

UFFORD NEIGHBOURHOOD PLAN STEERING GROUP

Location: Via Zoom

Date: 12th February 2024

Time: 6.00pm ~ 7.00pm



Record of Attendance

- Edward Creswick (EC)
- David Findley (DF)
- Rilla Forge (RF)
- Rachel Leggett (RL)
- Kathryn Jones (KJ)
- Sam Summers (SS)
- Nigel Smith (NS) – Chair
- Judi Hallett (JH) - Clerk

Minutes

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

Apologies for absence had been received from Philippa Adcroft (PA) 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 29th January 2024 had been circulated to all. KJ proposed the minutes be adopted as correct. This was seconded by DF and all members present at the meeting, were in agreement. The Clerk agreed to take the minutes to NS for signing and publish on the Website.

Action: JH

3) Communications:

- a. PUNCH Article for March Edition – EC had circulated an article written by DF, PA and himself and version 7 was agreed, with one additional amendment to the title of the article. EC was thanked for his contribution to this item.
- b. NP Insert in to March PUNCH - It was agreed that the NP Exhibition Flyer (produced by RL) would be printed by the PUNCH Printer and inserted in to the March edition.
- c. Posters – It was agreed that the Clerk would print and laminate 20 x A3 posters (as designed by RL) and these would be put up in various locations in the village on 29th February.
- d. Ufford Next Door – It was agreed that JH should establish an account on Ufford Next Door and advertise the exhibition on 13th March

- e. HUG Facebook Page – It was agreed that DF would promote the Exhibition on the 14th March, on the HUG Facebook Page
- f. PUNCHLine – JH agreed to send out a PUNCHLine about the Exhibition on 13th March, and reminders to fill in the consultation feedback form, fortnightly until 3rd May
- g. Other Decisions:
 - Website Materials - As the March edition of the PUNCH would be distributed around 28th February, RL would provide JH with wording and documents for the Website, shortly after the Parish Council meeting (on 20th February)
 - Press Release – EC agreed to speak to Mr Andy Gardener regarding arranging a Press Release of the PUNCH article on 4th March
 - Word of Mouth – It was suggested that all Members should spread news of the Exhibition via word-of-mouth as well
 - Contact with Foot Soldiers – JH agreed to notify all residents who had previously helped with distributions of NP material, of the Exhibition.

Action: Everyone!

4) 14th March Exhibition:

- a. A1 Display Boards - JH reported that 4 sets of A1 Desktop Display Boards (i.e. 24 sides of A1) had been purchased and should arrive within the week. These would be set up and tested before the event. RL confirmed that all comments received during the Regulation 14 Consultation would be seen by only herself and JH (when inputting any manual forms). These would have any personal details kept confidential for the purpose of reviewing the comments; however, it was a requirement for contact details to be passed to ESC when the Consultation was concluded.
- b. Attendance by SG Members – JH agreed to set up a Rota for attendance on the day (RL would be in attendance all day)
- c. Refreshments – JH agreed to organise these
- d. Preparation for Day – The following was agreed:
 - Name Badges – JH to make for all Attendees
 - Stickers/Pens/Dots – RL to bring all these
 - Personalised Pens/Pencils – Decision not to have these
 - Extra Paper – JH agreed to provide a ream of paper on the day

Action: RL and Clerk

5) Pre-Submission Draft Plan:

DF, KJ and NS reported on a very productive meeting with the other members of Ufford Parish Council, where questions were raised and answered and Andrea Long provided clarity on many items. It was agreed that those members of the Council present were very positive about the impending Consultation.

RL reported that she would make final revisions to the Draft Plan on 21st February (hopefully after the Parish Council had given the go-ahead for it to go to Consultation) and provide JH with all materials for it to be loaded on to the Website and tested.

Action RL and Clerk

6) Any other business:

- JH asked if the group wished her to investigate having a professional Banner made to promote the Exhibition, but it was felt the other advertising was sufficient.
- Annual Parish Meeting – It was agreed that the Exhibition Display Boards could be on show at the APM on 26th March

7) Close and Date of Next Meeting:

To be arranged as and when needed. The meeting closed at 7.02pm

Signed:

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Chair,
Ufford Neighbourhood Plan Steering Group

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Date