

BACTON PARISH COUNCIL

Chair Person: David Ryding

Clerk: Tina Newell

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Councillors: You are hereby summoned, and members of the press and public are hereby invited, to attend an extra ordinary meeting of the Parish Council on Wednesday 2 September from 2pm in Bacton Village Hall to consider the items set out below.

AGENDA

1. Apologies for absence:

- a. Councillors to receive apologies for absence.
- b. Councillors to vote on acceptance to apologies for absence.

2. Declarations of Interest and Dispensations:

- a. To receive any Councillors interests in subsequent agenda items.
- b. To receive and consider requests for dispensations.

3. Minutes of previous meeting: [Councillors to approve the minutes of the Parish Council meeting held on 10 August 2026.](#)

4. Neighbourhood Plan:

- a. Councillors to consider the terms of reference for the Neighbourhood Plan working group.
- b. Councillors to approve the continuation of work on the Neighbourhood Plan and to proceed with the next stages of its preparation, consultation and development in accordance with the relevant statutory requirements.

5. Governance: Councillors are asked to consider whether the number of Councillors should be increased following the acceptance of the Governance Review.

6. Councillors to note the date of the next meeting is 19 October 2026.

7. Close the meeting.

Tina

Tina Newell | Clerk Bacton Parish Council

26 August 2026

BACTON PARISH COUNCIL

Neighbourhood Plan Working Group Terms of Reference

Group Name and Purpose

Name: Bacton Parish Council Neighbourhood Plan Working Group.

Purpose:

1. To support the Parish Council in protecting the integrity of the village
2. To review the draft Neighbourhood Plan, select and test potential housing sites, and add final site allocations to the plan before public consultation.

Main Tasks

- Review the existing draft plan and background evidence.
- Create a fair, open process to assess new sites for potential housing development.
- Use community mapping workshops as the primary evidence base for selecting site options, ensuring resident feedback directly shapes the final allocations.
- Consider sites identified by residents, including locations that have not previously been submitted through a formal Call for Sites.
- Where a site is identified through community consultation but has not previously been put forward, investigate whether it can appropriately be considered.
- Work with the local planning authority (Mid Suffolk District Council) to ensure that potential sites are considered in accordance with national and local planning policy.
- Procure appropriate technical, environmental, infrastructure, access, flood risk, landscape and deliverability checks on potential sites.
- Engage with landowners, where appropriate, to establish whether identified sites are available or whether landowners are willing for their land to be considered for development.
- Run a local consultation so residents can comment on potential sites before any final recommendations are made.
- Report back regularly to the main Parish Council.

Who is in the Group?

- **Members:** Open to local councillors, community volunteers, and local experts.
- **Size:** 6 people maximum so decisions happen quickly.

- **Quorum:** At least **3 members** must be present at a meeting to make a valid decision.
- **Chairperson:** David Ryding will run the meetings and keep things on track.

How We Choose Sites

- **Community First:** Site identification will start with resident mapping workshops and surveys to identify where residents believe future development could most appropriately take place, as well as areas they consider important to protect.
- **No Previous Call for Sites Required:** A site will **not automatically be excluded simply because it was not included in a previous Call for Sites**. Where residents identify a location that has not previously been put forward, the Working Group may investigate it as a potential option and, where appropriate, seek its inclusion through a further or additional Call for Sites process.
- **Landowner & Technical Checks:** Resident-preferred locations will be investigated against appropriate planning and technical criteria, including flood risk, highways and access, landscape, environmental constraints, infrastructure, relationship to the existing settlement, availability and deliverability. Where appropriate, the Working Group will establish whether the landowner is willing for the site to be considered.
- **Objective Assessment:** Community preference will be an important part of the evidence base, but a site will not be recommended for allocation solely because it has received strong community support. All potential sites will need to be assessed fairly against the relevant planning considerations.
- **Openness:** Keep records of how resident feedback, technical evidence and planning considerations have been used to assess sites, ensuring the process is fair, transparent and capable of being evidenced through the Neighbourhood Plan process.
- **No Bias:** Members with a personal or financial interest in any site must declare it and step out of all related discussions and votes.

Meetings and Decisions

- **Frequency:** Meet every **2 to 4 weeks** while picking sites.
- **Decision Making:** Try to agree by general consensus. If a vote is needed, each member has one vote, and the chair has a casting vote if tied.
- **Notes:** Write short notes for every meeting and share them with the main council.

