

# UFFORD NEIGHBOURHOOD PLAN STEERING GROUP

Location: Via Zoom Video Conferencing

Date: 11<sup>th</sup> September 2023

Time: 6.00pm ~ 8.10pm



## Record of Attendance

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

### 2) Minutes of Previous Meeting:

The minutes of the meeting held on 14<sup>th</sup> August 2023 had been circulated to all and there were no further amendments. NS proposed they be adopted as correct. This was seconded by SR and all members were in agreement. JH agreed to take to NS for signature and to publish on the Website.

**Action: JH**

### 3) Draft Plan Policies – To review the draft Policies:

AL shared her screen and ran through all the draft Policies and supportive text, established to date. Each section was discussed at length and amendments were suggested. AL agreed to further amend the draft and circulate prior to the next meeting.

**Action: AL**

4) Ecological Corridors – To receive an update from Simon Read:

SR shared his draft map with the group and explained the different elements. Both he and RF reported that they had tried to speak with different officers at Suffolk Wildlife Trust but had been unable to get through to anyone; they would keep trying.

SR was thanked for his work and was happy to continue to enhance the map and documentation. The Clerk agreed to assist SR with details of Farming Stewardship Schemes.

Action: Clerk and SR

5) Assessment of Non-designated Heritage Assets and Green Spaces – To confirm the final documents have been sent to AL:

AL confirmed she had the final versions of these pieces of work.

Action: NS

6) Speaking to Landowners – To receive an update from AL:

AL reported on work she had been undertaking with East Suffolk Council and a representative of a landowner. This work would continue and the progress of the Plan would ensure that all rules and regulations regarding Site Specific Policies and/or Site Allocation, would be adhered to.

Action: AL

7) Communications:

EC reported on the process for producing articles for the November PUNCH (for which he was Editor). The plan for the article was suggested to be a Q&A paper and RD and DF had previously agreed to work with EC on the article.

Action: DF, RF and SR

8) Project Support – To receive notification from the Clerk of a forthcoming holiday:

The Clerk reported that she would not be able to set up the meeting planned for the 9<sup>th</sup> Oct. AL agreed to setup the Zoom link and Agenda, in conjunction with NS.

Action: JH, NS and AL

9) Any other business:

- Draft Custom and Self-Build Housing Supplementary Planning Document – NS reported that ESC were presently consulting on this document, and that it may have relevance to the Plan. NS agreed to send the details to AL and RL.

Action: AL

10) Close and Date of Next Meeting:

The date of the next meeting was set to 9<sup>th</sup> October 2023, via Zoom. The meeting closed at 8.10pm.

Signed:

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Chair,  
Ufford Neighbourhood Plan Steering Group

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Date