

UFFORD NEIGHBOURHOOD PLAN STEERING GROUP

Location: Via Zoom Video Conferencing

Date: 12th December 2023

Time: 6.00pm ~ 7.56pm



Record of Attendance

- Philippa Adcroft (PA)
- Edward Creswick (EC)
- David Findley (DF)
- Kathryn Jones (KJ)
- Rachel Leggett (RL)
- Andrea Long (AL)
- Steve Mayhew (SM)
- Simon Read (SR)
- Nigel Smith (NS) – Chair
- Sam Summer (SS)
- Judi Hallett (JH) - Clerk

Minutes

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

Apologies for absence had been received from Rilla Forge (RF). There were no declarations of interest on any agenda items.

2) Minutes of Previous Meeting:

The minutes of the meeting held on 13th November 2023 had been circulated to all. KJ proposed the minutes be adopted as correct. This was seconded by EC and all members were in agreement. The Clerk agreed to take the minutes to NS for signature and to publish on the Website.

Action: JH

3) Review of the latest version of the Neighbourhood Plan:

AL shared her screen and ran through the draft thus far. The following points were noted:

- There appears to be a font issue for Mac users – AL will resolve this.
- There are a few typos and formatting issues – these should all be sent to AL and RL after the meeting
- The main focus of the discussion was on the new Section 11 Area Specific Policies and its related content

- Landowner Engagement Section - this section is the latest addition; it was agreed that this needs to be 100% water tight as similar Policies in other Neighbourhood Plans have proven less than precise and have lead to unwanted development and resentment from residents
- The need to link Area Policies to the conclusions from the Housing Needs Assessment was discussed. In particular the future need for affordable housing in Ufford was considered bearing in mind the issues of transport and access to local facilities.
- There is concern regarding previous significant planning applications that overlap, resulting in both being permitted by East Suffolk Council with the resultant development being greater than originally requested or expected
- There was discussion about the methodology used for assessing the landowner proposals and a number of adjustments were made to reflect the need to have clear and robust criteria The Appendices were assessed in detail and alternative text suggested for a number of the assessment criteria
- All to review the draft Plan as soon as possible and recirculate as needed.

Action: ALL

4) Timetable and Next Steps – To include:

- a) Environmental Screenings – ESC – RL advised the Steering Group that a Strategic Environmental Assessment (SEA) and a Habitat Regulation Assessment (HRA) should take place. It was agreed that this would be requested when the draft plan was sent to ESC for initial assessment.
- b) Opportunity for informal comments from the Parish Council – After discussion it was agreed that the following timetable be adopted:
 - Finish drafting Neighbourhood Plan (end December) (AL and RL).
 - Strategic Environmental Assessment (SEA) and Habitat Regulation Assessment (HRA) screenings – send NP to East Suffolk Council (on 15th December) (AL with assistance from JH).Comments back from ESC required by mid-January 2024
 - Parish Council to send out letters to owners of Local Green Spaces and Non-designated Heritage Assets from Parish Council, before Reg 14 consultation starts (first week in January, with 14 days turnaround time). Clerk to organise delivery of these letters by hand where possible and work with RL and AL on content
 - Steering Group to review Local Green Spaces and Non-designated Heritage Assets lists. Final sign off by Steering Group at next SG meeting on 29th January, 6pm on Zoom, and then send to Parish Councillors but marked CONFIDENTIAL. Parish Council to be briefed on progress and on the specifics of the expected timetable at their December and/or January meetings
 - Zoom briefing to Parish Council w/c 5th February (TBC)
 - Final sign off by Parish Council (at 20th February Parish Council meeting).

- c) NPSG Sign Off / PC Sign Off – See timetable above
- d) Consultation Timetable – After discussion the Regulation 14 Consultation Period was set to 14th March to 3rd May 2024, with an exhibition in the Community Hall between 1.00pm and 8.00pm on 14th March 2024 (JH to book room). A Plan for the Exhibition had been produced by RL and she would work with the Clerk to plan the event. All SG members should place the event in their diaries and be willing to attend, if possible.

5) Communications – To discuss the upcoming Communications that are required:

The following PUNCH articles are planned:

- January – Already drafted – *given permission to proceed during meeting*
- February – Will concentrate on the Ecological Corridors and the Design Guide; examples from the Design Guide will be discussed with Rachel and Andrea to ensure appropriate content
- March – Will include a flyer for the Exhibition, and advertisements regarding the Regulation 14 Consultation Period

RL will design the Flyer for distribution to all (hopefully in the March PUNCH)

Action: RL, EC, DF, and PA

6) Any other business:

There was no AOB.

7) Close and Date of Next Meeting:

The date of the next meeting of the Steering Group was set to 29th January 2024, 6.00pm, via Zoom. A further Zoom between the other members of the Parish Council and AL would take place w/c 5th February, details tbc.

The meeting closed at 7.56pm

Signed:

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 Chair,
 Ufford Neighbourhood Plan Steering Group

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 Date