

# UFFORD NEIGHBOURHOOD PLAN STEERING GROUP

Location: Via Zoom

Date: 20<sup>th</sup> September 2022

Time: 6.00pm ~ 7.45pm



## Record of Attendance

- Edward Creswick (EC)
- Rilla Forge (RF)
- David Findley (DF)
- Kathryn Jones (KJ)
- Andrea Long (AL)
- Rachel Leggett (RL)
- Steve Mayhew (SM)
- Simon Read (SR)
- Nigel Smith (NS) - *Chair*
- Judi Hallett (JH) - *Facilitator*

## Minutes

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

Apologies for absence had been received from Philippa Adcroft (PA) and Samantha Summers (SS). There were no declarations of interest in items on the agenda.

### 2) Minutes of Previous Meeting

The minutes of the meeting held on 8<sup>th</sup> August had been circulated to all and there were no further amendments. RF proposed they be adopted as correct. This was seconded by EC and all members were in agreement.

JH agreed to finalise, to take to NS for signature and to publish on the Website.

**Action: JH**

### 3) Character Appraisal - To receive feedback from Andrea Long on the Character Appraisal Work and to discuss any further work required:

Both NS and AL congratulated all members who participated in the CA work for a fine job done, to a very high standard, with very little inconsistencies. There was no further work required by the team and some of the content had the potential for forming Policy ideas as well as identifying items such as Non-Designated Heritage Assets. AL was in the process of summarising all the text and images and would send for review in the next few days, with all comments to go directly back to AL.

PA and SM were thanked for setting a high standard with the first Zone, as this had proved to be a model to follow. It was suggested that, when agreed, this would be a 'standalone' document as part of the final Neighbourhood Plan.

Action: AL and ALL

4) Household Survey – To discuss the Household Survey and a Timetable for each element:

RL encouraged all present to spend a few moments analysing the comments received via Placecheck and requested they consider which ones may form the basis of questions in the Household Survey. All suggestions were portrayed to RL and a list was compiled of possible questions. The following comments were noted about the Survey:

- The questions ask must be in 'every day language', to be understood by all participants.
- Any question asked must be relevant to the Plan, there is little point asking a question if the answers will not relate to the Plan.
- A list of the potential Green Spaces and Non-Designated Heritage Assets would form part of the survey, with participants asked to confirm these and suggest any others.
- A striking picture should be on the front cover – all members asked to send potential candidates to RL.
- The Survey would ask about flooding – Flood Map to be sent to all for additional flooding areas to be pointed out.

It was agreed that the draft survey would be assessed by a working party (RL, KJ and SM) and then sent to all for comments – *RL to organise a Zoom*. It was further agreed that a hard copy of the final survey would be delivered to every house, with people also given the option to complete the Survey online. A 'Drop Off Box' should be placed in a central location.

It was suggested that the survey could be agreed at the October meeting and then printed, ready for distribution in mid-October with a deadline to hand back by end November.

Action: RL and ALL

5) Design Code - To discuss draft Design Code (if received) and note comments:

JH reported that a member of the AECOM Team (Giuseppe Verdone (GV)) had visited Ufford and both RF and NS had accompanied her in taking GV around the village. The draft report was awaited in the next few weeks.

NS reported that at a meeting with ESC earlier in the day, they had expressed an interest in seeing the draft Design Code as early as possible, in order to contribute before any aspects that were in contrast to the Local Plan or other local design codes were agreed.

They had also encouraged the Group to engage with Landowners at an early opportunity, if there were sites that would appear in the Plan with a suggested use. Both Landex and Notcutts were mentioned and JH agreed to draft a full list and send it to AL for future reference. It was commented that any 'Call for Sites', if there was to be one, needed to be very carefully managed. It was acknowledged that the current Local Plan (LP), running to 2036, showed zero housing allocation for Ufford and it must be remembered that both the Landex owned land next to Goldsmiths and the old Notcutts Nursery (opposite the SC Norse Depot) were outside the Physical Limits Boundary. It was suggested that any talk of a small development in the NP (perhaps just 5/6 houses) may escalate in to more being requested by ESC; as this had been seen in other villages.

After discussion it was agreed that the Ufford NP should mirror the LP and run until 2036; this would allow the group to take advantage of the 'Zero' housing allocation figure in the current LP. It was also suggested that:

- a) the group should await the results of the Housing Needs Survey before the matter was discussed further.
- b) the group should remind AECOM of the current housing allocation and request that this is referred to in their report and
- c) the recent change of Prime Minister could result in a change of policy around housing allocation to different areas of the Country.

Action: JH

6) Housing Needs Assessment - To discuss draft Housing Needs Assessment and comments received:

All who had commented on the draft document were thanked for their input and JH was thanked for pulling the comments together. AL suggested she would be able to answer some of the 'questions' asked in some of the comments and it was agreed that AL, JH, NS and KJ should meet outside the meeting to analyse the comments before they were sent back to AECOM.

It was also agreed that the draft document (with comments) would be shared with ESC.

Action: JH/AL/KJ/NS

- 7) Placecheck - Review of Placecheck entries to date and discuss further promotion, if any:

RL commended the group on their promotion of Placecheck, which had resulted in many comments being lodged. There were a number that were not relevant to the NP but these could be separately identified and taken up by the Parish Council. It was agreed to allow the system to run for a while longer before closing it and requesting an Excel spreadsheet of all comments for JH to categorise.

Action: JH

- 8) Suffolk Wildlife Trust – To discuss SWT offer to be involved in the NP:

All members who expressed an opinion, agreed that the SWT should be involved with the NP. JH was asked to make initial contact.

Action: JH

- 9) Communication - To Agree Map for Materials Distribution, for NP Volunteers/Steering Group to use and To discuss further Communications:

JH had already sent a suggested materials distribution list to all. She was asked to re-send this and to request approval via email.

Action: JH

- 10) Any other business:

➤ There was none.

- 11) Close and Date of Next Meeting:

The date of the next meeting was set to Monday 10<sup>th</sup> Oct, 6.00pm, via Zoom to allow AL and RL to join. The Clerk reported that this would be her first day back after a week's holiday so the Agenda would not be issued until the day of the meeting.

The meeting closed at 8.05pm

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Signed:

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Chair,  
Ufford Neighbourhood Plan Steering Group

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Date