

Lavenham Neighbourhood Plan Revision Group 2025  
Steering group meeting 9<sup>th</sup> September 2025, at Tenter Piece  
**Agenda** and minutes

**Attending:** Michael Sherman (Chair), Alison Bourne, Danielle Twitchen, Tracey Brinkley, Jack Norman, David Theobald, Charles Posner, Carroll Reeve. And a representative of the business community.

1. **Apologies:** Ryan Cracknell. Savannah Bourne.
2. **Minutes** of previous meeting agreed.
3. **Matters arising:** None.
4. **Financial update:** Spent so far £218. Parish Council Clerk's report to PC confuses the situation to include £2,000 spent on a village Poll that does not relate to this group. Current interim budget set at £15,000, more complete budget to be made available for the November pc meeting. This is likely to be in the region of £25,000. Ian Poole will invoice for work to date later this month.
5. **Draft questionnaire:** Revised Survey questionnaire follow input from pilot study group had been circulated and confirmed. Photographs to be reconsidered to reflect the village as a whole.
6. **Draft Newsletter.** Two versions had been circulated a longer more complete version and an AI generated simplified version. It was agreed to circulate that second version.
7. **Drop-in event and time table.** Agreed to hold two events with the same agenda. One would be in the early evening and the other on a weekend morning. Newsletter would be delivered 10/14 days before hand and roughly as the survey is delivered. Member would deliver both to their geographic area and other volunteers would also be sought.
8. **Strategic Housing Land Area Assessment.** This strategic and influential report is being produced for BDC and neighbouring districts. It directs the authorities towards estimated housing stock at the end of a 20-year planning period. It does not drill down to parish level, but will give sufficient direction towards a local assessment. We will need to use this for our NP. However, it is running very late it was planned to be released to parishes in July. It appears to be stuck with Members.
9. **Business survey data.** It was explained that the current survey was a residential or household survey only. To produce a business survey would require a better understanding of the business community and its scope. The local business group was focussed on the Lavenham Business Forum. Contact has been made with them and they, no doubt, need to progress matters first before we get involved.
10. **AoB;** Later this month proposals for the Unitary Authority will be published. At SCC level they include a financed role for parish councils with a direct finance mechanism and some delegated authority. Michael Sherman had submitted a representation to BDC on the CIL proposed changes, as discussed.
11. **Next meeting:** to be arranged.