ideas for a Traffic work package. PS to contact Jan Stobart and Nigel Cowlin re the Landscape Character Assessment. RS to contact Alan Neville re lifting of charges at the station.

7. Communications

Heidi and Sophie Winch are posting NP news on the Beautiful Bures Facebook page and have agreed to set up a page for Bures NP.

Ways of encouraging the use of the website were discussed. These included asking for the link to be put on Facebook when a post is put up and asking Buresonline web manager, Alan Beale to allow a link to the NP website.

Action: GJ to contact Alan Beale

8. Public engagement

Children's competition - It was agreed that children in the village would be invited to take part in a painting/poster competition where they show what environmental issues are important to them. The Duke of Edinburgh youngsters will be asked to take this on as part of the work towards their awards.

Photographic competition – This competition will have several age categories and will provide the photographs for the final published plan. It was suggested that a photography student or professional be asked to take on the organisation of this.

Action: GJ to contact DofE youngsters. RS to contact photography student

9. Dates of next meetings

Meeting with Wider Group – 24th May 7.30pm
SG Meeting Tuesday 10th May 2022 2pm

**Bures Neighbourhood Plan Steering Group Meeting
Tuesday 10th May 2022 on Teams**

Present: Paul Scott (chair) Richard Shackell, Gill Jackson (minutes), Jenny Wright, Carol Ellis

1. **Apologies for absence** All members of the Steering Group were present
2. **Minutes of the previous meeting** Minutes had been agreed between meetings and posted on the website for the benefit of residents.
3. **Matters arising**

a) Traffic package – GJ had contacted Keith Berriman to enquire as to whether he had any involvement in other Neighbourhood Plans and to find out whether he would be willing to undertake a Traffic Works Assessment. Keith has been involved in **considering the highway inputs to various NPs, including Rendlesham, Alresford, and Tiptree**. As Traffic lead RS will contact Keith and discuss further.

PS had spoken to Jan Stobart regarding Traffic Assessments. Jan reported that Earls Colne had difficulty obtaining a grant from Groundworks for this. At the time of the meeting the final outcome was unknown.

Action: PS to contact Jan Stobart re Earls Colne. RS to contact Keith Berriman to discuss possibilities for his involvement in the Bures NP.

b) Landscape Character Assessment – PS contacted Nigel Cowlin regarding the Landscape Character Assessment. Nigel felt that he would be gathering information from work already carried out and would therefore not wish to be paid. The work by Alison Farmer for the proposed extension to the AONB contains detailed work that will be of benefit to the Bures NP. It was agreed that we can apply for the package at a later stage if it proves necessary.

c) Charges at the station – RS had contacted Greater Anglia and reported that the car parks are owned by Network Rail and currently contracted to APCOA. The management contract was previously with NCP. The APCOA contract is only a year into what is likely to be a five year agreement. There is no likelihood of the charges to park being lifted at Bures. Network Rail are installing Electric car charging points but this is unlikely to include Bures in the foreseeable future.

d) Use of Parish online – the package is available through the Bures Hamlet insurers. All groups can have access to it and create layers to the map relating to their work.

e) Use of Drop Box – This has been set up for the Parish Councils, The Sportsground Committee, the Cemetery Authority and the Neighbourhood Plan. The Steering group will only be able to see NP folders unless they have other roles such as RS having access to Bures Hamlet and Sportsground in addition to NP. The cost of the service is £120 pa for each committee. Dropbox secures the data and makes it available to each team rather than one individual.

4. **Grant – application for 2022-3**

There was no progress to report on the grant application for 2022-3. JW reported that the blank did not seem to be available.

Action: JW to contact Groundwork regarding the form. RS to work on the application. Planned budget to be shared with the Steering group before submission by JW.

6. Wider Group meeting – 24th May

This meeting will be each group reporting their progress. There will also be the content of the stall at the Music Festival to plan, agree and provide personnel for. The next stage will be working towards the policies for each area.

7. Communications

The banners were used for the event on 9th -10th April. It was agreed that they should remain attached to the fences during the time of the work on the NP.

There is now a link to the NP website on Bures-online.

Still awaiting the NP Facebook page and ability to post as Bures NP rather than personally.

Action: PS to discuss Facebook presence with volunteers. GJ to put banner up at the car park.

8. Public Engagement

a) Bures Music Festival - GJ had contacted Peter Harries re a stall on Saturday and Sunday afternoons. Request met with a favourable response – check with Jacqui Gray who is i/c of stalls.

b) Children's Competition – GJ had contacted the two young people doing their Duke of Edinburgh awards. Both were willing to be involved in the poster competition at the school provided it was possible with their own school attendance.

c) Photographic Competition – RS to contact Connor Crowley to see if he is willing to organise the photography competition.

Action: GJ to confirm BMF stall with Jacqui. Ken Jackson to contact Ruth Slater Head at Bures Primary School regarding the environmental concerns poster competition. RS to contact Connor Crowley re the Photography competition.

9. Dates of next meetings

Meeting with Wider Group – 24th May 7.30pm

SG Meeting Tuesday 14th June 2022 2pm

Bures Neighbourhood Plan Steering Group Meeting on Teams
Tuesday 14th June 2022

Present: Paul Scott, Gill Jackson, Richard Shackell, Carol Ellis

1. Apologies for absence Jenny Wright

2. Minutes of the previous meeting The minutes of the meeting held on 10th May were agreed by email between meetings.

3. Matters arising

Traffic package – Richard reported that a traffic package would need to be paid for by the parish councils as a package for this was not forthcoming. He also felt that recent events in the village meant that we were aware of the issues and of the parking needs and possible locations. The old garage site on Colchester Road was identified as a suitable place for a landscaped car park. This use of the site would not need the land cleared in the way it would need clearing for housing. Carol reported that the Environment group also discussed this possibility at their meeting. Robin Hamilton is looking at Traffic from an environmental angle. It was suggested that he link with Richard. Jan Aries, Parish Footpath warden is also willing to input to the Traffic group.

Parking at the station – Richard reported that he had been misled into believing the parking at Bures Station was managed by APCOA. The signage gives NCP as the manager and this is still the case. Richard will follow up with NCP.

Landscape Character Assessment – Nigel Cowlin has made some suggestions regarding the Design Codes. Tom probert is arranging a meeting with AECOM to take this further.

Business questionnaire – Gill reported that at the Wider Group meeting the Business group discussed the merits of paper based and online versions of the questionnaire. It was concluded that using both methods would bring more responses. Paper based response to be addressed to the Parish Clerk.

Action: RS to link with Robin Hamilton and Jan Aries for the Transport group. RS to contact NCP regarding parking at the station. GJ to contact Jenny Wright re receipt of the posted questionnaires.

4. Grant application for 2022-3

Richard reported that there had been difficulties with the website and his saved application was irretrievable. He is now to email and ask that the Bures Parish Councils login be reinstated. It was agreed that £250 would be added to the application to cover the cost of the paper based questionnaires.

Action: RS to resolve difficulties with the grant application process

6. Wider Group meeting – 26th July

Groups to be asked to bring draft policies to the July Wider team meeting. When the policies have been agreed the evidence needs to be found. For the Housing Needs the survey will provide the evidence. It was agreed that it will be less straightforward for groups without clear bodies of evidence and that small-scale consultation and research evidence would be needed. Documents to be in Word at this stage. A House Style for the policies and evidence will be

agreed at a later date. It was felt that Sandra Scott may have a useful role in checking that the evidence matches the policies and that the style of these is appropriate for the task. There is a package for this stage that can be requested when necessary.

Action: PS to contact Wider Group re draft policies for the July meeting.

7. Communications

Facebook presence – Paul to discuss this with Heidi and Sophie Winch.
Gill reported that she had updated the Communication and Engagement Log on the website and in the DropBox. Notifications of meetings were not bringing any other residents to the meetings.

Action: PS to discuss social media with volunteers. GJ to advertise meetings more widely.

8. Public Engagement

Bures Music Festival It had been suggested at the May Wider Group meeting that a stall at B-Fest on Thursday evening in addition to the Saturday and Sunday afternoons would be worthwhile. Jane Chambers had volunteered to be at the B-Fest.
It had also been agreed that the Bures NP interactive focus at BMF be the environment. Possibly following green corridors and ranking the important of green spaces in the widest sense. There is a possibility of borrowing resources from Suffolk Wildlife Trust. Other areas of the NP would be shown on displays. The BMF will also be used to advertise the Photography competition.

Photographic Competition – Richard suggested that the completion should run over the Summer with a final date for entries being 30th September. Categories are to be Village Life, Architecture and Countryside. There will be three age groups for entries. Each category and age category will have a £25 voucher as a prize. And in addition there will be a tenth prize for an unusual entry. Entries to the competition will be via the email address linked to the website. It was suggested that Simon Brazier, Sue Pownall, Steven Binks and Bill Hiskett may be helpful for organising and judging.

Environment group link with Bures School – Ken Jackson and Ella McCrory are going into the school on the penultimate Friday of term and the following Monday or Tuesday. It was reported that headteacher, Ruth Slater is very keen for the school to be involved in the NP. The involvement will be to work with Yr 6. It was suggested that Yr 5 may be better as it would allow follow up work with the same youngster in the next academic year. Any outcomes of these sessions will be used a future public engagement event.

Action: GJ and PS to meet to agree BMF details and tasks for groups for the July meeting. RS to liaise with photographers and prepare advertising

9. AOB

Draft plan stage – it was agreed that an aim of having a draft by June 2023 was a realistic aim. A few changes to the **Housing Needs report** have been requested. This revised version should be available shortly.

There was a Housing webinar yesterday, 13th June. It will be available to watch on-line.

10. Dates of next meetings SG Meeting Tuesday 12th July 2022 2pm; Meeting with Wider Group – 26th July 7.30pm

Bures Neighbourhood Plan Steering Group Meeting Tuesday 12th July 2022

Present: Paul Scott, Richard Shackell, Gill Jackson, Jenny Wright

1. Apologies for absence

Carol Ellis

2. Minutes of the previous meeting

Minutes were agreed by email prior to the meeting.

3. Matters arising

a. Landscape Character Assessment - Nigel Cowlin emailed the Steering Group with questions and suggestions as to the way forward. It was noted that the Landscape and Heritage members had not responded to Nigel. It was agreed that, in the first instance, the group would be asked to meet to discuss Nigel's points and agree a way forward.

In order to gain funding for a Landscape Character Assessment it would require a grant application, as there is not a free technical support package for this work.

It was also reported that little progress has been made with the Unlisted Heritage Assets register. Jenny reminded the meeting that Anne and David Taylor had compiled a register of Unlisted Heritage Assets some years previously. She agreed to look it out.

b. Business questionnaire update

Neil Harper of RCCE has created the link for the Business Survey. It has not been possible to launch the Business Survey or set a return by date due to uncertainty around the grant.

Action: PS to speak to TP regarding the meeting of the L&H Group. GJ to speak to LA regarding the Unlisted Heritage Assets. JW to send the Taylors' list to GJ

4. Grant application for 2022-3

The issues stemming from an error in the typing of the parish councils' email address have yet to be resolved. Jenny had responded to questions from Bryony Redwood Turner regarding certain elements of the application. The application was sent to panel but was rejected with several further questions to be answered. Paul supplied answers to these but additional questions were posed. Gill spoke to Bryony 11th July and it's hoped that the panel will now approve the application. It was agreed that the form is not user friendly and that the questions do not fit the approach we are taking to N Planning.

If the application fails the Neighbourhood Planning process will not be able to proceed unless funding is available from elsewhere.

5. Steering Group realignment

The team has reached the point where there needs to be clarity and a strong push to put policies to the evidence gathered.

Paul announced that he was planning to take a job abroad and that now was a good time to look at the group and make sure people were in positions best suited to their skills.

Robin Hamilton has been approached to see whether he would be willing to join the Steering group. The Steering Group need to be providing the drive to completion. There will need to be a writing team to put the evidence and policies together coherently.

It was felt that Carol may be better suited in the Writing Group. Richard Adams may also be useful in the Writing Group. The Steering Group will review the content and Sandra Scott's

experience will be useful in checking that the style is suitable for planners. The plan needs to meet the desires of the Steering Group and the needs of the planners.

Action: GJ to speak to RA about his role and PS to speak to CE. SS to be asked whether, in her view, joining the Steering Group at this point would be helpful.

6. Wider Group meeting – 26th July

Issuance of instructions as to what is needed by the meeting on 26th July need to go out. There is only two weeks before it was agreed last month that policies would be shared.

Action: PS GJ and RS to agree instructions to send out.

7. Communications

Facebook presence – Due to other commitments, Heidi has yet to set up the Facebook page. She has stated her intention to set it up this week.

Action: PS to check with HW whether she is still willing to do the Facebook page and posts. If needed RS to ask Sue whether she would set up the page.

8. Public Engagement

a. Bures Music Festival – the stall was at B-Fest on Thursday and on the afternoons of Saturday and Sunday. Generally there was not enough support from the team. On the positive side the event proved a great success in enabling engagement with children and young people and their parents. The stall included the Vision statement, a simple summary of the Housing Needs Survey outcome and an invitation to think beyond housing when talking about planning. This took the form of maps showing wildlife corridors and a competition to guess how far wildlife can travel along these corridors in Bures, a map on which to put post it notes identifying favourite green spaces and views and free packets of Bures Wildflower seeds being given out. Either one main winner or one from each day will be awarded. Winners to be asked whether they are willing to be named.

Flyers for the Photography Competition were displayed and given out.

b. Photographic Competition - publicity went out at the weekend – see above. It will also be advertised on the Beautiful Bures Facebook page and in the Parish Magazine. Closing date is the end of September.

c. Environment group link with Bures School – Ken Jackson and Ella McCrory will be going into Bures School on Tuesday 19th or Wednesday 20th July.

9. AOB The Housing Needs Survey has now been signed off. Notes need to be approved by the group before sharing more widely. A list of possible sites has been drawn up. A Technical Support package may be needed to look at the sites suggested.

10. Dates of next meetings

Meeting with Wider Group – 26th July 7.30pm

SG Meeting Tuesday 9th August 2022 2.00pm – time may need to be adjusted to suit new members

Bures Neighbourhood Plan Steering Group Meeting
Tuesday 2nd August 2022
The Dennis Ambrose Barn, Bures Common

Present: Robin Hamilton (chair) Paul Scott, Richard, Adams, Gill Jackson (minutes), Sandra Scott (advisor)

1. Apologies for absence

Richard Shackell, Jenny Wright, Jan Stobart.

2. Minutes of the previous meeting

Agreed by email prior to the meeting and shared to the parish councils and on the website.

3. Matters arising

PS had not spoken to TP due to holidays. Heritage and Landscape team to respond to NC's concerns as to whether the content of the Landscape assessment document is sufficient. Current document has used material from the assessment of the landscape for the extension to the AONB.

GJ has spoken to LA. He will check the record of unlisted heritage assets for the H&L team.

A Facebook page has yet to be created.

Action: PS to email TP and copy RH and SS in.

4. Allocation of responsibilities

SS was welcomed to the meeting as an advisor. She agreed to review the work as it is drafted. The wording of the policies is particularly important. It was agreed that a crib sheet on how to write policies would be useful.

Other responsibilities as per the notes from the Wider Group meeting on 26th July.

Action: SS to send Writing policies sheet to the Steering group for circulation by 6th August.

5. Timeline to 1st December 2022 – actions allocated and dates set

Proposal

August –

Sub-committees to complete work

SG to establish preferred layout - finalise table of contents order

September –

Draft Vision and Objectives

Draft Policies

October -

Draft contents / narrative /

Final selection of photographs

November –

Editing / formatting / photographs / maps

Mid-November: Distribution of draft amongst wider group for review – 10 days to respond

1st week of December –

Final editing

There were some reservations regarding the timescale due to issues outside the control of the group. It was agreed that setting tight time targets was a good way forward but it was recognised

that the AECOM package for Housing sites assessment may cause a delay. The AECOM package is needed to make a fair and thorough assessment of the sites. A further issue which may lead to delay is conferring with the Braintree and Babergh DCs about our suggested policies and community objectives. Late September was agreed as the time frame for this consultation.

PS asked for the Housing Report to go out to the Wider Group. The notes from the Wider Group meeting have already been circulated and posted online. There was concern that setting a figure of 50 homes in ten years may lead to more properties than would be in the interest of Bures. The issue of Population rate of the village was raised. PS had spoken to RCCE about this. SS suggested the use of a detailed guide to assessment housing needs which takes account of population rates. Whatever is agreed for inclusion in the NP there needs to be reasoning and evidence behind the figures. Consideration of all possible alternative sites is needed. There will be some that will not prove to be suitable. There also needs to be transparency around the choice and assessment of the sites. This gives more strength to those sites that are deemed suitable.

The Bures Housing Needs assessment identified groups of 4 – 8 homes being the size of development of choice.

Given all of the above it was agreed that 1st week of December would be draft rather than final edit. Policies to SS for review by the end of September.

It was also agreed that the previous timetable of monthly SG meeting should reduce to fortnightly and the bi-monthly WGMs should be monthly.

Action: Apply for the AECOM sites assessment package

GJ to ask Jan Stobart names of personnel at Braintree and Paul Bryant at Babergh

SS to share link to the Housing Needs tool.

RA to flesh out the timetable with more detail to guide the groups.

6. Consider layout of 6 completed Neighbourhood Plans

The desired layout needs to be short and punchy but with enough detail to show why the policies have been chosen for Bures. It is vital to have obvious justification for the policies without this the draft may be rejected. In providing evidence for the Environment section it was suggested that a Topic paper showing evidence for all levels be included as an appendix.

Assington was previously the favoured style. It was written by Ian Paul.

Members of the SG were asked to assess the plans for Assington, Newton, Elmsett, Whatfield, Coggeshall and Aldham on the basis on presentation/layout and content.

The draft is submitted electronically which means links to the appendices can be used. There still needs to be sufficient detail in the plan itself.

With regard to maps, SS suggested that the OS base is better. In Colchester the GIS team produces the maps. Jan Stobart may be able to advise. RA has the lists from Braintree and Babergh as to the matters for which they will provide help.

Action: GJ to ask Jan Stobart which maps are favoured by Braintree and a contact name.

RA to circulate the lists of topics on which DCs will advise.

All SG members to assess the six plans listed above before the next meeting.

7. Communications to Wider Group

PS asked for the Housing Report to go out to the Wider Group. Discussion on the Housing report is needed to agree a number of homes to take forward.

When further detail has been added to the timetable it will be shared with the Wider Team.

8. Public Engagement

The next engagement exercise will be looking at a Community Housing scheme. Laura Atkinson of RCCE has given possible dates for an open public meeting on Community Housing schemes. 12th, 14th, 19th or 20th September. This will be a separate strand and needs additional volunteers to take it forward. Molly Thomas-Meyer, who has joined the Housing group will be approached regarding a role with the new project. Fred Goymour will also be approached. Mary Turner has expressed an interest. 18 people expressed an interest through the Housing Needs assessment consultation.

It was suggested that the Housing Group and SG members meet with Carroll Reeve of Lavenham who chairs the Lavenham Community Land Trust before the Open meeting with Laura Atkinson.. The LCLT has successfully set up a scheme of 18 homes. They worked with Hastoe Homes.

Although the Community Housing project will run separately, it will demonstrate that we are meeting the needs of the community. It could also be an exemplar for developers in the detail of the homes.

The next general engagement is likely to be at the 8th October market.

Action: PS to contact M T-M re Community Housing and the Housing team for a final meet before he leaves.

GJ to contact Fred Goymour and Carroll Reeve

RH to agree a date with Laura Atkinson. GJ to book the Community centre or school hall.

9. Finance

It was agreed that A3 posters for a display in the former Central Stores advertising the Photographic Competition would be ordered from Atlas signs.

Action: GJ to place order for posters

10. Dates of next meetings

SG Meeting 4pm Thursday 18th August Dennis Ambrose Barn

Wider Group to be confirmed

4pm Monday 5th September 2022

Present: Robin Hamilton, Gill Jackson, Richard Adams, Ken McAndrew, Tom Probert, Richard Shackell

1. Apologies for absence

Jenny Wright, Molly Thomas, Sandra Scott, Jan Stobart

2. Minutes of the previous meeting

Agreed via email and posted on the website

3. Matters arising not covered elsewhere on the agenda

- a) News from H&L group on Landscape Assessment – JS has advised that further work is not essential. SS and NC have suggested that the policies be crafted first and, if there are gaps, carry out the work to fill them. H&L group are meeting on 16th Sept. They still need a final walk round to note the unlisted heritage assets. The AECOM Heritage lead is due to send their report this week.
- b) Policy guidance – to note - link circulated to all. A key point to remember when writing policies is the more evidence the better . Guidance to be sent again.
- c) Local plans info from Jan Stobart and Paul Bryant sent to wider team
- d) Mapping favoured by Braintree – Carolyn Johnson has yet to respond.
- e) Contact details for officers at Braintree – both Jan Stobart and Paul Bryant have been asked to provide lists of contacts for our groups.
- f) List of topics on which DCs will advise – this links with 3e
- g) Steering group membership - Tom Probert now represents H&L. In the event of not being able to attend he will nominate another member of the H&L team.
- h) Community Housing – Laura Atkinson RCCE and Carroll Reeve Lavenham CLT have both been very helpful.
Zoom meeting with Laura Atkinson held 5th Sept. GJ, KMc, Mary Turner, Fred Goymour attended. The Community Housing Group needs more members who are passionate about the cause. Laura agreed to look at Housing Needs returns to see if any names of interested parties were given. She also agreed to send out material relating to successful projects elsewhere and ideas for recruiting others to the team. The meeting agreed that it is too soon for a public meeting on Community Housing.

Action: Policy writing guidance to be resent GJ. Contact lists to be followed up GJ. Carolyn Johnson to be contacted again RA. GJ and K Mc to use information sent by Laura Atkinson to enlist further leaders for the Community Housing project. Mary Turner has also agreed to do this.

4. Timetable - Bar Chart of tasks to be completed

RA produced a bar chart showing the tasks needing to be completed before Christmas. It was agreed that the time allowed for the groups to produce Vision statements and Objectives be extended until the next meeting.

Action: RA to update and GJ to send out the Bar chart

5. Contents List for Bures NP

The proposed Contents page was shared and was agreed by the meeting. There may be changes as progress is made but the general framework will be followed.

6. Housing – sites and AECOM Locality Technical Support Package KMc

KMc shared the Housing team's map of possible sites and explained the rationale for the number of homes being suggested. There are 17 sites. Some of these have been discounted, those already agreed by the LPAs do not provide the housing identified as needed by the Housing Needs survey. The Needs survey had identified 29 required and the figure of 35 was agreed. The figure is for 20 years, the period to 2042.

Some discussion on sites for Community Housing took place. KMc explained that the next step is to ask the LPAs whether the sites are feasible. The landowners would then be approached. The meeting felt a further period of time was needed before agreeing the sites to be sent to the LPAs for consideration. It was agreed that members would let KMc know by Friday 9th Sept.

JW, Parish Clerk, had sent in the following information:

Sites with existing or subject to planning applications:

Ferriers Farm Barns application is still pending and has not been approved.

Former Chambers Bus Depot site approved with lots of conditions

Former Colchester Road garage site - has just changed hands and has planning consent for 4 dwellings.

Identified sites discounted

Above the allotments on Lamarsh Hill - this is the site which the landowner has created an illegal entrance and has been under ECC enforcement team - landowner keen to develop and keeps appealing

Cuckoo Hill wildlife area surrounding the cemetery - Bevills has recently confirmed that it would gift land going up the hill rather than the wildlife area to the right.

Land at Cambridge Way/ Colchester Road should be discounted as it has been turned down by a Planning Inquiry.

Sites for review

Land before the Mount Bures railway - an application was submitted for social housing but was refused by BDC - land comes under BHPC

Land going up Lamarsh Hill after the Ferriers Lane site - this has recently had 2 applications refused but the owner has cleared and is keen to expand

Geoff Davis workshop land - Geoff tried to develop as a Care Home but was refused on Highway safety grounds but this land may be developed in the future

Action: RH to scan map and send to GJ for circulation. All those at the meeting to notify KMc of their thoughts re sites by 9.9.22. KMc/MT to contact Braintree and Babergh following the decision.

7. Vision and objectives for each group

- a. Heritage and Landscape – the group are awaiting examples from other groups and hope to complete this task at their meeting on 16.9.22
- b. Natural Environment – the group have their Vision and Objectives ready.
- c. Housing and Built Environment – KMc had sent a document prior to the meeting but asked for examples from other groups in order to have a shared style.
- d. Business and Services – the group had shared a draft document
- e. Community Amenities – this topic has not been covered
- f. Transport – it was agreed that this group would be likely to produce Community Actions/Objectives rather than policies but that it is still of sufficient importance to warrant a separate group.

Action: GJ to share documents already in. All groups to produce Vision statements and Objectives and Policies before the next meeting.

10. Public Engagement

Photographic Competition – RS reported little interest shown in this. Entries are still possible. It was agreed that Basho Matsuo be contacted re his portfolio of photographs of Bures. A Facebook page has been set up using the buressnp@gmail.com email address. Members have yet to use this.

**Action: Further advertising re competition and contact with Basho – RS
Sue S to be asked how Steering Group members can use the Facebook page to post on Beautiful Bures.**

11. Finance

£3695 2nd grant received

Spent - £372.85 Community Centre hire charges and the voucher redemptions.

Still to pay - 2 Vouchers redeemed £50

Atlas signs £42 + VAT

12. Dates of next meetings

Next Steering Group meeting - Tuesday 27th September 7.30pm by Zoom

Proposed meeting 21st September Garrad Room to be cancelled

Meeting with Wider Group - tbc

Bures Neighbourhood Plan Steering Group Meeting
4pm Thursday 18th August 2022

Present: Robin Hamilton (chair), Richard Adams, Gill Jackson, Jenny Wright (Parish Clerk)

1. Apologies for absence

Molly Thomas, Sandra Scott, Richard Shackell, Jan Stobart

2. Minutes of the previous meeting

Agreed via email, shared on Dropbox and with Parish Councils.

3. Matters arising not covered elsewhere on the agenda

a) News from H&L group on Nigel Cowlin's concerns RH

RH reported that he had contacted Tom Probert. The detailed analysis work suggested by Nigel Cowlin would take 2-3 mths and would cost £10,000. It is not clear how important the work would be to Bures NP. Advice is needed on this. The group are still awaiting the visit by the AECOM Heritage expert. They are planning to complete their walkabout looking at unlisted heritage properties. The list will then go to Leigh Alston.

Action: RH to forward emails from NC expressing concern to JS and SS for advice. JS and SS to also be asked, if advisable to proceed, how to obtain a grant to pay for the work.

b) Policy guidance SS

Locality policy writing guidance is in the Dropbox under Reference materials.

c) Local plans info from Jan Stobart and Paul Bryant GJ

Braintree District Council adopted Section 2 of the Braintree Local Plan 2013-2033 Local Plan at a meeting of Council on 25th July 2022.

Please see the Local Plan Section 2 Adoption Statement: www.braintree.gov.uk/directory-record/1062233/section-2-adoption-statement-july-2022

This has the effect (along with Section 1 adopted in 2021) of replacing earlier documents used to help determine Planning Applications received by Braintree District Council.

The Local Plan (Section 1 & 2), Policies Maps, and associated documents can be viewed at: www.braintree.gov.uk/planning-building-control/section-2-examination-local-plan/12

Babergh The current development plan framework in Babergh comprises the 'saved' policies from the 2006 Babergh Local Plan, and the Babergh Local Plan 2011-2031 (Core Strategy & Policies), The latter was adopted in February 2014. We also have a number of Supplementary Planning Documents (SPD's) that maybe relevant to the designated NP area.

These documents can all be accessed via the green tiles on our <https://www.babergh.gov.uk/planning/planning-policy/adopted-documents/babergh-district-council/> webpage

Regarding the emerging Joint Local Plan, the homepage for this is: <https://www.babergh.gov.uk/planning/planning-policy/new-joint-local-plan/>

Action: GJ - Policy writing guidance and links to the Local Plans to be sent to the Wider team.

d) Mapping favoured by Braintree GJ

The contact at BDC for mapping is Carolyn Johnson carolyn.johnson@braintree.gov.uk

Action: RA to contact Carolyn to ask which mapping system they use at Braintree

e) Contact details for officers at Braintree GJ

Jan Stobart is on holiday and is yet to respond to this request.

f) List of topics on which DCs will advise RA

Action: RA to summarise and circulate to the Wider Group.

4. Steering group membership and responsibilities

Chair – RH; H&L – group to be asked to nominate a member to attend the SG (If no one person is able to do this, members to attend by turns) ; Housing – MT (if not able to attend to ask another member of the Housing group to attend) , Business – GJ, Transport – RS, Environ – RA Admin – GJ , Finance – JW

Action: RH to contact H&L group re the above; GJ to contact MT re the above.

5. Target timescale

RA presented a chart of tasks to be completed to accomplish a draft by Christmas. The meeting agreed the plan. Draft vision and objectives from each group to be completed by 2nd September and sent to the SG. Clarification on the submission stages of the draft needed. JS had circulated a timescale at the first meeting. This to be reviewed to aid understanding.

Action: RA to convert the table to a bar chart. RH to add task before 2nd Sept to the email to H&L above; GJ to do the same for Housing and Transport. SWOT analysis to be re-circulated with the above.

6. Communication to Wider group

See actions listed under items 3, 4 and 5

7. Proposed format and content based on study of NPs for other local villages

Comparison of the content of the Assington, Coggeshall, Newton, Elmsett, Aldham, Whatfield NPs is in the Dropbox under NP Admin. JW suggested that members look at Kelvedon NP adopted July 2022 following a delay by a developer challenging the plan not including a site he wished to develop.

The following detail on style was agreed - Portrait, mix of two and one column, consistent font and font size. Larger font size for first paragraph/objective. Excessive use of photos and pie charts etc is to be avoided as is the use of highlighting. Bold rather than underlining for title of sections and emphasis.

Action: GJ and RA to use the Excel comparison document to compile a Contents list for Bures NP.

8. Housing – sites and AECOM Locality Technical Support Package

PS had circulated a map showing all sites under discussion. This includes those raised by residents as part of the Housing Needs survey and those which have been subjects of failed planning applications. In order to be sure that all possible sites are considered JW will cross reference the map of sites against knowledge of sites coming to the attention of the parish councils in recent times.

Action: GJ to forward map of sites to JW. JW to add sites as appropriate and share with the SG

Community Housing Contact with Laura Atkinson - Zoom meeting 5th September
Fred Goymour, Mary Turner, Molly Thomas have all expressed interest and willingness to discuss this project.

Carroll Reeve, Chair of Lavenham CLT – will be in touch on his return from holiday.

Action: GJ to contact LA re concerns over Community Housing and to agree a time for a Zoom meeting on 5th Sept. GJ to invite the Housing Group, Fred Goymour and Mary Turner to the Zoom.

9. Communications

Sue Shackell to be asked to set up the Facebook page using the general email address.

Action: GJ to ask Sue Shackell as above

10. Public Engagement

Photographic Competition – there has been little interest as yet. A display is up in the window at the old Central Stores. It was suggested that Autumn may bring in entries. If they are not forthcoming, photographs from BB Facebook page could be used.

11. Finance

No expenditure to note. The question of a further grant for Landscape analysis was raised under item 3.

Action: JW to forward email containing the grant budget from Locality. GJ to put this in the Dropbox.

12. Dates of next meetings

Zoom meeting with Laura Atkinson 5th September tbc

Proposed Community Housing Association meeting – may be deferred

Meeting with Wider Group 21st September

SG Meeting Monday 5th September 4pm

Bures Neighbourhood Plan Steering Group Meeting
7.30pm Tuesday 27th September 2022

Present: Robin Hamilton, Richard Adams, Gill Jackson, Richard Shackell, Ken McAndrew, Molly Thomas, Nigel Cowlin, Jan Stobart(RCCE)

1. Apologies for absence

Jenny Wright, Tom Probert, Simon ten Brinke Jackson

2. Minutes of the previous meeting

Agreed via email and posted on the website.

3. Housing Sites

JS began by asking the criteria by which the Housing Group had rated the sites and gave examples of infill, abutting the village envelope, not in flood zone, has good access, land owner willing. KM said these were the criteria used but that landowners had yet to be contacted.

Clarification was given as to the colouring on the map – red – planning permission in progress, green discounted with rationale and blue potential sites for consideration.

Some members of the group gave their views on the sites listed. There was further discussion on the criteria being used. Criteria suggested included sites being within the village and not on high ground.

The Heritage and Landscape group have been working on the principle of there being no pressure for development as neither district council had housing in Bures as part of the Local Plans.

The figures produced by the Housing needs Survey – 29 (Figures provided here as a reminder - Open market 1 x 1bed; 7 x 2bed; 3 x 3bed. Shared ownership 3 x 2 bed. Housing Ass/Council 8 x 1 bed; 2 x 2bed. Self-build 1 x 2bed. Private rent 1 x 3bed. Unclear response 3)

KM gave the meeting the numbers Braintree and Baergh had given when approached by the Housing Group as 38 Braintree and 14 Babergh over a 20yr period. JS reminded the group that the time span for the numbers need to be the same. NP period is 15 years. 2021 – 2036.

JS reminded the meeting that the inspector will expect there to have been a call for sites inviting landowners to come forward. Set criteria are needed by which to screen sites put forward by landowners.

NC H&L group will set criteria for housing and expects each group to do the same. A Housing Needs Assessment should also be carried out.

RA suggested that the next step should be for all groups to concentrate on the criteria for development.

The site within the Bures NP area but situated abutting housing in Mount Bures was discussed. It was agreed that Mount Bures Parish Council need to decide whether the development is needed for their village. If it is the case then Bures Neighbourhood Plan team would support. It

would not be included without clear identification that it was needed for Mount Bures as to do so without that would mean the inspector would include residents of Mount Bures in the referendum on the Bures NP. It was felt likely that a call for sites would bring this site forward and decisions would then be made.

JS reminded the meeting that the Housing Needs Assessment is a desktop exercise looking at trends and demographics. There should be new data from the 2021 Census that can be used. An alternative would be for Braintree and Babergh figures to be scaled down for Bures. Estimates based on how many new houses have been built over the last 50 years can be used to estimate how many would be needed between 2021 and 2036. Ashurstwood was given as a good example. There is a free package on Locality. Some villages have found this useful and others less so.

There was a short discussion on Community Led Housing. Sites for this are commonly outside the village envelope as land prices are lower - Rural Exception sites. There is a possibility of working with Babergh on the Tawneys Ride site.

Action: JS to send links to the technical packages – Housing Needs Assessment and Site Options, Assessment and Viability and the Ashurstwood Housing Needs Assessment. GJ to send out to all members of the group.

GJ to liaise with JW re applying for the free technical packages. GJ to check availability for the proposed Steering Group meeting on Thursday 6th October at 7.30 in the Garrad Room and book the room if needed.

4. Latest group visions and objectives to be noted

Good progress by the groups was noted and members thanked.

5. Matters arising not covered elsewhere on the agenda of sufficient urgency to be included in the meeting

a) Neighbourhood plan info from Jan Stobart and Paul Bryant – relating to the Bar chart/Schedule of tasks

JS - The reg 14 draft is known as the 'Pre submission' draft.

The parish council(s) will lead on a formal consultation on the pre-submission draft in accordance with the requirements of Reg 14 of the Neighbourhood Planning Regulations. The comments of that consultation are reviewed and changes made to the draft NP to create a 'Submission' draft, which is submitted to the Local Authority(ies) together with a Consultation Statement and a Basic Conditions Statement in accordance with the requirements of Reg 15 of the Neighbourhood Planning Regulations. The Local Authorities will jointly undertake a further consultation in accordance with the requirements of Reg 16 of the Neighbourhood Planning Regulations.

In the process of arriving at the Reg 14 Pre submission draft the plan should be checked against environmental sustainability criteria - to be done alongside action 20. By the Reg 14 consultation there should be an awareness of the environmental impacts of each of the policies and of the plan as a whole, so a statement can be made to accompany the pre-submission draft. Information and a suggested format / template also received.

PB - For clarity, **stage 24 should read: 'Plan complete for Reg 14 Pre-submission consultation'** to make a clear distinction between this first public consultation undertaken by the two parish councils and the formal submission of the Bures NP to Braintree DC and Babergh DC at a later date. A reminder too that the Reg 14 pre-submission consultation must

run for a period of not less than 6-weeks and, given the suggested timings, it would probably be wise to wait until the new year for that to begin.

b) Mapping favoured by Braintree – Carolyn Johnson’s response

CJ has confirmed that she will assist us to produce our maps. She will also liaise with Babergh to obtain the information from them that we may need. Single point of contact needed – RA?

e) Contact details for officers at Braintree and Babergh

Babergh – Paul Bryant has advised that all queries go to paul.bryant@baberghmidsuffolk.gov.uk and caileigh.gorzalak@baberghmidsuffolk.gov.uk

Braintree – Jan has advised that all queries go to alan.massow@braintree.gov.uk and herself jan.stobart@essexrcc.org.uk

10. Public Engagement - deferred until the next meeting

Photographic Competition

RS

A Facebook page has been set up using the buressnp@gmail.com email address

11. Finance

Expenditure since the last meeting – £25 refund to Rose’s Stores for Bures voucher redeemed there.

12. Dates of next meetings

Next Steering Group meeting – Thursday 6th October tbc

October Wider Group Meeting tbc

Bures Neighbourhood Plan Steering Group Meeting
12.30 Monday 24th October 2022
The Dennis Ambrose Barn Bures Common

Present: Robin Hamilton, Richard Adams, Gill Jackson, Ken McAndrew

1. Apologies for absence

Jan Stobart, Molly Thomas, Tom Probert, Sandra Scott, Richard Shackell

2. Minutes of the previous meeting

The minutes had been agreed and posted on the website before the meeting.

3. Call for Sites

- a. Process** – It was agreed that the criteria need to be set and that the Housing Needs Assessment complete before the Call for Sites process begins. This means it is likely that the Call for Sites will not be complete until February. The ‘Call’ will be for the range of sites possible rather than only housing.
- b. Letter** – There are examples of letters available. Jan Stobart had sent an example. The letter needs to include the request for all items on the list as given by Ishaq Khan and as contained in the Locality document, ‘How to Assess and Allocate Sites.’ It is suggested that a simple Call for Sites template might request the following: Site name, site address, site plan, ownership, site area, expected number of units, timescale for development and any barriers to delivery – legal issues, access, contamination etc.
- c. Distribution** – Difficulties in deciding who should receive the invitation to submit sites were acknowledged. Major landowners are the most obvious recipients but there may be residents with large gardens where a house or two would help to meet the identified need. This issue of whether sites need to be within the village envelope is pertinent here. The Locality document ‘How to Assess and Allocate Sites’, suggests, ‘this can be advertised through a door to door leaflet drop, on the Neighbourhood plan and LPA websites, on local noticeboards, in local newspapers and through social media.’

Action: GJ to email Kerry Parr, AECOM officer allocated to Bures HNA.

4. Criteria for the acceptance of sites

a. Groups’ views - Criteria had been identified by the Housing, Environment and Business groups. Environmental criteria may be very detailed. The Business group had looked at criteria relevant to sites for business and commerce. It was agreed that different criteria apply dependent on the category to which the landowner is responding.

b. Criteria agreed by the Steering group

Discussion took place on the criteria proposed. It was agreed that further work was needed to draft the Criteria for Bures NP sites assessment.

Action: RA to use ideas submitted and examples on line to draft the Criteria for Bures NP sites Assessment.

5. Target timescale for groups to progress with objectives, policies and narratives.

The decision taken under p3 on process to wait until the HNA is complete before issuing the Call for Sites will affect the targets. It was agreed that the HNA may provide a different picture of the housing need and it would not be wise to invite landowners to submit without the full information from the HNA.

Objectives, policies and narratives have not been seen for all areas of the plan.

Action: RA to check information in the Dropbox and identify the areas needing attention.

6. Places4People

The meeting agreed that Ian Poole of Places4People should be contacted with a view to engaging him to write up the plan.

Action: RH to contact Ian Poole

7. Finance

Expenditure since the last meeting – Bures vouchers for three Business survey respondents

Action: GJ to notify JW of the issuing of the vouchers.

8. Presentations to village clubs and societies

It had been agreed at the Wider group meeting that a further wave of community engagement was needed. This to take the form of a short presentation at meetings.

Action: RA to draft a two-sided document outlining the progress made. GJ to draft a second tri-fold leaflet for distribution to residents.

8. Dates of next meetings

Next Steering Group meeting tbc

Wider Group Meeting 7.30pm 16th November The Garrad Room

Bures Neighbourhood Plan Meeting with

Alan Massow, Braintree District Council Principal Planning Officer,
Jan Stobart, RCCE and
Paul Bryant Babergh District Council Neighbourhood Plans Officer

On Zoom Wednesday 2nd November 2022

Bures NP Steering Group members present: Robin Hamilton, Richard Adams, Gill Jackson

The meeting was called following concerns raised by the Teams meeting with Olivia Kerr and Matthew Kearney of AECOM regarding the Housing Needs Assessment. These concerns were principally whether we should have a HNA and whether we should hold a Call for Sites.

The general view from the Bures NP Steering Group members present was that the NP would be supporting slow organic growth in Bures with the intention of retaining the character of the village as it is. The meeting with AECOM led us to believe that the HNA and CfS give a very different message. Alan Massow – nothing against Call for Sites but it is rarely used by NP and it invites development. Neither Babergh nor Braintree have carried out Calls for Sites in recent years.

Development over the last forty years has been organic and has met the needs. In size, the developments have ranged from Pikes Marsh to single ‘windfall’ dwellings.

The AECOM meeting told the SG to ask the LPAs for number of dwellings from now until 2035.

Housing Land Supply Babergh – Paul Bryant gave the supply as 6 – 10 years for Babergh Mid Suffolk with 6.68 for Babergh. Babergh is in the process of producing its [latest](#) Annual Monitoring Report for the year April '21 – March '22. It will include an update on HLS. With delays to the adoption of the emerging Joint Local Plan, the development plan still comprises the saved policies from 2006 Local Plan and the Core Strategy adopted in Feb 2014.

Housing Land Supply Braintree – Alan gave the supply as 4.87 years which he explained is above the minimum of 3 but not up to the safe position of 5. The Local Plan does not have any allocations for Bures Hamlet. Alan reminded the meeting of the NPPF's presumption in favour of sustainable development and of para 14

In situations where the presumption (at paragraph 11d) applies to applications involving the provision of housing, the adverse impact of allowing development that conflicts with the neighbourhood plan is likely to significantly and demonstrably outweigh the benefits, provided all of the following apply⁹:

- a) *the neighbourhood plan became part of the development plan two years or less before the date on which the decision is made;*
- b) *the neighbourhood plan contains **policies and allocations to meet its identified housing requirement**;*
- c) *the local planning authority has at least a three year supply of deliverable housing sites (against its five year housing supply requirement, including the appropriate buffer as set out in paragraph 74); and*
- d) *the local planning authority's housing delivery was at least 45% of that required¹⁰ over the previous three years.*

Paul Bryant drew attention to the two criteria in para 14 that are NP criteria and the two that are LPA criteria. All four criteria must be met in order to pass the test.

Housing Numbers for Bures

Alan Massow - there is no formal figure for Bures. The natural organic growth figure for **Bures Hamlet is 1.625 -2.875 per year**. This is based on permissions granted over the previous 5 year's growth. It is not in the Local Plan.

Paul Bryant – Indicative number of 14. Of these 9 are already in the system (ie have planning permission) and 5 were identified as a JLP allocation at the Claypits gavage site. The emerging Joint Local Plan will now appear as Part 1 and Part 2 documents. We anticipate Part 1 will be adopted in 2023. Part 2 will not appear in final form for 2-3 years. Part 2 will include housing numbers and potential new sites.

Jan Stobart – The HNA is needed to underpin the NP. The sites in the system, windfall and community led sites could meet the needs without a Cfs.

Paul Bryant – usually receives an email from AECOM asking for a breakdown of completions, information on numbers on the housing register (a snapshot in time which does not show hidden need) AECOM also ask for numbers of council owned properties and the turnover of tenants. Most NP area avoid a Call for Sites as it could invite unwanted development. The advantage of identifying sites in the NP is that other sites will then have to demonstrate why their site/scheme is so much better.

Most sites have been identified by the LP rather than the NP.

Jan Stobart – ‘hidden needs’ can be met by Community Led Housing with a Community Land Trust. No site identified but include in the NP the aspiration of having a CLT.

Criteria for the Acceptance of Housing Sites are important, Small schemes can be a criteria. Policies relating to first homes – linking to HNS

Paul Bryant – Bures is probably not wanting to carry out a Cfs. Landowners might ‘race to the finish line.’

Gladman’s site is unlikely to succeed as it has been turned down by a Planning Inquiry.

Additional tech standards - higher ‘green’ standards for housing can’t be insisted upon. Developments must adhere to Building Regulations. Saying proposals that include various environmentally friendly standards will be favoured is allowed.

Business Sites

Employment Use sites are important. Design where home working has been included can be in the plan. The NPPF is positive towards employment in rural areas.

The AECOM HNA can be sent back for changes in the same way as the AECOM Design Codes was. When incorporated into the NP it will eventually become the property of the LPAs – when the NP is adopted.

It was agreed that the Steering Group would ask Olivia Kerr to proceed with the NHA.

It was agreed that a Call for Sites would not meet the needs of the Bures NP.

Bures Neighbourhood Plan Steering Group Meeting
7.30 Monday 5th December 2022
The Dennis Ambrose Barn Bures Common

Present: Robin Hamilton, Richard Adams, Richard Shackell, Gill Jackson, Ken McAndrew, Tom Probert

1. **Apologies for absence** Jenny Wright, Jan Stobart, Molly Thomas
2. **Minutes of the previous Steering group, Wider Group and Braintree/Babergh Zoom meetings** – all circulated and agreed between meetings
3. **HNA** Report on progress – Matthew Kearney, AECOM, has said a draft will be with us before Christmas
4. **Time Plan and Assessment of Vision, Objectives and Policies document**
 - a. **Time plan** agreed subject to this being possible following review by Ian Poole. Each group to have a time plan to follow.
 - b. **Vision, Objectives and Policies for each group** – document pulling these together is in the Dropbox. All members of the Steering group to review and comment. RA had checked the SWOT sheets for the groups and had identified several items which either need dismissing or addressing. It was agreed that clarity regarding the next steps and the timeline were needed. It was agreed that RA should circulate Overall Time Plan and Time plans for each group to Steering Group members. Members to consult with teams and respond by Friday if revisions are needed - **on hold due to decision under item 6 to ask Ian Poole to review the work to date.**

Action: RA to re-circulate SWOT items – responses by Friday 9th December

5. **Community and Cultural Facilities section**

It was agreed that this section is important to the identity of the village and should be included in the plan.

Action: GJ to draft Vision, Objectives and Policies for this group.

6. **Report on meeting with Ian Poole – Places4People**

RH, RA and GJ had a Zoom meeting with Ian Poole of Places4People, a consultancy who carry out Neighbourhood Plan work. Ian has taken 17 plans through to referendum so far and was involved in the Assington Plan. He worked for 40 years in Local Government Planning, most recently at St Edmundsbury Council. He then acted as a critical friend for NP following which he set up his consultancy. He has two part-time colleagues; one of whom does the desk top publishing work, the other was a planner. Ian does not have any conflict of interest as regards developers. He is willing to review our work to date and advice on the way forward including the evidence required for our policies. He anticipates this would take two days. The cost would be £850 or £900 if he comes out to a meeting. We would need to request redirection of the current grant to pay for this. If Bures then wishes Places4People to work with our team to completion it would require a grant application in January. The work would cost £5,000 - £6,000 to

completion with possible further costs depending on the outcome of the initial review of progress.

It was agreed that files for Ian to review would be available from 12th December with the request that he gives feedback by 20th December. It was also agreed that we would ask whether extending the period of the plan from 15 to 20 years would be possible.

Action: GJ to request redirection of funds. RH to contact Ian Poole to let him know that we have agreed to his quote for a review of the work to date. All to put copies of documents for Ian Poole to review in a new file in the Dropbox by 8.30 on Monday 12th December

7. Report on Meeting with Scouts Explorers group and plan next visits

a. Explorers

GJ, RH, RA attended the Explorers meeting on 29th November. This was in response to the leader's request to speak to the group about community projects. The young people were very responsive. They remembered the visit to the Youth Club and the consultation at the Music Festival. Projects discussed included Trees, Bures Common and Transport. A summary of the meeting is in the Dropbox. The group agreed to respond to any surveys the NP team needed to undertake.

b. Material to use for visits

RA is still drafting the Q & A sheet. The meeting approved the 2nd flyer subject to correction of typos. This will need circulating round every house.

c. Groups to visit- Tuesdays – Footprints Toddler group, 1st Tuesday Horticulture and Book Club, 2nd Monday WI, 2nd Tuesday History Society, 20th Dec - Pickleball gathering, Wednesdays – Carpet Bowls, Fridays - Friday club, Walking group, Commuting group. It was agreed that the visits would need to take place after the circulation of the leaflets and would therefore be in January

Action: GJ to confirm order for leaflets with Atlas Print. Distribution list needed. RA to complete Q&A.

8. Finance

a. Report on spending

JW had submitted a report of the spend to date against the grant. The grant awarded in July 2022 was £3,695.00. £539.29 has been spent and £144.00 committed for the leaflet and £75 in unclaimed prizes. £2,936.71 remaining

b. Resources for visits to clubs etc.

Printing and other costs have yet to be determined.

9. Dates of next meetings

Next Steering Group meeting 20th December

It was agreed that a fortnightly meeting on a Monday would commence on the 9th January with a Wider Group Meeting, SG 23rd Jan, Wider Group 6th Feb, SG 20th Feb and so on.

Bures Neighbourhood Plan Steering Group Meeting
7.30 Tuesday 20th December 2022
The Dennis Ambrose Barn Bures Common

Present: Robin Hamilton, Richard Adams, Ken McAndrew, Gill Jackson

1. Apologies for absence

Jenny Wright, Jan Stobart, Richard Shackell, Molly Thomas, Tom Probert

2. Minutes of the previous Steering group

Minutes agreed by email and circulated

3. HNA - Report on progress

Matthew Kearney had sent the draft HNA through for consideration by the meeting. He had explained that, due to the length of the document he thought the meeting would only be able to consider the Executive Summary. The document refers to the NP area as Bures St Mary rather than Bures and it being administered by Bures St Mary Parish Council rather than by Bures Hamlet and Bures St Mary Parish Councils. Discussion took place on whether asking for the time span of the NP being extended to 2041 could easily be accommodated by AECOM in the HNA exercise.

The usual time frame for return with comments and suggestions is two weeks. However, due to the Christmas holiday period, AECOM will accommodate an extension to this. Suggested date for responses to AECOM – 17th January.

It was agreed that the report should be sent to Jan Stobart, Paul Bryant and Alan Massow for comment. The document to also to circulated to the Wider Group with the request to review and comment.

Action: GJ to circulate as agreed and contact Matthew Kearney asking for 17th January 2023 as the date for our comments and suggestions for revisions. Draft HNA to be put in the Dropbox.

4. Decision on SWOT items

RA had identified items from the SWOT exercises that were worthy of further consideration for inclusion in the NP. All items are legitimate points and should be included.

Action: RA to issue list with decisions as to how to incorporate into the plan.

5. Community and Cultural Facilities section

There are some basic points in the Dropbox for this section. Background information is relatively easy to write up but there is a need for further volunteers to take this area forward.

Action: Those active in the community to be approached for input to the new group.

6. Places4People – initial feedback from Ian Poole

The Steering group had received Initial Thoughts from Ian Poole on the morning of the meeting. He has been asked to look at the contents of a folder marked for him. Unfortunately this was the only folder looked at. There were questions in the meeting as to what constituted a policy and whether policies all related to housing development. There is significant evidence from other plans that NP is not only about housing and that a wider view should be taken.

Further information regarding the application for a further grant to pay for professional NP services is needed. Ian Pole had advised that an application would need to be made in January for the next round of grants.

Ian Poole asked for evidence for all aspects of the plan to be available for his consideration.

Action: RH to contact Ian Poole to invite him to the meeting on 9th January to explain what is still needed from the team and to quote for the work needed following that.. Also to ask about extending the period of the plan to 20 years. Ian will also be asked to look beyond the Ian Poole folder at the contents of the Dropbox.

GJ to look at the task of bringing together the evidence already gathered, also to ask JS who wrote the Coggeshall NP.

7. Visits to groups and distribution of leaflets

a. Material to use for visits – Q&A sheet and possible questionnaires

The Q&A sheet is nearly ready for circulating. There was discussion over whether the purpose of the visits to groups would be to gather evidence or opinion. It was concluded that it could be both. The format was then considered. A flip chart with post it notes was favoured possibly using the SWOT approach. Brief focussed questionnaires may also be useful. Ideas to be circulated before use.

b. Groups to visit

1st Tuesday Horticulture (RA) and Book Club (GJ)

2nd Monday WI (GJ), 2nd Tuesday History Society (RA and GJ)

Tues – Crib, Wednesdays – Carpet Bowls, Fridays - Friday club

c. Distribution of leaflets

Several volunteers have come forward to distribute the One Year In leaflet but more are needed. These will be delivered after Christmas but before the 9th January.

Action: RA to circulate Q&A sheet. GJ to draft ideas for questionnaires/post it notes material
Further offers to distribute leaflets needed.

8. Finance

An application for a Change to the Grant Budget was sent to Groundwork. They required a quote from P4P before agreeing. The quote was for £863.40 rather than the £900 requested. Agreement was received on 14th December.

Action: GJ to contact Groundwork to ask about the process for a further grant application in January.

9. Dates of next meetings

Wider Group Meeting Mon 9th Jan 2023 7.30

Steering Group Mon 23rd Jan 7.30