

# Oulton Neighbourhood Plan Working Group Minutes

**Date:** 16 September 2021

**Time:** 1.00 pm

**Location:** Oulton Community Centre & via Zoom

## 1. To take a record of attendees.

**Physical attendees:** Jenny Hinton, Robin Hinton, Tony Knights, John Sarbutt, Peter Bryant, Louise Cornell (Collective Community Planning), Mark Thompson (Collective Community Planning) and Carla Petersen (Parish Clerk/NP Project Manager).

Public participation: 0

**Virtual attendees:** 0

## 2. To receive apologies for absence.

Stephen Bould, Peter Collecott, Bryn Storeton-West.

## 3. To approve minutes of NP Working Group meeting held on 19 August 2021.

Accepted as accurate. Proposed by Robin Hinton and seconded by Tony Knights.

## 4. To receive an update from Collective Community Planning.

Louise reported carrying out the agreed amendments to the draft Neighbourhood Plan. The Local Green Spaces report requires a photo of Parkhill Woods. Due to the speed of traffic on that stretch of road a plan was agreed on where to safely park and Tony offered to try to take the required photo. The draft has been sent to Broads Authority and East Suffolk Council. Broads Authority have already come back with comments. Still waiting for any comments from East Suffolk Council. Statutory Consultees will need to be emailed on 1 October 2021 and will need to be provided with a link to the Parish Council website. Louise and Mark provided in advance of this meeting a Regulation 14 Guidance document, and this was run through. The WG already have got many of the recommended tasks in hand, and it was agreed the following would help spread the word: press release, posters, noticeboards, banners, weblink with a survey, bunting, printed hard copies to be displayed in Oulton Community Centre, printed hard copies for the 16 October 2021. Carla confirmed that many of the documents have already been uploaded onto the website as they were prepared and became available. These documents will be uploaded in one section on the website. It was agreed that the Consultation period would start on 1 October 2021 and end on 26 November 2021.

## 5. To review the following documents:-

- Oulton Neighbourhood Plan 2021-2036 Pre-submission Draft August 2021
- Oulton Local Green Spaces Assessment Document June 2021
- Oulton Non-Designated Heritage Assets Assessment Document July 2021
- Oulton Views Assessment Document July 2021

These documents have all been sent to Dickon Povey at East Suffolk Council to look over.

## 6. To receive an update from the NP Project Manager.

Emailed and posted the Local Green Spaces letters. So far, no responses have been received. The funding budget is keeping on track. ID badges will be ordered in the next couple of days (just waiting on a couple of photos). A bench has been installed on the playing field. Bases have been laid on Holly Hill and the benches should be installed in the coming week.

Funding for the defibrillator has been received from District Cllr Andree Gee Locality budget. The defibrillator has been ordered and should be delivered in approximately 4 weeks.

Purchasing of noticeboards, using CIL funding, was agreed at the last Parish Council Meeting. Carla contacted the noticeboard company who provided a mock-up board. The Parish Council does not have a logo that would be suitable so it was agreed that logos would be used that are relevant to each part of the parish. Camps Heath noticeboard a horse, Jenkins Green a duck and Lime Avenue a lime tree if possible or an oak tree. Carla to action.

**7. To receive an update on the Mobbs Way initiative.**

It was noted that businesses are working and are focusing on trying to make a living.

**8. To receive an update on the pond at Jenkins Green.**

John provided an update on the pond. Started to cut the reeds about 3 – 4 weeks ago and it is really pleasing to see the wildlife returning. Still very concerned about the bank collapsing and confirmed he will source a quote for the works and present to the Parish Council for their consideration. Norse recently attended the area and sprayed the weeds plus 1m of grass which has now died. John explained the problems that dog owners can have when the grass is not cut around the towns and parishes. Broken glass and empty cans can become hidden in the grass making it dangerous for dogs when they go through the grass. John received an email from Kerry Blair about the work that the group has been carrying out at the pond. John replied to Kerry and was requested to invite Kerry to a meeting with himself and the Chairman of the NP WG/Chairman of Oulton Parish Council and Parish Clerk/NP Project Manager.

**9. To receive an update on the telephone box.**

Peter provided an update on the telephone box. The huge mound of earth will need to be removed before the noticeboard can be installed. Location of the noticeboard, bench and planter were discussed and agreed. Carla to contact SCC and apply for a licence.

**10. To receive update from NP Working Group members.**

A resident had reported to the group that an area on Lime Avenue which had been agreed to be left uncut for the wildlife has now disappointing been cut.

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

Place an advert in the Advertiser and the Journal. Email all Statutory Consultees on 1 October 2021.

**12. To agree the date of the next meeting.**

The Draft Neighbourhood Plan Consultation event will be held in Oulton Community Centre 11.00 am – 5.00 pm. This will be an opportunity for those attending to ask questions directly to members of the Neighbourhood Plan Working Group.

The date of the next NP WG meeting was confirmed as Thursday 18 November 2021 at 1.00 pm in Oulton Community Centre.

Everyone was thanked for their work and for attending.

The meeting closed at 2.20 pm.