

UFFORD NEIGHBOURHOOD PLAN STEERING GROUP

Location: Via Zoom Video Conference

Date: 15th May 2023

Time: 6.00pm ~ 6.58pm



Record of Attendance

- Philippa Adcroft (PA)
- Edward Creswick (EC)
- Rilla Forge (RF) - *Chair*
- Kathryn Jones (KJ) – *text comms only*
- Steve Mayhew (SM)
- 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 (DF), Nigel Smith (NS) and Simon Read (SR). There were no declarations of interest on any agenda items.

2) Minutes of Previous Meeting

The minutes of the meeting held on 17th April had been circulated to all and there were no further amendments. SS proposed they be adopted as correct. This was seconded by PA and all members were in agreement. JH agreed to take the hard copy for signature to RF and publish on the Website.

Action: JH

3) Speaking to Landowners:

JH reported that a meeting with ESC (four Officers) was arranged for 22nd May. This would be attended by KJ, RF and SS. It was agreed that the Steering Group members would meet 30 minutes before the meeting, to ensure clarity of position was established.

Action: JH, RF, KJ, and SS

4) Assessment of Non-designated Heritage Assets:

- a) To receive an update and agree work going forward – NS had forwarded the updated NDHA Spreadsheet to all and it was displayed by the Clerk, along with the details set out as required by ESC and the Consultants.

Some assets had all the required detail but many were requiring further investigation. It was suggested that much information could be found on the internet and by using old maps (<https://www.oldmapsonline.org/>). It was further hoped that, once the Consultants were re-employed, they may have template letters that could be posted through doors where further information was needed.

- b) To delegate some of the collation of property details in the spreadsheet to members of the SG team – It was agreed that a list of the assets that needed further investigation was needed; this could then be divided up between the SG members and potentially residents who had assisted in the past could also be asked to carry out some investigations. JH to ask NS and KJ to provide definitive list for further investigation and then to divide up. It was suggested that this document would be an annex to the final Plan and that therefore work could continue at a steady, but not rushed, pace.

Action: Working Party and JH

5) Green Spaces:

RF gave a short summary of a meeting held between herself, SR, NS and JH, and Ellen Shaile from the Suffolk Wildlife Trust (SWT) (all details previously circulated to the group). It was agreed that the final Plan must include Wildlife Corridors and Policies relating to them. It was reported that Nightingales had been heard on the former Crown Nursery site and much detail on species lists had already been collated for other purposes. RF reported that she had attended a workshop on the management of woodlands and was about to attend another on the creation of wildlife corridors.

RF offered to contact Mr Rogers (a former resident) to ask if work he had published could be re-used for the NP. SM agreed to forward a report conducted by the SWT on the Woodbridge Golf Course, to RF. RF and JH agreed to look in to the Magic Maps system to see what information was readily available.

Action: JH, RF, and SM

6) Heritage Views

RF was further thanked for her work in revising the list of Heritage Views and all agreed it was now complete. JH was asked to send the final document to the Consultants.

Action: JH

7) Funding – To discuss funding in to 2023/24:

It was remarked *again* that the funding for NPs in to the following financial year had still not been agreed by Locality. RL and AL had written to the Parish Council to suggest they consider funding a set number of hours work and this was to be considered on 23rd May. SM asked if the CIL funding could be used for NP work. JH to check with ESC..

Action: JH

8) Communications:

EC reported that he was the editor of the July PUNCH and its theme was ‘Out door - summer living’. He suggested that an update on the NP could be a prominent feature, promoting the Plan as setting out a management document for the whole of Ufford life and not just a plan about housing. RF agreed to draft a report and suggested DF may be able to assist.

It was further agreed that a short article should be drafted to go in the June PUNCH and on PUNCHLine, regarding the ‘Non-Designated Heritage Assets’ and that some residents may be contacted for further information about their property. JH was asked to contact Kevin Young to ask if space could be allocated.

Action: JH

9) Any other business:

- JH reported that the final Design Code had been passed to the Locality Team for comment and should be sent to the group within 3 weeks.

10) Close and Date of Next Meeting:

The date of the next meeting was set to 12th June 2023, via Zoom as hopefully AL and RL would be able to attend. The meeting closed at 6.58pm.

Signed:

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Chair,
Ufford Neighbourhood Plan Steering Group

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Date