

Oulton Neighbourhood Plan Working Group Minutes

Date: 28 September 2020

Time: 1.00 pm

Location: Via Zoom

1. To take a record of attendees.

Jenny Hinton, Peter Collecott, Robin Hinton, Mike Shaw, Tony Knights, Phillip Trindall, John Sarbutt, Rose Knight, Pat Freeman and Carla Petersen (Parish Clerk/NP Project Manager).

2. To receive apologies for absence.

Melanie Seabrook, ESC Planner (Policy & Delivery) due to technical difficulties.

3. To approve minutes of NP Working Group meetings held on 11 September 2020.

Accepted as accurate. Proposed by Peter Collecott and seconded by Robin Hinton.

4. To receive an update from NP Working Group members.

Jenny Hinton reported that the telephone box consultation letter had been prepared and photo ID badges had been made.

5. To receive an update from NP Project Manager

Carla Petersen had circulated meeting notes about a phone call with AECOM on 14 September 2020. The phone call discussed Technical Support and Design Codes. AECOM will submit a funding request through to Locality and they expect to hear a result by the end of September 2020. Should a Housing Needs Assessment and allocating housing be considered necessary these can easily be added on at a later date.

Confirmed that the Locality grant funding had been received and is now in the OPC bank account.

The photo ID badges had been designed and purchased and will be used for Oulton NP & PC activities.

Reported having a brief Zoom meeting with Collective Community Planning on 28 September 2020. The meeting was to introduce each other and discuss where we are currently at. Asked about the benefits of allocating sites for housing in Oulton NP and they agreed to send through a document outlining the pros and cons. Asked about the benefits of mapping and they confirmed that they will produce the necessary maps for the NP using their own mapping software. In their opinion they felt that Parish Online would be suitable mapping option for Oulton.

6. To receive an update on the telephone box consultation

The telephone box consultation letter had been prepared by the WG. It was agreed that the letters would be delivered in the first instance to residents of Camps Heath and then delivered to various houses in Oulton. The letters will be delivered (weather permitting) on Monday 5 October 2020. Carla Petersen to print off Camps Heath maps and ensure that the letters and ID badges are ready before Monday.

7. To consider applying for a Housing Needs Assessment

Discussion took place about whether a Housing Needs Assessment would be beneficial to Oulton NP. It was unanimously agreed that it would be most useful as Oulton has a lot of planned housing and it would help to understand the type and size of housing that is required. Oulton has an ageing population and it would be useful to understand the needs for people with dementia. It was agreed that it would help them to understand if there is a demand/need for smaller dwellings and affordable housing. Carla Petersen to action.

8. To discuss allocating sites for development

The allocating sites for development document supplied by Collective Community Planning will be circulated to all the NP WG.

9. To discuss electronic mapping providers and consider the benefit of mapping systems for Oulton.

Carla Petersen provided those present with brief information on two mapping providers – Parish Online and Pear Technology. There is a substantial amount in the OPC budget this year for electronic mapping. A free trial of Parish Online had been set up and their maps had already proved to be most useful. It was unanimously agreed that the far cheaper Parish Online option would meet the requirements of the NP WG. To be discussed and agreed upon by OPC at their meeting on Tuesday 6 October 2020.

10. To receive an update on the Mobbs Way initiative

It was agreed that Peter Collecott and Robin Hinton would visit the businesses on Mobbs Way Business Park as they now have the necessary photo ID badges. It was noted that Cllr Jane Murray and County Cllr Keith Robinson had booked a site visit with XPO Logistics at the end of September 2020 to discuss the ongoing issues with lorries parking in Mobbs Way.

11. To discuss the pond at Jenkins Green and consider a course of action.

Jenny Hinton and Robin Hinton had recently received complaints about the pond at Jenkins Green. A site meeting had been arranged with a few residents who live near the pond. The residents had raised their concerns many times previously about the following: the pond being neglected, a lack of maintenance, the condition of the life belt, the overflowing storm drains, and only last weekend another tree had fallen into the pond. Finding out who is exactly responsible for maintaining the pond will be necessary. It was suggested that a resident's WG could be set up to help maintain the pond. Risk assessments would need to be carried out before any work can be undertaken and insurance will need to be checked. Mike Shaw offered to visit the pond and take the lead on this project.

12. To review timescales and consider what we need to do to keep to key milestones

It was confirmed that the NP WG are currently on track. Collective Community Planning will be working on Evidence Base and this will be presented by them at the virtual NP WG meeting on 26 October 2020.

13. To agree the date of the next meeting

The date of the next meeting was confirmed as Monday 26 October 2020 at 1.00 pm. Due to coronavirus the delivery method of the meeting will be confirmed nearer the time.

Everyone was thanked for their input.

The meeting closed at 14.26 pm.