

UFFORD NEIGHBOURHOOD PLAN STEERING GROUP

Location: St Mary's Parish Hall, Church Lane, Ufford

Date: 8th August 2022

Time: 6.00pm ~ 7.30pm



Record of Attendance

- Philippa Adcroft (PA)
- Edward Creswick (EC)
- Rilla Forge (RF)
- Kathryn Jones (KJ) – *via Zoom*
- 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:

Apologies for absence had been received from David Findley (DF). There were no declarations of interest in items on the agenda.

2) Minutes of Previous Meeting

The minutes of the meeting held on 18th July had been circulated to all and there were no further amendments. RF proposed they be adopted as correct. This was seconded by SM and all members were in agreement.

JH agreed to finalise and publish on the Website.

Action: JH

3) Character Appraisal:

- a) Assessment of redrafted Zones Map and agreement of Name of each Zone: - A redrafted Map had been circulated. After discussion it was agreed to add the following areas:
 - Remining land at Crown Nursery – to be added to the Yellow Zone
 - Notcutts Nursery – to be added to the Blue Zone

It was agreed that it was helpful to show the Conservation Area as shaded with a red line around. NS agreed to re-draw the map and circulate as FINAL.

The Zone names were agreed as:

Zone Colour	Zone Name
Purple	Byng Brook
Green	Yarmouth Road
Yellow	School Lane
Pink	Loudham Lane
Blue	Parklands
Buff	Lower Street

- b) Allocation of Zones amongst Members (and NP Supporters) – The allocation of the Zones was agreed as follows:

Zone Colour	Zone Name	Member 1	Member 2
Purple	Byng Brook	SR	Jill Apperley*
Green	Yarmouth Road	NS	SS
Yellow	School Lane	RF	Tim Mumford*
Pink**	Loudham Lane	SM	PA
Blue	Parklands	KJ/JH	John Skinner*
Buff	Lower Street	EC	DF

* - NP Supporters

** - Completed

It was agreed that the Character Assessments should be completed by 31st August, if possible; or at the latest by 5th September. This would allow Andrea Long time to assess them before the next Steering Group meeting on 12th September. Both PA and SM offered to assist anyone in the task and JH offered to place any text in to Word format, should the members not use Word. It was further agreed that the document used by SM and PA should be utilised as a template. JH agreed to provide contact details to all pairs.

- c) Assessment of first Character Appraisal, following feedback from Rachel and Andrea and tips from Philippa and Steve – PA and SM gave an account of their experience carrying out the CA. It was suggested that, if the zone fell in to the Conservation Area (CA), it was helpful to read the CA appraisal first. It was also helpful to split the zone in to different elements (if there were any), and to take pictures (one of every aspect noted). It was also commented that this was not an audit so where there were similar characteristics these did not need to be recorded individually.

All completed CAs were to be forwarded to JH for dispatch to Andrea Long.

Action: ALL

4) Neighbourhood Plan - Draft Vision:

- a) Discussion around suggested alternatives for first sentence in draft Vision and agreement of final wording – After discussion the following wording for the Vision was agreed:

“Ufford parish will maintain its identity, protecting the spaces between us and the neighbouring villages, having a range of housing types and tenures to suit all ages, supported by good rural village amenities”

JH was asked to pass this on to Rachel for the final Plan.

Action: JH

5) Placecheck:

- a) Review of Placecheck entries to date and discussion on further promotion: NS advised that there were over 100 entries on Placecheck so far. One had had to be removed due to derogatory comments regarding a resident and a few markers were in slightly the incorrect location. It was also noted that some comments were inappropriate for the NP (such as comments about barking dogs and speeding traffic). However, many comments were very pertinent.

The following actions were agreed:

- NS to report ongoing issues Mac users were experiencing with the system
- SG members to report all issues to JH
- JH to send out weekly promotion of Placecheck on PUNCHLine (NS to view drafts)
- JH to distribute Placecheck Flyers around the village (Pubs, Halls, Bus Shelters, Notice Boards, Dog Bins, Phone Box, Church, etc.)
- Any spare Flyers to be distributed to Parklands residents when the Character Appraisal was undertaken.

A question was raised as to how Placecheck would be used by Rachel and Andrea. It was thought it would be used to help construct the Residents Questionnaire and to focus the direction of the NP. EC asked if items not pertinent to the NP could be collated and picked up by another group. JH and NS agreed the Parish Council would pick up anything outside of the NP raised on Placecheck.

It was also acknowledged that, as a result of issues such as increased road traffic, the character of the certain areas of the village had evolved, i.e. with strategic planting of hedges and position of buildings.

Action: JH

6) Meetings with AECOM:

- a) To receive notes on meetings regarding Design Guide and Housing Needs Assessment Work and to note any actions: Notes from both meetings with AECOM (taken by KJ) had been circulated to all.

KJ advised that Ben Castell (Design Code) would be visiting the village in the near future. It was suggested that this visit be delayed until the Character Appraisal work had been completed (JH to suggest this to Ben). It was also requested that each member take photographs of new houses and house extensions in the area, that they felt enhanced or complimented the character of the area they were in. These should be sent to JH for one collective document to be provided to Ben.

JH read a mail received from Olivia Carr (Housing needs Survey) that suggested that there were seven 'second homes' in Ufford, and asked if that was accurate. After discussion it was concluded that a figure of seven would be approximately correct as Ufford did not have the large issue that towns and villages such as Southwold and Aldeburgh have with 'second homes'. It was also felt that a question along these lines might be appropriate in the Questionnaire.

Action: ALL

7) Communication:

- a) Review of Draft Communications Plan – The draft Communications Plan had been circulated to all and was read through. A number of amendments were made and JH was asked to re-send the amended plan to all for final comments. It was commented that communications needed to be carefully managed; too much information now could result in residents being 'washed out' when it came to asking them to vote in the Referendum. However, this needed to be balanced with the need to gather comments and ideas now to provide fuel for the Residents Questionnaire.
- b) Agree Map for Materials Distribution, for NP Supporters/Steering Group to use – It was agreed that JH should draft a distribution Map/List, for all materials, based on the Zone Map and the number of volunteers.

Action: JH

8) Any other business:

- Expenses Claiming Process – JH had previously forwarded an expense claim form and encouraged all members to claim expenses, if they were incurred.
- Meeting between East Suffolk Council and Consultants – JH advised that a Zoom meeting between Andrea and ESC was due to take place in September. The details would be circulated to all SG members and it would be good if some of the Steering Group could be present.

- Isolated Communities – It was mentioned that there were some communities within Ufford that appeared to be more isolated than others; Parklands and Goldsmiths were two mentioned. It was acknowledged that not everyone in a community wishes to ‘join in’ but that every effort must be made to allow all Ufford residents to feel part of the community, if they wished to.

Action: JH

9) Close and Date of Next Meeting:

The date of the next meeting was set to Monday 12th September, 6.00pm, via Zoom as Andrea Long would be joining to speak about the Character Appraisal work.

The meeting closed at 7.40pm.

Signed:

.....
Chair,
Ufford Neighbourhood Plan Steering Group

.....
Date