

# UFFORD NEIGHBOURHOOD PLAN STEERING GROUP

Location: Via Zoom

Date: 13<sup>th</sup> February 2023

Time: 6.00pm ~ 7.42pm



## Record of Attendance

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

## Minutes

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

Apologies for absence had been received from David Findley. There were no declarations of interest in items on the agenda.

### 2) Minutes of Previous Meeting

The minutes of the meeting held on 12<sup>th</sup> January had been circulated to all and there were no further amendments. KJ proposed they be adopted as correct. This was seconded by RF 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) Speaking to Landowners:

A lengthy discussion was held on this matter. When agreeing the Non-Designated Heritage Assets and Green Spaces, contact with land owners will be necessary [this will be conducted via a template letter before any draft Plan is published]. It may be appropriate for some sites in the village to have 'site specific policies' for inclusion in the neighbourhood plan. There are different circumstances with each site ranging from those that already have permission for development to those that are not suitable for development.

The amount and type of development to be included in the NP will be informed by the HNA, statistics from ESC and the Household Survey. It appears there is a need for affordable housing and it was noted that Affordable Housing is only mandatory where the site is more than half a hectare and greater than 10 dwellings. Affordable houses then need to be 35% of the development. Also it was noted the HS had demonstrated a desire for down-sizing. Before discussion with any landowner about sites, it was agreed that this should be discussed with ESC and AL agreed to do this.

Action: AL

4) Policy ideas:

Each of the 14 draft Policy ideas was discussed and suggestions made. AL agreed to continue to draft for discussion again at the March meeting.

Action: AL

5) Assessment of Local Green Spaces:

AL [and Rachel Leggett via email before the meeting] congratulated the team on the work carries out on this element of the project. It was felt to be an excellent list that could now form part of the draft Plan. Each designation would require final authorisation by the Examiner, but it was felt all had very strong merits to be included.

Action: None

6) Assessment of Non-designated Heritage Assets:

The work on this element had also been extensive and the sub-group were thanked for their work. An extensive list had emerged, with some being discounted during discussions.

The current list included Assets in the Conservation Area and those already formally Listed. It was commented that recently development had been permitted to a property within the CA, and there was concern that the CA did not give full protection against inappropriate development and therefore all Assets, whether in the CA or not, should be listed in the Plan. SS agreed to chase a colleague for advice on this matter.

A comment was made that some architecturally important houses had been altered over the years and were now almost not recognisable as being designed by the original architect.

A question was raised as to how many Assets were required. It was felt a number was not a 'goal' and all should be included if they warranted protection. It was agreed that the list should be published to the Steering Group and that a 'vote' of ones to cull should be made, to reduce the list.

Action: Working Party

7) Next Steps:

- Work to continue on the Non-designated Heritage Assets
- AL to continue on the draft Policies
- Aim to have Draft Plan ready for May
- All work by AL and RL to be invoiced by 20<sup>th</sup> March (ready for UPC meeting on 21<sup>st</sup> March); all non-spent funding would need to be returned and then applied for again in April.
- SG to work on the 'Place Chapter' section of the Plan during April (whilst further funding was secured)

Action: ALL

8) Any other business:

- Meetings in April and May – JH agreed to look at the calendar and set appropriate dates for the SG meetings

Action: JH

9) Close and Date of Next Meeting:

The date of the next meeting was set to 13<sup>th</sup> March 2023, via Zoom. The meeting closed at 7.42pm

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Signed:

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Chair,  
Ufford Neighbourhood Plan Steering Group

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Date