

Oulton Neighbourhood Plan Working Group Minutes

Date: 6 January 2021

Time: 1.00 pm

Location: Via Zoom

1. To take a record of attendees.

Jenny Hinton, Peter Collecott, Robin Hinton, Tony Knights, Mike Shaw, Jack Green, Peter Bryant, Jan Simpson and Carla Petersen (Parish Clerk/NP Project Manager).

2. To receive apologies for absence.

John Sarbutt and Pat Freeman - both due to internet problems.

3. To approve minutes of NP Working Group meeting held on 23 November 2020.

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

4. To receive the Oulton NP WG Terms of Reference adopted by Oulton PC.

Oulton NP WG Terms of Reference had been circulated before the meeting and its use was confirmed. Any new members to the NP WG will be provided with a copy. Proposed by Peter Collecott and seconded by Tony Knights.

5. To receive an update on the Neighbourhood Plan Survey.

The survey leaflet had been printed and there were also hard copies of the survey printed for those who do not have internet. Copies of the leaflet were placed in the three Oulton noticeboards and links were placed on the OPC website. An incredibly good start had been made to hand deliver the leaflet to all households in Oulton. Unfortunately, due to the third lockdown approximately 1000 leaflets are currently undelivered. A closing date of 1 February 2021 had been printed on the leaflets. Carla to contact SALC and ask for their advice.

6. To consider the draft Design Codes report and provide comments.

The draft Design Codes report had been prepared by AECOM and was circulated to all before the meeting. Jenny had gone through the lengthy report and made a list of amendments which other members confirmed were necessary. The amendments will be forwarded to AECOM. The draft report needs all the Google images to be replaced with photos taken by the NP WG members. Carla to contact AECOM and enquire when the replacement photos are needed. With coronavirus restrictions it is difficult to go out and about taking photos. Members who have dogs offered to divide up the roads and incorporate taking photos with their dog walks. Peter Bryant offered to take the photos at Camps Heath.

7. To receive an update on Housing Needs Assessment.

Carla had chased up this report however AECOM are still working on it.

8. To receive an update from NP Project Manager.

Made enquiries about CCTV, circulated draft Design Codes report, and ensured the project keeps on track.

9. To receive an update on the Mobbs Way initiative.

Due to the third lockdown, it had not been possible for members to visit Mobbs Way.

10. To receive an update on the pond at Jenkins Green.

The Journal newspaper had reported very recently on work that had been carried out by approximately 40 residents living near to the Jenkins Green pond. The residents are hoping to form a community group. All the rubbish has been piled up and is waiting to be collected. The Parish Council has asked for a meeting to be arranged with Kerry Blair at East Suffolk Council to discuss a way forward with the pond.

11. To receive an update on the telephone box.

Peter Bryant reported that the grass has been cut by the telephone box and that the telephone box has had a tidy up. Weather conditions and the time of year have prevented further work being carried out. Carla to forward details to Peter Bryant regarding CCTV regulations.

12. To receive an update on Holly Hill green space.

Jenny, Robin, Bryn Storeton-West and Carla had visited the Holly Hill green space in December 2020. Social distancing rules had been followed. Bryn had given those who attended the site visit a brief update on the history of the green space. Originally it had been used for land fill, then turned into a play area however the area began to sink so the play equipment was removed. More topsoil was added to try to address the problem. The grass is cut 2 – 3 times per year by Norse. Discussions took place about the possibility of planting approximately 50 free trees from the Woodland Trust however permission would need to be sought in the first instance from East Suffolk Council. If the go ahead is given it is hoped that Norse could then provide their expertism and help supervise the project. It is also hoped that two benches could be installed at the top of the field so that visitors can appreciate the peaceful environment and the lovely views. Since the site visit Norse had been contacted and asked to provide a quote to supply and fit 2 resin benches in the green space and a resin bench by the telephone box in Camps Heath. Oulton Parish Council will need to confirm any purchase in a full council meeting and will need to seek agreement for the benches to be paid using Community Infrastructure Levy (CIL) funds.

13. To receive update from NP Working Group members.

Jenny Hinton reported that recently a new Oulton Parish Council noticeboard had been dropped off at her home. Hopefully, the noticeboard will be installed in the Lime Avenue area. The Parish Council will decide on this.

Jack Green and Tony Knights have been busy compiling the first issue of the Oulton Messenger newsletter. The newsletter will be compiled and distributed 4 times a year and hopefully funding can be generated when small local businesses place adverts in the newsletter.

Peter Collecott reported on the major parking problems at Oulton Community Centre carpark. The centre is currently closed, and the private carpark is constantly being used by nearby residents. This will become a major problem when the centre does open again.

Peter Collecott raised concerns about the speed of traffic on Oulton Street.

14. 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. CCP will be invited to the next NP WG meeting and will provide a report on the survey results.

15. To agree the date of the next meeting

The date of the next meeting was confirmed as Monday 15 February 2021 at 1.00 pm and will be via Zoom.

Everyone was thanked for their work and for attending.

The meeting closed at 2.30 pm.