

UFFORD NEIGHBOURHOOD PLAN STEERING GROUP

Location: Via Zoom

Date: 18th July 2022

Time: 6.00pm ~ 7.30pm



Record of Attendance

- Philippa Adcroft (PA)
- Edward Creswick (EC)
- David Findley (DF)
- Rilla Forge (RF)
- Kathryn Jones (KJ)
- Steve Mayhew (SM)
- Simon Read (SR)
- Nigel Smith (NS) - *Chair*
- Samantha Summers (SS)
- Judi Hallett (JH) - *Facilitator*

Minutes

1) Apologies for Absence and Declarations of Interest in Agenda Items:

Having moved the meeting to Zoom, there were no apologies for absence.

There were no declarations of interest in items on the agenda.

2) Steering Group Practicalities:

- a) Appointment of Chair and Vice Chair for the NP Steering Group: - KJ proposed NS be the Chair. This was seconded by SM and there were no further nominations. Members voted all in favour of NS becoming the Chair of the Group.

NS asked for nominations for the role of Vice-Chair. DF proposed RF. This was seconded by SR and all were in agreement. NS and RF were thanked for stepping forward.

- b) Skills Audit results (summary) – JH displayed on screen the Skills Audit results received to date. NS agreed to re-send his and JH was asked to send to all, once complete.

- c) Declarations of Interests (summary) – Following agreement from all, JH displayed the Declarations of Interests results, merged in to one table. A few adjustments were made (mainly removal of membership of clubs where there was no financial interest). JH was asked to share the results with all members and Consultants. JH reminded members of the need to ensure all local interests of close family members were also included in their declaration.
- d) Review and agree Terms of Reference – Copies of this document had been sent to all previously. Members were asked if they felt the need for any amendments, they did not. SM proposed the document was adopted. This was seconded by RF and all were in agreement. JH agreed to finalise the document and send a PDF copy to NS for inclusion on the Website.
- e) Meeting frequency and scheduling – After discussion, it was agreed that the group should meet monthly, on the second Monday of each month, between 6.00pm and 7.30pm (max), in the Church Hall, if possible. JH was asked to book the Church Hall and send all dates to each member.

Action: NS, and JH

3) Character Appraisal for Ufford Neighbourhood Plan:

- a) Group work on the Parish Plan map to divide it in to Zones, to enable the character assessment to be carried out by the steering group in pairs – A draft map had been sent to all to initiate discussion and this was displayed on screen (with a hard copy having been delivered to all earlier in the day). Additional advice had been received from Andrea Long and the following amendments were suggested:
- Each Zone to ensure as little open farmland was included as possible, just dwellings
 - Purple Zone to be extended south slightly to include Vale Farm and Stone Yard Cottages and to exclude Sick Houses
 - Yellow Zone to exclude Vale Farm and Stone Yard Cottages and to include all houses in School Lane and The Avenue
 - Pink Zone to include Sick Houses
 - Buff Zone to exclude houses in School Lane and The Avenue
 - Blue Zone only to include Parklands, ES Norse Depot and Parklands Wood/Recreation Ground

NS agreed to make the suggested changes and send out a second draft for agreement. It was also suggested that an overlay of the Conservation Area would be helpful if shown on the map.

- b) Agreement of template to carry out the Character Appraisal – It was agreed that the categories suggested by Rachel Leggett would be used by members carrying out the Character Appraisal of each zone. JH ask if each pair could use the headings and type up their notes in Word, to pass to her for formatting to ensure consistency.
- c) Allocation of pairs to conduct Character Appraisal zone assessment – After discussion it was agreed that *one* pair should carry out a Character Appraisal of one Zone initially. JH would then send this to Rachel Leggett and Andrea Long to check this was what was required. SM and PA agreed to do the necessary work on the Pink Zone (Loudham Lane/East Lane/Spring Lane). It was hoped that the work could be carried out within the next 2 to 3 weeks, allowing time for feedback from Rachel and Andrea and then for the remaining zones to be divided up at the next meeting. JH was asked to make enquiries of some of the Foot Soldiers who attended the workshop as to whether or not they would like to assist with the appraisal work.

Action: SM, PA, NS, and JH

4) Neighbourhood Plan - Draft Aims and Vision:

- a) Review and agree any changes to draft aims and vision statements developed at 24th June workshop – The draft Aims and Vision statements were displayed and the following amendments were discussed:
- Aims – second bullet point – ‘Engaging’ should read ‘Engage’.
 - Vision – Discussion was had with reference to the word ‘discrete’ in the first sentence. SS advised that it was not a word used in Planning Terms and she struggled to understand why it was there. It was explained that the group attending the Workshop had tried to establish a sentence that acknowledged that the NP would ensure a distinction between the villages that bordered Ufford would remain in perpetuity; i.e. that there was not a continual line of development merging one village to another. A number of alternative words were suggested: ‘Unique’, ‘Particular’, ‘Distinct’ but none were felt appropriate. It was further suggested that the word ‘discrete’ could be removed and not replaced, and the sentence would still have the same meaning. In conclusion an action was given to all Members to suggest alternative wording for the first sentence of the Vision and for this to be finalised at the next meeting.

Action: ALL MEMBERS

5) Communication with Ufford residents:

- a) Review Placecheck communication insert and determine follow up implementation – DF and JH remarked that 11 Placecheck flyers had been handed out at the Fete and that the flyer would appear as an insert in the August PUNCH Magazine. JH displayed the live map and it was noted a number of comments had also been loaded. The following suggestions/comments were noted:

- The site is not secure and this may put some people off using it
- It does not seem possible to move a marker if it is accidentally in the wrong place
- On one recent occasion the edit facility was not available

JH was asked to speak to the developer on these points. JH was also asked to promote Placecheck on PUNCHLine on or around 27th July 2022.

- b) Agree materials distribution map for foot soldiers/SG to use – It was agreed that this item would be moved forward to the August meeting, when the final Zones had been agreed.

Action: JH

6) Any other business:

- Expenses Claiming Process – JH advised that she would pull together an ‘Expenses Claiming Form’ so that any member who incurred expenses in conjunction with the NP could be reimbursed.
- Communications Plan – JH reminded the group of the Communications Plan, as set out by Rachel at the Workshop. JH offered to draft the plan, to be discussed and agreed at the August meeting.
- ESC Walk Around Village – JH, RF, and DF reported that they had met four officers of East Suffolk Council (including Adam Nicholl) at the Recreation Ground and had walked around the village. The officers had taken a number of photographs and were very grateful for the chance to get to know the village better. The following comments were noted:
 - ESC Officers would be pleased to meet with Rachel and Andrea, either in person or via Zoom and were keen to be involved at each stage of the project
 - The officers suggested engagement with land owners from an early stage, when appropriate
 - The Ufford plan is the only one on Adam’s books at present
 - ESC Officers were interested to see the traditional houses as well as the new houses

- Meetings with AECOM – JH reported that she, and Rachel, had two meetings scheduled later in the week with officers from AECOM who were to assist the group with the Design Code and Housing Needs Assessment. These were only to gather factual information but it was felt good if a couple of members could join them. JH agreed to send details to all.

Action: JH

7) Close and Date of Next Meeting:

The date of the next meeting was set to Monday 8th August, 6.00pm, at St Mary's Church Hall, Church Lane, Ufford (if possible).

The meeting closed at 7.30pm.

Signed:

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Chair,
Ufford Neighbourhood Plan Steering Group

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Date