

# Oulton Neighbourhood Plan Working Group Minutes

**Date:** 15 February 2021

**Time:** 1.00 pm

**Location:** Via Zoom

## **1. To take a record of attendees.**

Jenny Hinton, Peter Collecott, Robin Hinton, Tony Knights, John Sarbutt (arrived 1.30 pm), Peter Bryant, Louise Cornell (Collective Community Planning), Mark Thompson (Collective Community Planning) and Carla Petersen (Parish Clerk/NP Project Manager).

## **2. To receive apologies for absence.**

John Sarbutt will arrive a little late.

## **3. To approve minutes of NP Working Group meeting held on 6 January 2021.**

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

## **4. To receive the Neighbourhood Plan Survey report prepared by Collective Community Planning.**

The purpose of the Neighbourhood Plan Survey had been to address gaps. There had been 52 responses to the survey and the comments received provided useful information. Some comments had been received which were to do with places of interest outside of Oulton so these will be removed. The report will then be uploaded onto the Oulton PC website. Carla to contact ESC regarding Oulton Ward map and Oulton Parish Boundary map. Louise confirmed that CCP has already started working on the Issues & Options report which looks at how issues might be addressed. Louise to forward a template for the NP WG and further guidance. Some interesting comments had been received in the survey for example the old tin building opposite the church and the army pill box behind the Blue Boar pub. Louise recommended the following website which could be useful for this next step in the NP <https://www.suffolk.gov.uk/culture-heritage-and-leisure/suffolk-archaeological-service/what-is-the-historic-environment-record/> CCP will attend the next NP WG meeting.

## **5. To receive an update on the Design Codes report.**

The draft Design Codes report had been prepared by AECOM. The NP WG had carefully gone through the draft report and amendments had been given to AECOM. The Final Report had arrived that very morning and will be uploaded onto Oulton PC website.

## **6. To receive an update on the Housing Needs Assessment report.**

The draft Housing Needs Assessment report had been prepared by AECOM. The NP WG had gone through the report and amendments had been given to AECOM. The Final Report has not arrived just yet.

## **7. To receive an update from the NP Project Manager.**

Submitted all the amendments to AECOM for the draft Design Codes report and the draft Housing Needs report. Uploaded online any hard copy survey forms that had been completed. At the next NP WG will prepare a financial statement regarding funding as the financial year end is 31 March 2021. Locality funding will need to be applied for again after 1 April 2021.

## **8. To receive an update on the Mobbs Way initiative.**

Due to current coronavirus restrictions, there had been no progress on the Mobbs Way initiative.

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

John Sarbutt reported that on Friday 12 February 2021 he had borrowed a truck and went to the tip with all the trimmings. Another person is very keen to get involved with the pond. Morrison's supermarket is prepared to donate plants which can be planted near to the pond. A Zoom meeting had been held with Kerry Blair at ESC and at the meeting it was confirmed that ESC is prepared to work together with residents of Jenkins Green. It was suggested at the meeting that the residents should prepare a business plan outlining what the residents are prepared to take on. The business plan has been prepared and passed onto Kerry Blair for consideration.

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

Peter Bryant reported that a neighbour of his had let him know that there was flooding by the telephone box on 12 February 2021. The flooding had been reported to SCC. It is possible that the flooding problem had been made worse after the hedge had been removed when the huge house at the top of the hill had been built. When it rains heavy mud comes down the hill and blocks the drains by the telephone box. Peter B will forward his communications to Carla and photos that have been taken. John S confirmed he would be happy to meet with members of the planning department and discuss the best way forward.

**11. To receive an update on Holly Hill green space.**

At Oulton PC Full Council meeting on 2 February 2021, it had been confirmed that the following would be purchased and installed using Community Infrastructure Levy (CIL) funds: - 2 benches at Holly Hill green space, 1 bench by the telephone box and another bench at the rear of Oulton Community Centre. Carla had sent through the order to ESC and will chase it up. It was noted that in June 2022 it will be the Queens Platinum Jubilee and she will be celebrating a 70-year reign. Currently a bench on Oulton playing field has a plaque celebrating the Queens Silver Jubilee and perhaps similar plaques could be arranged to mark this celebration. OPC to consider.

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

Jenny reported that the Oulton Messenger newsletter had made huge progress and should be ready for printing in February 2021.

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

Despite the repeated lockdowns and restrictions, the NP is currently on track.

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

The date of the next meeting was confirmed as Tuesday 16 March 2021 at 1.00 pm and will be via Zoom.

Everyone was thanked for their work and for attending.

The meeting closed at 2.07 pm.