

# **Oulton Neighbourhood Plan Working Group Minutes**

**Date: 11 September 2020**

**Time: 1.00 pm**

**Location: Via Zoom**

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

Jenny Hinton, Peter Collecott, Robin Hinton, Tony Knights and Carla Petersen (Parish Clerk/NP Project Manager).

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

Mike Shaw, George King and Phillip Trindall.

## **3. To approve minutes of NP Working Group meetings held on 21 July 2020 and 5 August 2020.**

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

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

Jenny Hinton had been in touch with Tony Wright the former NP Administrator. Fortunately, Tony Wright has now been able to source the passwords to enable access to the original NP questionnaire. Carla Petersen has these passwords and managed to gain access to the records. Tony Wright confirmed that all the original questionnaires had been destroyed due to a lack of storage facility.

Jenny Hinton reported finding online an old historical document about Oulton. This will be circulated to all the NP WG.

Tony Knights reported that he is particularly good at delivering leaflets.

Discussions took place about the parking of lorries in Mobbs Way. It was suggested that perhaps they could park on XPO Logistics own land in a currently empty space that could probably park 3 or 4 lorries. OPC has arranged a site meeting with XPO Logistics towards the end of this month. Update will be provided in due course.

## **5. To receive an update from NP Project Manager**

Carla Petersen reported having completed the Locality application form for Neighbourhood Planning Grant/ Technical Support.

Emailed Collective Community Planning to advise them that the form had been submitted and provided them with the passwords that had been received from Tony Wright.

A diagnostic telephone call has been booked with Locality on Monday 14 September 2020.

Advised Collective Community Planning about any unavailability of Carla Petersen in October 2020.

Looked into suppliers of photo ID badges and sourced an online quote.

## **6. To consider and agree upon details for the telephone box consultation**

Discussed and agreed that a leaflet/letter would be compiled seeking the residents thoughts about the telephone box, possibilities for its use and whether it could be sited elsewhere – possibly where it could be more closely monitored and have less of a chance of being vandalised. The leaflet/letter will be hand delivered to Oulton/Camps Heath households and coronavirus guidelines will be followed. Discussed the safety of those out and about in the community and it was agreed that they should all wear photo ID badges with safety release lanyards. Carla Petersen to action.

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

The timeframes supplied by Collective Community Planning were considered up to the end of this year. It was confirmed that the NP WG are currently on track.

Discussions took place as to how to get more of the community involved with the NP. Peter Collecott and Robin Hinton offered (once they have their ID badges) to visit the businesses on Mobbs Way and provide them with an update on the NP. It was also suggested that Waveney Bowls Club should be approached to see if they would like to be a part of the NP. It was agreed that with coronavirus restrictions it is extremely difficult to reach the whole community. Carla Petersen to enquire with CCP to see if they have any suggestions.

Carla Petersen to forward to NP WG a copy of the assets as at 31 March 2020 as these will need to be reviewed in November/December 2020.

## **8. To agree the date of the next meeting**

The date of the next meeting was confirmed as Monday 28 September 2020 at 1.00 pm. Due to coronavirus the delivery method of the meeting will be confirmed nearer the time.

The meeting closed at 14.20 pm.