

Notes from Bures Neighbourhood Plan Wider Team Meeting

7.30 pm Tuesday 25th January 2022

Present: Paul Scott (SG) Nigel Cowlin, Robin Hamilton, Sandra Scott, Jan Stobart (RCCE) Simon ten Brinke Jackson, Tom Probert, Ken McAndrew, Carol Ellis (SG), Ken Jackson, Susan Sills, Gill Jackson (SG)

Apologies: Mo Baker, Duncan Gray, Leigh Alston, Chris Chambers has withdrawn from the project

1. NP Objectives and requirements from sub groups and timetable

Paul Scott shared the Mind Map drawn up to show the aspects of the project to be covered by the wider team. We are aiming to produce policies to which developers should adhere. The work is gathering the supporting evidence for the policies. Examples of policies were shared. The longest was one one side of A4, the shortest was one sentence. Our aim is for simple and concise policies. The process will also throw up items for inclusion in the Parish Plan.

Housing Group – Paul Scott, Ken McAndrew and Duncan Gray

There will be a Housing Needs Assessment (desk based) and Housing Needs Survey which includes a questionnaire to all households. This will be carried out by RCCE and paid for through the grant received.

Business and Economy – Susan Sills and Gill Jackson (SG)

Bures is a working village. There are many SME in our area.

Landscape – Nigel Cowlin, Robin Hamilton

Heritage – Leigh Alston, Simon ten Brinke Jackson, Tom Probert

There is overlap between the two groups. A Design Codes package has been requested and agreed. It will be provided by AECOM. A Teams meeting with Ben Castell took place 11.00 am. The next step is for a visit to be made to the village by AECOM. Members of the above groups to give their availability for this.

Unlisted Heritage Assets to be identified.

Green Spaces and SSSI to be considered. What makes Bures special in Landscape terms? Discussion took place on whether to employ a Landscape specialist. Jan Stobart can provide names but Nigel Cowlin is well placed to carry out this work. There is the Landscape Character Description written for the proposed extension to the AONB by Alison Farmer. This should be available for use for the NP.

Environment – Ken Jackson, Carol Ellis (SG)

Transport Richard Shackell (SG)

We have exceptionally good transport links from footpaths through to rail.

Action: All members of groups to read Assington Plan and others for ideas on their section. Text explaining the current situation to be drafted.

Packages of support Jan Stobart – 3 can be applied for over the year March 2022-March 2023. She suggested Site Assessment as the Housing Survey may identify a need.

2. NP Communications – Additional volunteers needed

Communication and Engagement Strategy – contents noted

NP communication flyer - Gill Jackson shared the flyer she proposed. Copies were available on the tables. It was suggested that a timeframe for the NP be added so that residents are aware that the process will be going on for 18 mths to 2 yrs. It was agreed that the flyers should be distributed asap and for them to be used as a method of engagement to ask for opinions on the Vision statement.

Quote for 850 - £100 Artwork to make them more professional £40 + VAT - Atlas at Wormingford was agreed by the meeting.

Professional header for the boards used in the corner shop - Atlas

Posters asking for choice on Vision statement - Atlas

Funds are available to pay for the flyers to be distributed. Ideas for the best distributor still needed. The Post Office has been identified but there is the danger that they would get lost in the ads for pizzas etc. Further ideas welcome.

Website Paul Scott put the Bures Neighbourhood Plan website, created by Duncan Gray, up on the screen. This was well received by the meeting. Website to go live following the meeting. It was asked whether we could have a Latest News flash to click.

On-going engagement - market, noticeboards etc.

It was suggested that the Design Codes be shared with the public at the March market.

Action: Gill Jackson to check with BCLT. Robin Hamilton to recruit if possible.

3. Current activities - update:

Housing needs survey – this is being conducted by RCCE. They will work with the Housing Group to agree the questions and will produce the questionnaires to be delivered.

Design standards – Teams meeting with Ben Castell. Next step is a visit to Bures.

Action: Members of the Heritage and Landscape groups to give dates of availability to meet AECOM.

Vision Statement - The draft was shared with the meeting. Supporting statements put together by Geoffrey Probert were also shared.

It was agreed that some changes were needed, mindful of the fact that the wording needs to be that of those who responded to the 'Views' exercise.

Action: Sandra, Gill and Nigel to amend and send round to the wider group.

Public consultation with a scale for agreeing that this sums up the views of residents will be used. There need to be room for comments. The will be carried out via BB, websites, posters etc.

4. Date of next meetings

Steering group 2pm Tuesday 8th Feb on Teams. Wider Team 7.30pm Tuesday 22nd March in the Community Centre.

**Bures Neighbourhood Plan Wider Team Meeting 7.30 pm Tuesday 22nd
March 2022 Bures Community Centre**

1. Apologies for absence Richard Shackell, Molly Meyer Thomas, Sandra Scott, Jenny Wright, Nigel Cowlin,

George Bruxner, Tom Probert **2. General update from the Steering Group a)
Vision statement**

Our Vision for Bures....

- The distinctly special qualities of our **beautiful village**, nestled as it is in the **historic and natural setting** of the **River Stour**, will be valued, protected and enhanced.
- Bures will continue to be a **working village** with **real vitality**.
- It will embrace **green technical innovation** and **social change** whilst **valuing its heritage and protecting its historic buildings and natural boundaries**.
- Bures will also remain **well connected** with the world beyond.
- The qualities highly valued by the community- including its **strong identity, community spirit** and **kindness and diversity** will be sustained. **b)
Bures Voucher**

Present: Paul Scott, Susan Sills, Jane Chambers, Gill Jackson, Simon ten Brinke

Jackson, Jan Stobart, Richard Adams, Carol Ellis, Ken Jackson, Robin Hamilton,

Duncan Gray, Heidi Winch, Ken McAndrew

The draft 'Vision Statement has been taken to the market, the youth club and to people at other venues in the village. Please see Communication and Engagement Log for details. Those present were invited to send any additional comments after the meeting. The draft has been amended in the light of constructive comments received. The revised version -

A £25 voucher has been devised as an incentive to complete the Housing Needs Survey. It will also be used at other points in the project to encourage involvement. It can be spent at any of the Bures businesses listed on the voucher and has been very well received by the business owners.

c) Parishonline

Our group now has access to the mapping interface XMAP which links with OS Maps. It covers both parishes and can provide maps with many different overlays; for example, areas for possible development, retail, green spaces etc. It will be invaluable to the NP project and to the parish councils generally. Access to the software will be circulated.

d) Email address

3. Feedback from Groups

- . **a) Housing**
- . **b) Heritage and Landscape**
- . **c) Environment**
- . **d) Business and Commerce**
- . **e) Transport**

Richard's SWOT analysis was presented in his absence.

An email address Buresnp@gmail.com has been set up and will be linked to the

website

Returns on the Housing Needs survey were reported as 230 with more arriving each day. There was a request for a final push to reach the 300 mark. Paul

thanked the Focus group for helping to ensure the questions were accessible.

The group's SWOT analysis was shared.

The group met representatives from AECOM to give them details of the historical centre, the setting of the village with the range of housing and to emphasis our requirements from them. Tom Probert has followed up with AECOM who will provide their analysis stage for the public engagement events on 9th-10th April.

The group reported on the research carried out. There are many documents from national to local dealing with matters environmental. The National Planning Policy Framework has an environmental objective which the group used to inform their draft Bures Environmental Vision. Draft environmental objectives were also shared with subjects to be covered under each objective.

The group's SWOT analysis was shared.

An overview of Bures as always having been a working village was presented.

This was followed by details gleaned from the research into companies and businesses registered or operating in Bures today. The group are working towards an online questionnaire to businesses.

The group's SWOT analysis was presented.

4. Communication

a) Website

The website has the information showing the progress the group is making. Please encourage others to use the site to see what is happening. The Communication and Engagement Log is due to be added.

b) Email address

see item 2 d)

c) Facebook

Heidi and Sophie Winch have agreed to post on behalf of the group.

d) Posters, notices, banners

Atlas at Wormingford are proving to be a very competitively priced, responsive designer and printer. The banners were available at the meeting and one of the boards is in the window of the old Central Stores.

Please let the Steering Group know of items needed for the 9th-10th April.

e) Log

Please see the Communication and Engagement Log on the website.

5. Preparation for public consultation

9th April Bures Market 10-12 and 10th April 10 – 12? and 2-4 Bures Community Centre

All groups will need their SWOT analysis and some details/information inviting visitors to respond.

Boards from RCCE and previously owned by the Art group will be available.

All groups need to cover the hours of the events. It was suggested that the groups have rotas of an hour each.

Hours for the Sunday tbc

6. Date of next meetings

Public consultations 9-10th April Steering group 2pm Tuesday 12th April
2pm Wider team Tuesday 24th May 7.30pm Bures Community Centre

Bures Neighbourhood Plan Wider Team Meeting

7.30 pm Tuesday 24th May 2022

Bures Community Centre

Present: Paul Scott, Susan Sills, Jane Chambers, Gill Jackson, Simon ten Brinke Jackson, Jan Stobart, Carol Ellis, Ken Jackson, Ken McAndrew, Tom Probert, Richard Shackell

1. Apologies for absence

Richard Adams, Sandra Scott, Nigel Cowlin, Robin Hamilton,

2. Grant update

2021-2 Grant £3942.00 Expenditure £2979.07
Return to Groundwork £962.93

New grant application 2022-3

An application is being made for an admin grant – to include the annual fee for the website, cost of hiring rooms, printing etc. A Transport grant is being considered. **Please let Richard or Paul know if you have any funding needs for the work of your group.**

It may be that grants do not continue after 2022-3.

3. Feedback from public events 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.

4. Parishonline

Access to the software has been circulated. All involved in preparing Bures Neighbourhood Plan were encouraged to use this facility. A training video is available.

5. Feedback from Groups

a) Housing

There was a 35% on the Housing Needs survey. This was lower than our aim but higher than the average of 25%. 6% of respondents wanted to move within the village. 79% of respondents were in favour of a housing development of 4-8 homes for local residents. 25 people said they would be interested in being involved in Community Led Housing. Results indicated a need for 10 affordable 1-2 bedroom rented units. 40% of these were for younger people who live or are connected to the village. 11 could afford to buy on the open market. (1 1bedroom, 3 2bedroom and 3 3bedroom) 3 shared ownership 2bedroom

properties were shown as needed and 1 2bedroom self-build. A private rental 3 bedroom property was also indicated to be needed. Two special needs housing units were identified as being needed by residents.

Housing sites are being considered. Chambers depot and the garage on Colchester roads are known sites.

Suggestions made on the survey were Cuckoo Hill workshop, land adjacent to Cambridge Way, Ferriers lane between the allotments and the Smallholding, Nayland Road opposite Claypits, Colne Road at Bakers Farm. The most frequently suggested site was the old garage on Colchester Road. A new approach to the procurement of this site for the village may be needed.

Two on-line seminars were highlighted –
Community Led Housing 12.30 on 13th June
Green Housing 16th June
All were encourage to attend these seminars.

b) Heritage and Landscape

Nigel Cowlin has produced some very useful work on Landscape Character. He suggests that all land in the proposed extension to the AONB should be declared 'valued landscape.' Key views could be defined and identified and be the subject of the photography competition. Green spaces and Community assets should be designated and green spaces enhanced. Nigel has personalised the AONB Extension Landscape Character reports for Bures.

The meeting recognised the value of having Nigel, a Landscape Architect, in the group. CVs of the talent in our group are needed for the report.

The 1st draft of the AECOM report has been received. It has detail specific to Bures – architectural details, building codes for the historic core and conservation areas and for modern estates. Pikes Marsh is cited as a good example of a modern estate. The report includes sustainable aspects. **The AECOM report is applicable to all groups.** There is a lot of material to digest.

c) Environment

Carol Ellis reported on Green Spaces. Green spaces were defined and all such spaces in Bures were identified. The Assington plan was used as an example of the coverage of Environment within a NP. Paul assured Carol that more detail could be included in appendices. Protected views is a term usually used in an urban environment and the example of views of St Pauls was used. The views we are seeking to protect may be referred to as valued or cherished views. It would be an interesting exercise to ask residents to identify the view they value most.

Ken Jackson presented on wildlife corridors in the village. Assington Brook, Cambridge Brook, the River Stour and the railway are obvious corridors but there are others being facilitated by farmers. A policy would be that these should not be disturbed and where possible should be enhanced.

There are increasing numbers of PV cells on roofs in the village and also air to air heat pumps. It was suggested that there should be a policy related to green energy for housing.

Dark skies were discussed. Lighting should be such as not to contribute to light pollution. Jan Stobart suggested the Coggeshall NP section on dark skies would be a useful resource. She also reported that the young people in Great Saling had made a model of the village.

Ken had spoken to Ruth Slater, Head of Bures Primary school about involving yr 5 and 6 in work on the Environment. There was a good response and this is likely to take place in the last weeks of term. Two Duke of Edinburgh award scheme youngsters are interested in being involved and in going into the school to speak to the children.

d) Business and Commerce

The Housing Needs survey had questions on home working. These highlighted the need for better mobile signal within the village and for printing and photocopying facilities to be available.

For the events of 9th-10th April a list of known businesses was displayed. The list is now up to 160. A survey for business owners has been devised and will be circulated both in hard copy and by email using Survey Monkey.

e) Transport

Parking is a major issue in the village. Richard Shackell suggested that, if the contamination of the garage site is so difficult to overcome, the site be used as a car park. The issue of congestion caused by buses laying up in Bridge St was raised with the possible solution of this taking place on Colchester Road instead. Keith Berriman, Highways Consultant had been contacted. He has given input to NPs but has not carried out a survey for a whole village. Further discussion is needed. Jan Stobart suggested that Cottee Transport Planning of Feering may be able to help.

4. Communication

The next public engagement event will be at Bures Music Festival. A stall has been booked for the Saturday and Sunday afternoon. It was suggested that a stall at B-Fest on Thursday evening would be helpful.

The questions, What to say? What to display? What interactive activity could we use were asked. No clear answers were given.

Please all give thought to this and communicate by email to discuss possibilities.

6. Date of next meetings

Steering group Tuesday 14th June 2pm

BMF B-Fest 7th July BMF 9th and 10th June.

Wider team Tuesday 26th July 7.30pm Bures Community Centre

**Bures Neighbourhood Plan Wider Group Meeting
Tuesday 26^h July 2022 - Garrad Room 7.30pm**

Present: Susan Sills, Jane Chambers, Paul Scott (chair), Heidi Winch, Ken McAndrew, Molly Meyer Thomas, Richard Shackell, Richard Adams, Robin Hamilton, Ken Jackson, Gill Jackson.

1. Apologies for absence

Tom Probert, Jan Stobart (RCCE), Carol Ellis, Simon Jackson, Nigel Cowlin, Jenny Wright.

2. Minutes of the previous meeting

The minutes were summarised by GJ and agreed by those present on 25th May 2022.

3. Grant Application status

Administrative problems leading to the delay of the grant were explained. The grant has now been agreed. The sum of £3,965 is available for general expenses this year. No Tech package has been requested at this stage.

4. Public Engagements:

Bures Music Festival – having a stall at B-Fest proved very successful in engaging young people of the village. They proved to be passionate about keeping the green spaces of the village and were enthusiastic about the wildflower seeds. The stall was repeated on Saturday and Sunday afternoons and again was very successful in engaging residents and visitors alike. The competition to guess the length of the wildlife corridors in the village had a winner each day: Friday - Matthew Dix; Saturday – Rory Weavers and Sunday – Andrea Carter.

In all between 150 and 180 people visited the stall.

Photographic Competition – the competition was launched at the Music Festival with some flyers being distributed. It is being advertised in the Parish Magazine and on Facebook. Entries will be submitted using the buressnp@gmail.com address.

Bures Primary School – Ken Jackson and Ella McCrory went into Bures Primary School courtesy of Headteacher Mrs Slater and Class 6 teacher, Mrs Baker. They had an enjoyable time with 10 and 11 yr olds identifying photos of practical things to combat Climate Change already in place in the village. They also completed sheets explaining what they like about their village and what they would like in the future. Responses from the children were very pleasing.

5. Feedback and draft policies from Activity Groups

Business & Commerce – the Business Group have used the Coggeshall Plan as a template to write bullet points on the history of business in the village and the present situation. They have linked to the NPPF and the Braintree Local Plan and also drafted policies and community objectives relating to business and employment. Further businesses were identified and there was discussion on the possibility of a larger business coming to a site on the outskirts of the village.

Transportation – the Locality guide to Neighbourhood Planning and Transport has been used to identify which transport issues can be addressed through NP policies.

Landscape & Heritage – The group have continued to work with AECOM on the Design Codes. This has been returned to AECOM several times with the request for it to be more Bures specific. The next stage is for the AECOM Heritage specialist to visit the village. The team are part way through identifying unlisted heritage assets in the village. There is some uncertainty in NC's mind as to whether the Landscape work he has undertaken will be sufficient. There is a possibility of applying for grant package to support this activity and that NC will be commissioned to do further work on this.

Environment – as previously reported the Environment group have identified five strands to their section. Bullet points and draft policies have been written for each section. It was suggested that the group emphasise where residents have contributed to the views leading to the draft policies as otherwise, without a specific survey, it's difficult to be sure that we are reflecting the views of residents. RA suggested a matrix showing links between the areas and policies of the Bures NP. It was agreed that such a matrix would be helpful.

Housing – The Housing Need survey resulted in the recommendation that 29 homes would be needed in the next 5 years. The group took the view that during the ten years of the NP 50 homes would be needed. Braintree and Babergh DCs had not previously allocated any housing to Bures. Their responses when asked prior to the meeting were not helpful with vague suggestions of between 14 and 60 homes being needed. The Housing group have started to identify possible sites for housing. These are behind Water Lane, Colne Road, the derelict garage, BT land, Nayland Road and Tawney's Ride. With regard to the derelict garage site it proposed that parking ideas for this site be moved back to the station car park. Discussions with Greater Anglia and NCP are needed. Evidence suggests that income to NCP is in the region of £33 a week. The former garage site itself is suitable for a Community Housing project. This idea was popular with respondents to the Housing Needs survey with 18 people identifying that they would like to take part in this project. Laura Atkinson of RCCE has produced a useful video on Community Housing. PS has circulated this. It was suggested that we invite Laura to an open meeting to explore the idea further. Lavenham have already successfully launched Community Housing project.

6. Next steps in developing our Neighbourhood Plan

Progress to date was acknowledged. It was then agreed that a clear plan and concerted effort was required to complete the work.

Steering Group changes

PS shared with the meeting the news that he was taking a job abroad and would no longer be able to lead the group. RH had agreed to step up and come up with a timetable to take Bures NP to completion by the end of the year. RA had agreed to undertake some of the written tasks.

CE will be making a sideways move to Steering group advisor. This will be on format, précising etc. SS will also be a Steering Group advisor giving the Planning view.

RS will continue as the finance link to Bures Hamlet Parish Council and will undertake written tasks. GJ will continue with the secretarial work and will undertake some of the written tasks.

All will have access to the Dropbox.

7. Any other business

A vote of thanks was given to Paul Scott for his work getting the team to the current position.

8. Dates of next meetings

To be confirmed - Meeting with Wider Group – Tues 20th September
7.30pm

SG Meeting Tuesday 2nd August 2022 4.00pm The Dennis Ambrose Barn

**Bures Neighbourhood Plan Wider Group Meeting
Thursday 13th October 2022**

Present: Robin Hamilton, Richard Adams, Jenny Wright, Ken Jackson, Ken McAndrew, Heidi Winch, Jane Chambers, Susan Sills, Gill Jackson, Tom Probert, Simon ten Brinke-Jackson

1. Apologies for absence

Nigel Cowlin, Richard Shackell, Molly Thomas, Jan Stobart

2. Minutes of the previous meeting

Agreed and shared between meetings

3. Update on process for Housing

a. Housing Needs Assessment Tech package

Following the advice by Jan Stobart at the Steering Group meeting of 27th September, an Expression of Interest and Application were made to Locality requesting the free Tech package for a Housing Needs Assessment. A Teams call from Ishaq Khan of AECOM to GJ and RH provided the following:

Ishaq supports our application for a HNA. It will take 2-3 weeks for AECOM to receive approval from Locality and 2-3 months to complete the work. This would mean completion just before Christmas.

The HNA will use a range of data sets including the 2021 census where appropriate. Their approach is similar to that of a District Council for their Local Plan but covering only the NP area. AECOM will report on all types of tenure. They will cover the whole range of types of affordable housing. Their population/demographics work looks at birth and death rate.

Landowners cannot be compelled to put sites in for development. We should not be identifying sites. If we include any sites that are not 'available' that is put forward by landowners, the process will throw them out.

In keeping with the advice from Jan Stobart, we were advised to agree our criteria and launch our Call for Sites.

Ishaq did not have any suggestions as to examples of HNA for us to look at. However, Jan Stobart has sent examples from Cressing and The Salings. These can be found in the Dropbox.

b. Call for Sites

Ishaq Khan has sent advice on carrying out a Call for Sites.

The Call should be open for 4-6 weeks. The following are needed:

- Proposed site to be shown on a map with a clear line showing the extent of the area.
- The size of the area and the density which would be acceptable to the owner.
- Details of any constraints - infrastructure, services
- Availability of the land - whether it is available immediately or in 5 or 10 years time

Ishaq's view is that the Call for Sites should take place before the Criteria are issued.

c. Criteria for sites

KM advised that the Housing Group had agreed its Criteria for Sites and would check whether the document was in the Dropbox.

At the Steering Group meeting, Jan Stobart had suggested that all groups produce their Criteria for Sites and that the Steering Group should then agree the Criteria that will be used.

d. Site Options and Assessment tech package

Ishaq will copy the Bures NP form used for the HNA application to ask Locality to support work on sites for us.

The SOA ensures that sites comply with national, LPA and Bures NP criteria. It also ensures that the process for site identification, assessment and selection is robust and defensible. It gives advice on the type of housing for a site, the density, any green space designation and any shortlisting of sites that may be necessary.

Site Viability tech package ensures that the site is viable with regard to landowner being willing, no constraints on the land and that there are no ownership and boundaries issues. It would give advice on improving deliverability.

Action: GJ to contact Jan S and Paul B regarding the inclusion of Business sites in the Call. All groups to draft criteria for sites. Steering Group to agree details of the Call for Sites.

4. Time plan

a. Progress RA shared the timeplan. The intention, when the plan was drawn up, was for the first draft to be complete before Christmas. Due to the adjustment to the process being followed for Housing this will not be met completely. However, the meeting felt that, if the other areas continued to aim for first draft, as on the Timeplan it would be helpful in ensuring the Housing element is robust.

b. Revision

Housing element of the Timeplan to be revised.

Action: RA to revise the Timeplan as agreed

5. Wider Group as a coherent whole

a. The group was asked whether they felt we were working together as a coherent whole. It was acknowledged that Communication had needed improving. All groups being represented on the Steering Group was an important change and the feeding back to groups by their representative was essential. The view of the meeting was that progress was good and that, with the exception of adding further names to the Dropbox, communication was now good.

Action: JW to add S tB-J and JC to the Dropbox at their request.

b. What does the Steering group need to do?

The Steering group need to make the tasks and deadlines clear to the Wider group. It was felt that the Framework and draft Contents page would be important in this regard.

6. Public Engagement

a. The importance of residents seeing the NP as the village plan was stressed. Public Engagement is essential. The last major engagement exercise was at Bures Music Festival.

Meetings are open to the public. More effort will be made to ensure that residents are aware of the meetings. The NP Facebook page has been set up. This allows posts on to the Beautiful Bures page by the group. Meetings will be advertised in this way, on the website and by posters.

b. Presentation to village groups and organisations

The suggestion that village groups, clubs and societies be approached and asked for 15 min at their meetings for representatives from the NP team to update them on progress was agreed as a good plan.

Action: HW to check admin rights for the NP Facebook page. Steering group to draft presentation and list organisations before asking the Wider teams for volunteers to visit groups clubs and societies.

7. Groups

a. Framework to follow when writing up

RA shared a document outlining the Framework to follow when writing up each section. This together with the Contents page and RA's first draft for the Environment section, were very much appreciated by all present.

b. Brief feedback from each group

Landscape & Heritage – TP reported that the group had drafted their vision and objectives. The revised version of the Design Codes had been received and was far more satisfactory. This was due to input by NC and by the AECOM Heritage expert. The document is much more Bures specific. Different areas of the village have very different characteristics which makes for more complex criteria when additional housing is considered.

Environment – RA reported that the group had the vision, objectives and policies in draft. He considered the draft for Section 6 Environment to be 20% complete. The group have considered green corridors, green spaces, and identification of possible new and enhanced rights of way. The latter will be a Community Action for the Parish Plan. The group are now moving from aspiration to facts. Policies need to be checked against the evidence. Pollution has been identified as a difficult area to cover. It was heartening to hear the Suffolk Wildlife Trust now has an officer for N Planning. Other organisations are due to follow suit. It is important for the group to check with Jan Stobart who in turn will find the appropriate link at Braintree DC and check with Paul Bryant to ensure that time is not spent on issues which will not be considered by the LPAs. The latest NPPF is very strong on environmental and health issues. 70% of the documents deals with issues that are not housing specific. It is unclear whether

there will be further changes but, at present, both LPAs are acting on the new balance.

Housing – KM reported on revised figures for Housing Needs following revision using the same time frames. The latest Local Plan details have not been released and it was agreed that contact with LPAs should wait until such time full details of the Local Plans are available.

The group has drafted their vision and objectives.

Business & Commerce – GJ reported that the Business survey results are in with a 35% response rate. These are giving evidence to be used in writing the first draft for this section. RA's framework is being followed and the first element is complete. Results indicate that there is an appetite for a Business Network and a Hub providing space for meetings. Results also indicate that more business premises are needed in the NP area.

Transport – not present

8. Any other business

It was suggested that the group aim for the first presentation to a society be to the Bures Horticultural Society on 1st November.

9. Dates of next meetings

SG Meeting - Tuesday 18th October 22 2022 tbc

Wider group - Wednesday 16th November 7.30 Garrad Room

Bures Neighbourhood Plan Wider Group Meeting

Wednesday 16th November 2022 - Garrad Room 7.30pm

Present: Robin Hamilton, Gill Jackson, Richard Adams, Ken Jackson, Ken McAndrew, Richard Shackell, Susan Sills

1. Apologies for absence

Tom Probert, Jenny Wright, Molly Thomas, Nigel Cowlin, Heidi Winch, Simon ten Brinke Jackson

2. Minutes of the previous meeting

Agreed between meetings and circulated to all NP volunteers and Parish Councillors.

3. Update on meeting with Jan Stobart, Paul Bryant, Babergh NP Officer and Alan Massow, Principal Planning Officer Braintree

Notes had been circulated prior to the meeting. They are available to all volunteers in the NP group and parish councillors. The meeting gave details on the numbers of dwellings from each LPA. Basically the numbers are indicative and are not numbers included in the local plan. Following this meeting it was agreed that Bures NP team would go ahead with the AECOM Housing Needs Assessment but would not carry out a Call for Sites. We will set Criteria for Development in Bures and landowners can put forward sites if they wish. Neither Paul Bryant of Babergh nor Alan Massow of Braintree expected or advised a Call for Sites.

Action: GJ to email Matthew Kearney of AECOM to ask how the HNA is progressing.

4. Time plan

a. Progress

Progress has continued but at a slower rate whilst the issues over the approach to housing have been ironed out.

b. Query need for revision following the further change in advice

It was agreed that the Time Plan should be reviewed as we are no longer aiming for a draft before Christmas. The tasks are the same and the framework is useful. It was suggested that leaders of each area be contacted prior to a Wider Group meeting in order that the necessary progress is made.

Action: RA to update the Time Plan

5. Groups

a. Policies for each group Business & Commerce, Transport, Landscape & Heritage, Environment, Housing

RA had gone through the documents in the Dropbox to find the Vision, Objectives and Policies for each group in order to have them together on one document. This work needs completing.

It was agreed that Ian Poole of Places4People be approached to write up Bures Neighbourhood Plan. This would be paid for by the free package available from Locality.

Discussion took place on the suggestion to list the developments that have taken place over the past 30 years to show that Bures was not resistant to change. It was agreed that the HNA would cover this.

It was agreed that a Vision, Objectives and Policies document for Transport would be useful.

There were some entries to the competition for photographs to include in the plan. These entries were acknowledged and the entrants thanked. It was agreed that the photographers who have had items in the calendars should be approached to see if they would like to have their photos considered for entry. The Heritage and Landscape group has also taken photographs as part of their research.

Parish on line is available for preliminary map work. The Environment Group wishes to include green spaces, wildlife corridors, important trees on maps. It was suggested that all groups be asked which maps they wish to include in the plan before going to the contact at Braintree regarding standardisation. Discussion took place on the need to include ideas on how to deal with issues which are likely to become more important as time goes on. Principally these would be drought and flooding but there may be others.

Action: RA to complete the task of bringing together the Visions, Objectives and Policies for each group into one document.

RH to contact Ian Poole to set up an on-line meeting with the Steering Group

RS to complete the V, O and P for Transport.

GJ to put all photographs in the Dropbox. GJ to email all groups asking them to identify the maps they wish to have included.

b. Check back to SWOT analysis

It had been suggested that each group refer back to their SWOT to check that they hadn't missed anything raised by this exercise. No items were identified.

6. Areas not currently covered –

Recreation facilities and amenities, Culture, Art and Music

It was agreed that a further section of the plan on the above area would be an important inclusion in the plan. Discussion took place on the need to consider this area from the point of view of what may be needed in the future.

7. Public Engagement

a. Presentation to village groups and organisations

RA had been working on a question and answer approach to the presentation. It could also be given out as a two-sided A4 sheet. It was agreed that members of the Wider Group would attend groups in the village to spread the word about the NP and to gain opinions and ideas.

GJ had provide a list of organisations and contacts. Others, such as the Crib Night members were added. The importance of including the young was agreed. When the material is available volunteers will be needed to visit the groups. This will be followed up by invitations to leaders of the groups to attend or send a representative to the next Wider Group meeting.

b. Bures NP 1 Year In

GJ had produced a draft trifold flyer to be distributed to all households. This showed the achievements of the past year. Suggestions for amendments were

that the additional group be added and that the NP is not just about housing. A quote of £144.00 for 850 trifold leaflets had been obtained from Darral at Atlas.

Action: RA to complete the two-side document for visits to organisations and send round for comment. GJ to review draft trifold flyer using feedback received

8. Any other business

KM reported that the Community Affordable Housing Group had been formed. Members are Jane Chambers, Mary Turner and Steve Koeck. They had been discussing the Tawneys Ride garages site. Confusingly, in response to the point that the site was not big enough to meet the need, Paul Bryant of Babergh was reported as suggesting the the NP team should carry out a Call for Sites.

KM also asks all to consider whether we had missed anything that the village really needs. RA responded that this may be items such as shelters for use during heat waves and ways of managing when floods take place. GJ reminded the meeting that Bures has an Emergency Plan and that this discussion showed how important it was that the Plan was kept up to date.

The issue of competing uses of the river was also discussed.

9. Dates of next meetings

It was agreed that dates of the meetings needed to be set, as was the case when work started on the plan.

SG meetings to be the third Tuesday of the month 20th December, 17th January, 21st February.

Discussion on a date for the Steering Group meeting for November was not concluded.

SG Meeting Tuesday 29th November was possible but not all members would be able to attend.

A date for a Wider group meeting was not set.