

UFFORD NEIGHBOURHOOD PLAN STEERING GROUP

Location: Via Zoom

Date: 14th November 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 10th October had been circulated to all and there were no further amendments. KJ proposed they be adopted as correct. This was seconded by SM 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) Household Survey – To discuss ...:

- Responses received so far – RL confirmed that, to date, 115 responses had been received and she thanked everyone for their hard work. Not everyone had answered all questions but many contained good comments and suggestions. RL quickly ran through the high level results so far, and indicated that a full report would be constructed in time for the December meeting, when the final results would be fully analysed.

- Further Promotion – It was agreed that a further two PUNCHLine messages would be sent out (around 20th and 29th Nov); SS agreed to place a message on to the HUG Facebook page, and SM agreed to place a message on to NextDoor Ufford. It was also agreed that the distributors would be asked if they were willing to carryout a ‘door knock’ to the properties they delivered to; to ask anyone who had not completed the survey yet, to do so.

Action: JH/SM/SS/Distributors

4) Site Allocation – To receive briefing from Andrea and discuss initial thoughts:

AL reported that as the Household Survey was not completed, it was slightly early to make a final decision about a ‘Call for Sites’ but it was worth exploring ideas and concepts, with a view to making a final decision at the December meeting. An alternative to a formal ‘Call for Sites’ (which would take a minimum of 6 weeks) was to have Site Specific Policies in the Plan. The following comments were noted:

- With the recent approval of the commercial development at Crown Nursery, and with more land on that site to be developed in the future, is there any way we can speak to Landex about other options for this land?
- It is possible that the Crown Nursery site will put in another application for housing [Three phases were originally proposed]
- There seem to be two specific ‘green spaces’ in the Landex plans, which they claimed were not for development; but who’s to say these won’t be development in the future?
- What about the old ‘Caravan Site’? If we don’t do a ‘Call’ then we don’t have any influence on where development happens and we will be at the mercy of the developers
- The HNS spoke of a need for smaller houses and the Household Survey looks to be echoing that
- Does a ‘Call for Sites’ mean housing? [No, it could mean any type of development]
- The old Notcutts sites is a 22 acre site, with rumours of Woodbridge Town FC moving to it a few years ago, but nothing happened. This is probably considered a ‘brownfield’ site and had some buildings on it but it is a large site and needs addressing; I’m sure Notcutts would be amenable to speaking to us about their plans
- A ‘Call for Sites’ could result in more houses than is needed or wanted. It is difficult to tell people’s attitudes from the survey results so far, people tend to want housing but away from their location.
- If a ‘Call for Sites’ is carried out, do you have to use them all? [No, each site is assessed]
- Nicholls Yard would be an idea site to discuss
- A ‘Call for Sites’ can cause confusion amongst residents and set expectations
- ESC has a full land supply at present.
- Do we perhaps know already the sites that are a ‘possible’ for development and therefore could we go down the ‘Site Specific Policies’ route?
- SS – I have worked on a number of projects where Landex was the developer

- Is the HNA a definitive study? [No, it is a forecast to be used how we wish]
- Smaller 'clusters' of houses might be more appropriate, 10+ houses would require 'affordable' houses to be included in the number
- We could look to forming a Community Land Trust
- When do we speak to land owners? [Not yet. When we have a strategy in place]
- I think the general consensus is to go for 'Site Specific Policies' rather than a 'Call for Sites'

It was concluded that AL would speak to Adam Nicholl at ESC regarding their attitude to both a 'Call for Sites' and 'Site Specific Policies' and report back to the December meeting. KJ also agreed to send the details of the application for a 60 Bed Care Home, 35 houses and commercial units at Crown Nursery (which was refused) to AL

Action: AL and KJ

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

JH confirmed that nothing had been received to date. She agreed to chase the draft report, if not received by 30th November.

Action: JH

6) Documentation - To formally agree and accept the Data Profile (produced by Emma Harrison), and the Housing Needs assessment, from AECOM:

Both documents had been sent to all and there were no further comments or questions.

- Data Profile – Acceptance proposed by NS, seconded by DF and all in agreement
- Housing Needs Assessment – Acceptance proposed by NS, seconded by PA and all in agreement.

It was agreed that neither document should be published at the present time.

Action: JH

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

The following actions were agreed:

- NS to produce a report for the Parish Council meeting
- Communications through the PUNCH to remain constant in order to keep the project in resident's minds.

Action: JH and NS

8) Timetable from here...

- Survey analysis in December – RL will provide the first analysis of the Household Survey before the December SG meeting, to be discussed at the meeting. It was agreed to establish a small sub-group to analyse the results of the Household Survey. Members being SS/RF/SR/NS (with JH support). RL to organise meeting when results ready.
- December Meeting Structure – RL will set out:
 - The survey results in full
 - A structure for the Neighbourhood Plan
 - Some policy headings/ideas (AL)
- What can be done over the Christmas period:
 - Assessment and draft mapping of Local Green Spaces and Non-designated Heritage Assets.
 - Plus description of views
- Design Code development through Autumn – AL to chase AECOM when sending Character Appraisal to them.

Action: JH, RL, and NS

9) Any other business:

- Other Plans – Members were encouraged to look at other Neighbourhood Plans, and to make a note of aspects they liked/didn't like (JH to send a link to RL's website)

Action: JH

10) Close and Date of Next Meeting:

The date of the next meeting was set to Monday 12th December, 6.00pm, via Zoom to allow RL to join.

The meeting closed at 7.29pm

Signed:

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Chair,
Ufford Neighbourhood Plan Steering Group

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Date