

UFFORD NEIGHBOURHOOD PLAN STEERING GROUP

Location: Via Zoom

Date: 10th October 2022

Time: 6.00pm ~ 7.30pm



Record of Attendance

- Philippa Adcroft (PA)
- Edward Creswick (EC)
- David Findley (DF)
- Rilla Forge (RF)
- Kathryn Jones (KJ)
- Rachel Leggett (RL)
- Andrea Long (AL)
- Steve Mayhew (SM)
- Simon Read (SR)
- Nigel Smith (NS) – *Chair*
- Samantha Summers (SS)
- Judi Hallett (JH) – *Facilitator*

Minutes

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

No apologies for absence had been received. There were no declarations of interest in items on the agenda.

2) Minutes of Previous Meeting

The minutes of the meeting held on 20th September had been circulated to all and there were no further amendments. RF proposed they be adopted as correct. This was seconded by SR and all members were in agreement.

JH agreed to finalise, to take to NS for signature and to publish on the Website.

Action: JH

3) Placecheck – To review Placecheck entries and set a date to close it:

It was noted that no further comments had been submitted (the last being on 11th September). DF proposed the facility be closed on 15th October, this was seconded by KJ and all were in agreement. JH was asked to contact the company and ask for a spreadsheet of the data to be sent to her (with references to the location if possible).

It was further agreed that the data would be analysed by JH, with any item not related to the NP being collated for the Parish Council to pursue separately.

Action: JH

4) Household Survey – To discuss ...:

- Paper and online survey sign off – RL confirmed that herself, SM and KJ had reviewed the first draft and made a number of amendments. The re-drafted survey was shared on screen and a number of further amendments were discussed. A final version was agreed by all. It was confirmed that the survey would be available online and would be mobile compatible.
- Deadline of 30th November – It was agreed that a deadline of 30th November for all returns, would be appropriate.
- Printing – A quote for the printing of the surveys and advertising material had been obtained by RL. It was felt that a cheaper price could not be obtained and the printing of the survey was authorised. JH asked if all material could be sent directly to her, for onward distribution.
- Delivery – JH confirmed that she had prepared maps for the distribution of the survey and would prepare a comprehensive email to send to all deliver members. It was suggested that, where the deliverer felt comfortable, they should knock at the door to advise the householder what the survey was about and encourage them to complete it. RL agreed to provide names badges (JH to purchase badge holders). JH was asked to attach a clear label to the black Parish Council Post Box (at the Community Hall entrance).
- Publicity - posters/banner/Facebook – It was agreed that the Survey would be advertised in PUNCHLine, PUNCH Magazine, and via posters. SS agreed to place an article on to the HUG Facebook Page. JH suggested her key to the Black Post Box was passed to NS, with NS and DF (who also held a key) emptying the box each day.
- Inputting of results - It was agreed that all completed paper copies of the survey would be passed to JH who would then distribute evenly for input. Inputting of paper surveys would need to be complete by 2nd December, when the survey would be closed.
- Analysis – RL agreed to analyse the results and present initial findings at the December SG meeting.

Action: ALL!

5) Character Appraisal and Design Code - To discuss draft Design Code and note comments *(if received by the meeting)*:

Design Code - JH confirmed that the draft Design Code had not been received from AECOM; AL agreed to chase this when sending them a copy of the consolidated Character Appraisal.

Character Appraisal – All work has now been fused by AL in to one document. This will be a ‘stand-alone’ document that accompanied and supported the final NP but will not be included within it. The question of the demarcation of High Street and Yarmouth Road was raised. It was felt there should be consistency and JH agreed to send AL and RL a map of where the official start and finish location was.

Action: JH

6) Housing Needs Assessment - To discuss the re-drafted Housing Needs Assessment and note any final comments:

The re-drafted version of the document had been sent to all for final comments. The following comments and concerns were noted:

- Is this a categorical statement of need? If it is, it is in conflict with the Local Plan
- The raw data (being often taken from a wider location than just Ufford and not including the 2021 Census data) is often in contradiction to local knowledge
- Can we challenge the area that has been used to arrive at the numbers?
- Is the name (A Housing Needs Assessment) correct, this is just a desktop survey of data already available, and covering a wider area than just Ufford.
- Should we just accept the figures? The difference between 5 and 18 in need of housing in Ufford is great; I do worry about how the numbers have been arrived at.

Members were assured by RL, AL and SS that this was ‘*not a science*’ and that all data, from the report, the household survey and any physical events, would need to be assessed together; the HNS was just one piece of the jigsaw. All the data would then be used to establish Policies for the NP; and some data would be more helpful than others. Once the NP was established, only that would be assessed by ESC.

AL confirmed the document would be sent to ESC, once finalised. In conclusion, SM proposed the document be formally signed off (once the formatting issues on Page 10 had been resolved). This was seconded by PA and all were in agreement. JH was asked to notify AECOM.

Action: JH

7) Communication - To discuss further Communications to the Parish Council and residents:

The following actions were agreed:

- NS to provide an update to the Parish Council
- Data Profile to be loaded on to the Web Site by NS or JH (others later)
- JH or NS to load update on to the home page of the website; text to be provided by RL with Flow Chart
- Survey to be published on Website (JH or NS)

Action: JH, RL, and NS

8) Timetable from here...

- Survey analysis in December – RL will endeavour to provide the first analysis of the Household Survey before the December SG meeting.
- Design Code development through Autumn – AL to chase AECOM when sending Character Appraisal to them.
- Policy drafting in new year and decision on site allocation – This item to be the main focus of the November meeting (JH to liaise with AL and RL re. appropriate agenda). A discussion on when to involve businesses and other organisations (e.g. Suffolk Wildlife Trust) would also need to be on the November agenda.

Action: JH, RL, and NS

9) Any other business:

- Crown Nursery – DF asked if the pending decision regarding the industrial estate at Crown Nursery would affect the Plan. It was suggested that work on the Plan should continue, in spite of day-to-day applications being submitted and decided upon.

10) Close and Date of Next Meeting:

The date of the next meeting was set to Monday 14th Nov, 6.00pm, via Zoom to allow AL and RL to join.

The meeting closed at 7.32pm

Signed:

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Chair,
Ufford Neighbourhood Plan Steering Group

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Date