

UFFORD NEIGHBOURHOOD PLAN STEERING GROUP

Location: Via Zoom

Date: 22nd July 2024

Time: 6.00pm ~ 7.30pm



Record of Attendance

- Philippa Adcroft (PA)
- Edward Creswick (EC)
- David Findley (DF)
- Rilla Forge (RF)
- Andrea Long (AL)
- Kathryn Jones (KJ)
- Simon Read (SR)
- Sam Summers (SS)
- Nigel Smith (NS) – *Chair*
- Judi Hallett (JH) – *Clerk*

Minutes

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

There were no apologies for absence and there were no declarations of interest on any agenda items.

2) Minutes of Previous Meeting:

The minutes of the meeting held on 12th February 2024 had been circulated to all. NS 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) Brief recap on consultation and meeting statutory requirements:

AL reported that the response to the Regulation 14 Consultation was very good and all critical Statutory bodies had replied. Over 70 residents had also sent in comments, this was down to the excellent publicity of the event. An overview of the comments suggested there would be no wholesale reform needed to the draft plan, just a few tweaks. AL also reminded the members that although they were duty bound to consider all comments, they were not duty bound to make the amendments suggested.

4) Moving from Pre-Submission (Reg 14) to Submission (Reg15):

- a) Confidentiality and interests – AL clarified that although she had seen the original comments from the Statutory bodies, only RL and the Clerk had seen the hand written comments collected from residents. Members were reminded that all comments were to be kept confidential. Residents would be identified by a unique number. Any amendments to the Plan would be managed by the ‘Track Changes’ facility and then the Plan saved as a different version. Individual commentators would not be replied to; clarification would only be sought if there was doubt or confusion.
- b) Scope of amendments to the Plan, including when consultation is required – AL confirmed that there was a very broad scope of amendments suggested. Amendments could be made to the draft Plan but if there were any significant amendments Regulation 14 may have to be undertaken again.
- c) Practical process and indicative timetable – AL stated that the ‘tried and tested’ method of reviewing the comments was to simply plough through the Table. It may take 2 or 3 meetings. The aim was to present it back to Ufford Parish Council at their regular October meeting. Hopefully the review would conclude by the end of September, with a final SG meeting to agree the document – see *item 8 for dates of next meetings*.
- d) Parish Council involvement – KJ, DF and NS confirmed that the Parish Council was 100% onside, but that some Councillors did wish to see all the comments and the action taken, if any. AL confirmed that that would happen; the PC would see everything apart from the original hand written comments.

The group discussed the recent change of administration at both ESC and Government; AL felt neither were likely to make a big change to the Plan, in fact they may work well with our timings.

Action: AL and Clerk

5) Submission supporting documents:

AL gave the following updates:

- a) Consultation Statement - RL to produce – UPC will need to agree this
- b) Basic Conditions statement - AL to produce – UPC can view this but do not need to sign it off
- c) Environmental Screenings – in progress via ESC

Action RL and Clerk

6) Regulation 14 consultation table - Part 1:

AL shared her screen and the review of the comments commenced. Items 1 – 46 were reviewed.

7) Any other Business:

There was none.

8) Close and Date of Next Meeting:

The following meeting dates were agreed (all via Zoom):

- 30th July – 6.00pm – Review of Regulation Consultation Table
- 7th August – 6.00pm – Review of Regulation Consultation Table
- 12th September – 6.00pm – Review of Regulation Consultation Table (if needed)
- 23rd September -6.00pm – Review and Sign Off of Redrafted Plan by SG
- 7th October – 6.00pm – Zoom with Ufford Parish Councillors to review comments and amendments to Plan

The meeting closed at 7.40pm

Signed:

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Chair,
Ufford Neighbourhood Plan Steering Group

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Date