



Working together in

Barham, Bramford, Claydon
Little Blakenham and Great
Blakenham

Babergh Mid Suffolk District Councils plus Barham, Bramford, Claydon, Little Blakenham and Great Blakenham Parish Councils

Meeting to discuss Port One solar panel offer and Port One Legacy Biodiversity Enhancement Fund (POLBEF)

Invitees:

Ben Shove – Port One Development

Lester Powell, Claire Reeve & Caroline Wolton - Bramford Parish Council

Casey Wooltorton - Barham Parish Council

Peter Avis - Claydon Parish Council

Steve Plume - Great Blakenham Parish Council

Wally Binder, Stephen Wright & Linda Keen - Little Blakenham Parish Council

Cllrs David Penny, John Whitehead, James Caston & Adrienne Marriott – BMSDC

Sarah-Jane Hatt & Laura Butters - BMSDC Communities

Vincent Pearce - BMSDC Planning

Richard Parmee – BMSDC Public Realm



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Endeavour House, 8 Russell Road, Ipswich IP1 2BX
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Date: 15 August 2024	Venue: Lt Blakenham Village Hall, Valley Rd, Lt Blakenham IP8 4LS	Time: 15:30 – 16:30	Chair: Sarah-Jane Hatt
AGENDA ITEMS	DISCUSSION		AGREED ACTION – WWW (Who does what & when)
1. Apologies for Absence	Richard Parmee, Caroline Wolton, Cllr Penny, Gt Blakenham Parish Council, Cllr Caston		
2. Introductions	Nick Davey, Planning Consultant, The JTS Partnership Ltd (working for Port One) also in attendance.		
3. Solar Panels - process	<p>Ben provided an update on the solar panel offer:</p> <p>Initial visit made to each Parish to agree location for solar panels. Vince confirmed solar installation is likely to be permitted development but will be able to confirm once drawings/specifications are received. Ben will need something in writing from each Parish Council that they are happy for Port One to speak to the electricity supplier regarding installation of dual meter. Timeframe for the solar panels includes 8 – 10 weeks lead-in time (time taken to arrange meter installation with energy provider) and 2 weeks to install panels. Taking this into account it is likely that the panels will be installed December/January. Once installed the panels will produce energy even in winter. There should be no disruption to hall bookings whilst installation occurs.</p>		<p>Nick to provide Ben with planning criteria for solar panels within next two weeks.</p> <p>Bramford, Claydon and Gt Blakenham Parish Councils to provide Ben with:</p> <ul style="list-style-type: none"> • Copies of electricity bills for the past 12 month for each of the buildings receiving solar panels as soon as possible. • A statement in writing confirming that they agree to Ben Shove contacting the energy supplier on their behalf to organise a dual meter. (In the case of Gt Blakenham this will need to be from the



	<ul style="list-style-type: none"> • Lt Blakenham - on hold until rebuild completed. • Barham - Picnic Site charity building is the agreed location but about 1 year away from being ready for installation as work still to be done to extend current building. • Bramford – some solar panels and batteries in place already. Ben agreed that additional solar panels could be added or may be more beneficial to replace some of those already in place if they are not efficient. Will need to look at power requirement before recommending best approach. This can be done in one of two ways; looking at 12 month's energy bills to calculate usage or install a data logger. However, if a data logger is used during the summer it won't provide the full picture as it is usually during the winter months that electricity requirements are highest. This data is required to determine number and size of panels needed. Each building will need a dual meter installed, which means a new contract will be issued as the building will be producing some of its own power - this should mean a cheaper not more expensive tariff! • Claydon - Ben confirmed that the flat roof section is the ideal location for the panels. This is being re-roofed imminently so should not hold up the installation. <p>No bird mesh will be required around the panels as they are very thin and there isn't a gap between panel and roof.</p> <p>Should the roof space not be large enough to accommodate the solar panels then a ground array could be provided if needs be – doing this at Gt Blakenham parish room. This would require a fence around it to provide security. It is also likely that a ground array would require planning permission.</p>	<p>Village Hall Committee and PCC respectively)</p> <p>Once billing evidence received Ben to produce a programme and design specification to share with each Parish Council (initially this will only be Claydon, Gt Blakenham and Bramford).</p>
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<p>4. Port One Legacy Biodiversity Enhancement Fund (POLBEF)</p>	<p>Sarah-Jane shared details of the POLBEF brief with the group and the following points were discussed:</p> <ul style="list-style-type: none"> • Timings – 2 funding rounds per <u>financial</u> year. Only 1 round in current financial year (24/25). Agreed that window for initial round to be open for 8 weeks to allow time for project development. Therefore first window will open 1 September 24 and close 31 October 24. Grant Panel arranged for 19 November. • Promotion - It was noted that Richard Parmee (Biodiversity Manager) is already actively working with many communities and promoting opportunities for match funding where available. The marketing for the fund to be directed towards all community groups to encourage all those eligible to apply. • Fund priorities – These were drawn up in consultation with Richard Parmee, Biodiversity Manager and reflect the aims of MSDC's Biodiversity Action Plan and The Mid Suffolk Plan. • Level of grant aid – noted that maximum grant needs to be amended to £3,750 to reflect maximum available per funding round. • Assessment of applications – The Communities team will assess each application to ensure they are eligible for funding and pass all due diligence checks. A biodiversity expert will then score each application. Projects with a score of 50% or higher will then be considered by the Grant Panel to determine which projects will be funded. • Grant Panel – agreed that this will comprise Port One representative (Ben Shove), one representative from each of the 5 Parish Councils (a minimum of 3 Parish Council's required at 	<p>Richard Parmee contact details: Richard.Parmee@babberghmidsuffolk.gov.uk</p>
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	<p>each meeting in order to be quorate) and 2 representatives from MSDC (likely to be a Biodiversity expert and a member of the Communities Team).</p> <ul style="list-style-type: none"> • Unspent Funds – any unspent funds to be carried forward to the next funding round or financial year. • Unsuccessful applicants - Will work with unsuccessful applicants to ensure projects are fully developed and will support however we can to enable future funding. • Future proofing – The legal agreement in place ensures that the Fund will remain in place even if Port One is sold/changes ownership. 	
5. Agree next steps	<ul style="list-style-type: none"> • Schedule of Grant Panel Dates to be issued • Parish Clerks to point of contact for Grant Panel paperwork 	Sarah-Jane to issue schedule of dates alongside minutes of meeting
6. AOB	<ul style="list-style-type: none"> • Lt Blakenham village hall rebuild – Port One ready to make pre-app application. Design has been agreed by Parish Council. • Cycle Path – Lester queried whether there had been any more discussion about a cycle pathway along 1113 between the parishes? Vince explained that Port One was already committed to some improvements directly adjacent to the development. For further work to link all parishes it may be useful to raise it within the Parish Liaison Scheme and make a collective ask to Suffolk County Council. • Shuttle bus – another benefit to come out of the planning decision, but need to determine the parameters of how the 	Ben/Nick to submit pre-app



	<p>scheme will operate. Vince confirmed that to date he had not received any response from the Drs surgery with regards to this service. It may be that as local bus services are poor Port One can help contribute by utilising the 3 minibuses that will become available over the course of the next two years. Probably easier if it is a scheduled scheme rather than demand led. It was noted that accessing supermarkets was a problem for several older people in Barham. Suggestion that the group could link up with Katherine Davies (Sustainable Travel Officer) to determine demand and evidence. Suggested that the service could possibly link to Bramford who have an hourly bus service to Ipswich bus station (where users could transfer onwards to the hospital).</p> <ul style="list-style-type: none"> Parish Liaison Scheme proposal – Vince explained that when the planning permission for Port One was considered by MSDC planning committee they suggested it would be a good idea to have a Parish Liaison Scheme to discuss the construction phase and any issues raised. Port One have duly set out a basic framework of how it will work which was sent to Parish Clerks on 9 July for comment. At the moment the proposal suggests 3 meetings per year. Parishes would have a contact number if an urgent query arose. It would be good to have parish council comments (to date only received from Gt Blakenham). It was agreed that POLBEF will now be managed by the Community Grants Team and will therefore it is recommended that this be removed from the Parish Liaison Scheme framework. Come back within next 5 working days. 	<p>All Parish Councils (except Gt Blakenham) to respond with comments on the Parish Liaison Scheme proposal within next 5 working days to: Oliver.Rawnsley@baberghmidsuffolk.gov.uk</p>
7. Date of next meeting	Tuesday 19 November 3 – 5pm Parish Room, Bramford	





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Schedule of Grant Panel Dates

2024/25: Funding window (1 Sept – 31 Oct) Grant Panel meeting Tuesday 19 November 3 – 5pm

Thereafter 3rd Tuesday of each month following close of funding window, i.e.:

2025/26: Funding window 1 (1 – 30 April) Grant Panel meeting Tuesday 20 May 25, 3 – 5pm

Funding window 2 (1 – 30 September) Grant Panel meeting Tuesday 21 October 25, 3 – 5pm

2026/27: Funding window 1 (1 – 30 April) Grant Panel meeting Tuesday 19 May 26, 3 – 5pm

Funding window 2 (1 – 30 September) Grant Panel meeting Tuesday 20 October 25, 3 – 5pm



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