

# UFFORD NEIGHBOURHOOD PLAN STEERING GROUP

Location: Via Zoom Video Conference

Date: 12<sup>th</sup> June 2023

Time: 6.00pm ~ 7.27pm



## Record of Attendance

- Philippa Adcroft (PA)
- Edward Creswick (EC)
- David Findley (DF)-until 7.15pm
- Rilla Forge (RF)
- Andrea Long (AL)-from 6.13pm
- Kathryn Jones (KJ)
- 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 Steve Mayhew (SM) and Samantha Summers (SS). There were no declarations of interest on any agenda items.

### 2) Minutes of Previous Meeting

The minutes of the meeting held on 15<sup>th</sup> May 2023 had been circulated to all and there were no further amendments. NS proposed they be adopted as correct. This was seconded by KJ and all members were in agreement. JH agreed to take the hard copy for signature to NS and publish on the Website.

**Action: JH**

### 3) Speaking to Landowners:

- a) To receive an update on the meeting with Adam Nicholl (AN) – KJ and RF recalled details of a site meeting with AN and three members of his team; which had been very productive and informative. Four potential sites in the village had been discussed, with three physically visited. Various potential uses of each site had also been considered. A further video conference had been suggested by AN and the Clerk was asked to arrange this for as soon as possible, with KJ, RF and AL to attend; it was suggested a specific agenda would be a good idea to ensure the meeting was focused.

Following that meeting, and depending up on the advice received from ESC and AL, it was agreed that further meetings with land owners could be set up but that these must proceed with caution and without any commitments or assurances being given.

- b) Brainstorm sites in order to discuss way forward with Consultants – See above

Action: JH

4) Assessment of Non-designated Heritage Assets:

- a) To discuss division of proposed NDHA to members of the team and all paperwork – NS reported that the original plan was to divide up the dwellings where further information was required, and then to approach householders to gather information which would assist in the final designation of the property. However, after taking advice from AL and Rachel Leggett (RL), it was recommended that contact should not be made at this stage; that the draft list should contain only information that could be garnered without contact with the householder and that contact should only be made at the ‘Draft Plan’ publication stage, where householders whose properties were on the list could formally comment and these comments could officially be recorded. It was also recommended that none of the properties with the Conservation Area need to be assessed as these are shown in the Conservation Area Appraisal document.

After discussion, NS agreed to revisit the list and complete as much information as possible, without speaking to homeowners. The draft list would then be assessed at the next meeting.

Action: Working Party and JH

5) Important Views - Review existing proposals and publish in combination with Conservation Area published views:

RF was further congratulated on her work to revise the list of important views and this item was considered concluded.

Action: None

6) Green Spaces:

- a) To review proposed and agree Green Space allocations – DF reported that a number of comments had been received on the draft list. The land to the north of the A12 had originally been included, then removed but should perhaps be included again due to rare plants on the land. AL suggested it was important that each area met the three criteria fully. DF and RF agreed to revisit the list and re-issue for final review.

- b) Inclusion of Green Space in NP Policies – AL confirmed that the list would be part of the final Plan, both as part of the Policies and as an appendix to the plan.

Action: DF and RF

- 7) Ecological Corridors - To review the meeting with SWT and agree way forward on funding of SWT report for ecology:

AL strongly suggested that SWT were involved in this piece of the project; either to draft the assessment detailing the ecological corridors with Steering Group review or vice versa. NS reported that he had contacted SWT to ask if there was someone to discuss the matter with but was still waiting to hear back. It was agreed that Ufford had no shortage of ecological corridors (water meadows, woodlands, meadows, etc.) and mapping should show these easily. In conclusion, SR agreed to lead this aspect of the plan, with assistance from RF [DF also agreed to join the team after the meeting]. AL agreed to provide an example of a plan which contained Ecological Corridors.

Action: SR, RF, DF, and AL

- 8) Policies - discussion with Andrea Long:

AL had distributed the draft Policies again and had received a number of suggested amendments. All were asked to pass suggested amendments to AL as soon as possible and it was agreed that the July meeting would be used to review them. AL suggested that this exercise would kick-start momentum for the plan, and it may be possible to present a draft copy to the Parish Council at the September meeting.

Action: ALL

*DF left the meeting at 7.15pm*

- 9) Funding – To receive an update from the Clerk:

JH reported that the Parish Council had agreed to fund 12 hours of Consultancy time, but that the availability of funding from Locality was still not obtainable. AL reported that there was a possibility that District Councils would step in to provide support to projects who were substantially through their Plan.

Action: JH

- 10) Any other business:

- Next Meeting – Review of draft Policies and Review of Site Specific Policies (following meetings with ESC and land owners)
- Design Code – The final version had been received from AECOM but still contained errors. It was agreed that all errors should be notified to NS by 19<sup>th</sup> June, who would then co-ordinate a reply to RL.

- Communications – EC reported that he was editing the July PUNCH magazine and the theme was all about summer living in a village. He was keen to explain that the NP was not all about ‘housing’ and ‘development’ but also about protecting the village assets. EC agreed to draft a report, for review by all.

Action: JH

11) Close and Date of Next Meeting:

The date of the next meeting was set to 10<sup>th</sup> July 2023, via Zoom. The meeting closed at 7.27pm.

Signed:

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Chair,  
Ufford Neighbourhood Plan Steering Group

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Date