

**Fressingfield Neighbourhood Development Plan ( NDP) Review Steering Group**  
**DRAFT Minutes of Meeting**  
**2<sup>nd</sup> September 2025 : 7.00-9.00**  
**Sancroft Hall**

**Attendees:** Sheena McCallum, (SM) Hilary Day, ( HD) Cindy Engel, (CE) Di Warne (DW), Sharon Wilson (SW) Nick Stolls (NS) John Kelsall ( JK) Chris Mee( CM)

**Planning Consultant:** Andrea Long ( AL)

**Apologies:** Sharon Lytton, ( SL)

Item	Discussion and Decisions	Action
1. Welcome JK	JK welcomed everyone and thanked HD for chairing the August zoom meeting.	
2. Apologies for Absence Declaration of interests  Lobbying	SL  The following declarations were made in respect of Item 5 Site Assessments. Site proximity : JK –South of Laxfield Rd, CM - North of Laxfield Rd, HD - John Shepherd Rd, SW - Stradbroke Rd. Previously objected to sites: JK - , opposed planning at Post Mill, John Shepherd and Stradbroke Rd; HD opposed planning at John Shepherd; DW opposed planning Post Mill, John Shepherd and Stradbroke Rd on behalf of the Parish Council  None	
3. To resolve that the minutes of the meeting of 5 <sup>th</sup> August 2025 are correct JK	Resolved that the Minutes of 5 <sup>th</sup> August 2025 are correct . Additional information was considered.	
4. Update on Draft Infrastructure Paper AL/All	AL still awaiting replies from SCC, National Grid, A Water. There may be an update on school numbers later in the month. JK raised again and questioned the statement that “theoretically the foul water system has capacity”. Following discussion it was agreed to refer to the lack of recognition of the surface water getting into the system. It was agreed that the NDP could include wording to require that any developers demonstrate how they will mitigate against surface water runoff entering the sewers and overwhelming them. It was confirmed that the word ‘fully’ will be removed	

	from the drainage and sewage paragraph and the sewage spillage is not solved.	
<p>5 Site Assessments</p> <p>AL /ALL</p>	<p>AL has carried out a “standardised” assessment of all sites using nationally agreed criteria. It is a rag rated system which determines if sites meet criteria on a 3 point scale:</p> <ul style="list-style-type: none"> <li>• Fully, or without intervention/acceptable impact</li> <li>• Mitigation required to meet criteria, impact may be mitigated;/requires further information</li> <li>• Unlikely to meet criteria even with mitigation-unacceptable impact.</li> </ul> <p>Responses still to come from Historic England, Natural England, Anglian Water and SCC. So none of the assessments are completed yet.</p> <p>The assessments also took into account comments from the Household Survey.</p> <p>The group has noted the initial analysis. This will be looked at again at the next meeting when more information is available.</p> <p>The assessments will also go to the landowners for comment.</p> <p>The full assessments will be published as part of the public consultation.</p>	
<p>6. Revised Draft Natural, Historic and Built Environment Chapter for review part 2</p> <p>AL/All</p>	<p>In the previous NDP there were two policies supported by the Character Appraisal. This is now distilled into Fressingfield 9 Design and Character.</p> <p>There is now more emphasis on design and the use of Design Codes.</p> <p>The chapter sets out the changes, the key issues arising from the Household Survey, the Character Appraisal and the details referenced in the Design Code. The issues covered are : Site Layout, Settlement Edges, Connections, Context, Density, Design and Materials, Landmark Buildings and Historic Assets, Green Spaces and Tree Planting, Gardens, Parking, Safety, Boundary Treatments</p> <p>It was suggested that where affordable housing is provided it should have sufficient rear spaces for washing lines, places to sit and room for children to play.</p> <p>It was agreed that there should be encouragement for public car charging points</p> <p>Fress 12 Energy efficiency, Low Carbon Technology and Renewable Energy . Within this section there is a push for developers “should”, with an emphasis on eco-design</p>	

	features, recycling water and rainwater capture, the variety of heat pumps, solar panels. In any retrofitting it recognises that solutions will be different for traditional and historic buildings and modern housing.	
7. Revised Business and Transport policies AI/All	Fress 15 Transport and Highways Safety will require developers to provide a statement or assessment which quantifies any impact of additional traffic and appropriate mitigations.	
8. Potential Consultation period AI All	<p>As the Qualifying Body the Parish Council will need to agree that the revised NDP is ready to go to consultation.</p> <p>It is hoped that this will occur at the November or December meetings of the PC.</p> <p>Consultation will comprise an exhibition of the revised plan at Sancroft Hall at an evening event and on a Saturday during the day. The dates for this will be publicised. As this is a formal consultation , comments will need to be made in writing and residents will be able to pick up and complete a form at the Exhibition or take it away with them to complete later. The consultation will be a minimum of 6 weeks. ( timing to be confirmed).</p> <p>It is likely that the exhibition will take place either early December or early January 2026.</p> <p>The results of the consultation will be considered by the Steering Group who will consider any amendments that may need to be made to the Plan. The Parish Council will be asked to agree the amended Plan to be submitted to MSDC for examination. MSDC will then carry out their own consultation on the amended plan .</p>	
9. AOB	None	
10. Date of next Meeting:	Tuesday 7th October 7pm Sancroft Hall	

Meeting ended 8. 32pm