

# Diss & District Neighbourhood Plan Steering Group

## MINUTES OF A MEETING

held on Monday 15<sup>th</sup> February 2021

at 7.30pm online

### Present:

David Burn (Chairman), Simon Olander & Eric Taylor (Diss), Roger Greenacre (Stuston), Alison Wakeham (Burston & Shimpling), Paul Curson, Jane Jennifer and Trevor Ault (Roydon), Sharon Cousins-Clarke & Rebecca Dingle (Palgrave), Roger Broughton (Brome & Oakley), Graham Moore & Dola Ward (Scole), Graham Minshull (Member of South Norfolk Council) Louise Cornell & Mark Thompson (CCP consultancy), Dave Poulter (DTC and Project Manager), Stephanie Ayden (Project Officer),

### 1 Chairman's opening remarks and formalities

- 1.1 Welcomed the Group and opened the meeting.
- 1.2 Stephanie Ayden volunteered as note-taker.

### 2 Apologies and introductions;

- 2.1 Apologies were received and accepted from Ursula Halton (Brome & Oakley) and Steve Leigh (Stuston)
- 2.2 Councillor Graham Minshull was welcomed to the meeting.

### 3 Minutes of previous meeting:

- 3.1 The Minutes of the meeting held on 18-Jan-21 were agreed unanimously. ET proposed, GM seconded. **Action: DB** to pass approved PDF to Project Officer for publication to [www.ddnp.info](http://www.ddnp.info) **COMPLETED**
- 3.2 Matters Arising:
  - 3.2.1 *MINUTE* 3.2.2: Has DB arranged meeting with SNC and MSDC? Not quite, but a deadline has now been set to ensure the meeting takes place before the start of our Reg.14 consultation.
  - 3.2.2 AW confirmed she had sent flood report to CCP

### 4 Declaration of interest: none declared.

### 5 AOB:

- 5.1 General discussion on *Diss Express* article in 12<sup>th</sup> February edition about DDNP's role in safeguarding Parish Fields. The SG had not been contacted about this. A possible response was considered.

### 6 Project Management Team update (DP)

#### 6.1 Progress against programme

DP confirmed we are in line with programme to date. Five sections of the plan had been reviewed. Second consultation report is on DDNP website. TH-W has completed production of infrastructure maps for each parish, links have been circulated prior to tonight's meeting. GNLP Reg.19 consultation period has started, closes 15<sup>th</sup> March.

#### 6.2 AECOM production programme for Strategic Environmental Assessment and Habitat

**Regulations Assessment:** confirmed 14<sup>th</sup> Jan that work has started on SEA, should be complete by 8<sup>th</sup> April. DP also confirmed that work has started on HRA, completed in 12 weeks, so due end of April (if screening indicates it is required).

- 6.3 **Updated timetable:** will be circulated. Contact tracker has been produced for all sites, NDHAs and LGSs, to log all contact with landowners. Reg 14 consultation takes us to August, and may require plan to be amended. It should then be reviewed Autumn 2021. Plan should be finalised for adoption in Spring 2022.

- 6.4 **Financial update** – Locality funding position, we have been successful in securing the third tranche of money. Next application due after this grant period ends on 31<sup>st</sup> March.
- 6.5 **GM** flagged concern about being overtaken by events with Scole sites that may have outline permission moving forward for development, thereby reducing the influence the DDNP can have over the local development. LC confirmed it was OK to have them included in the plan and be allocated but the examiner may take them out if work has started when the plan comes to be reviewed.

## 7 CCP update

- 7.1 **Progress with parishes' assessment of draft sections of the Plan:** The review of the sections is progressing well. The Growth section will be re-circulated, possibly with the Diss Renewal section.
- 7.2 **Update on housing allocation:** a table is now included, setting out indicative housing requirement, carried forward allocations, existing conditions and total allocations. It totals allocations/existing permissions for almost 1000 new homes across the DDNP area, the lion's share being in Diss (763). Text now drafted on each allocation, some specific points have been included in the policies for things that are 'must do's' for that developer, for example highway access, ecological improvements.
- 7.3 **Clarity on final selection of assets:** The landowner/assets tracker spreadsheet will be circulated, for a final check and then used to log landowners' correspondence. Completing this exercise is a must do for the reps.
- 7.4 **Linking into the SEA/HRA work:** AECOM need to see the current draft of the plan. That will be sent in the next week or so.

(SC-C left the meeting)

## 8 Addressing the impact of climate change within the DDNP

- 8.1 **DP:** should the DDNP include reference to climate change, and flooding in particular and if so, how? Rather than email correspondence, this meeting would be a good opportunity to air current thinking on this topic? **MT:** it has been pointed out that there wasn't a lot in the plan on climate change, however these issues are so embedded in strategic policy, there no real need to write it into the plan. Text regarding cycle paths, energy efficient housing, flood risk, etc. has been included. Policies are linked to climate change. CPP has come up with a statement to pull all that together to address climate change. One of the aims of the Plan will specifically reflect this.
- 8.2 The Gov't is proposing changes to the NPPF and some of those changes will be highlighted in the Plan. **GM:** Lord Dannatt has been chosen to chair the [Norfolk Strategic Flooding Alliance](#), (NSFA) a newly formed committee set up to coordinate efforts to tackle flooding in Norfolk. Scole PC has been asked to inform that committee. **SA** suggested a Q&A outlining the key issues in regular pieces. **GM:** Regardless of what national policies say, there is no funding to implement them. Scole is doing local work 'on the ground' to address issues such as flooding. Is this a way into addressing climate issues in the Plan? **RD:** Can we insist that national policies ARE addressed by local developers? It's positive, it's been raised, and we need to be talking about climate change at all planning levels. **RG:** at a macro level most people aren't interested in strategic policy, they are interested in how it impacts on them. There has been major flooding on the golf course, due to lack of dredging on the River Waveney. A local example of where Anglian Water is not fulfilling its duties. Cllr Minshull told the meeting that he was a member of the NSFA committee.

## 9 Steering Group Reps Section

- 9.1 Brome & Oakley:** Gave apologies for lateness on returning sections 5/6. Up to date on landowner contact with respect to LGS and dev sites. Unclear as to the extent to get positive confirmation from the landowner – do we need a written response from the landowner if a letter has been sent? **LC:** on LGS, we just need to make landowners aware and give them the opportunity to provide feedback. We just need to evidence that we've engaged with the landowner. Regarding development site allocations: because of the number of sites, we do need written confirmation that they understand what's going into the neighbourhood plan and what the implications are of having their site included. We will produce a template letter for them to 'tick'. **ACTION: LC:** requested a conversation with **RB/UH** about sites.
- 9.2 Burston & Shimpling:** **ACTION:** requested standard letter to contact site owners of LGS in Burston. Consultation has started today on the designation of a conservation area in the parish. Action: **AW** sent **LC** link to conservation area appraisals on SNC website.
- 9.3 Diss: ET** has contacted all LGS landowners. Had mixed reception and lessons have been learned. Have met with Adam Banham (Senior Planning Officer from GNLP) to discuss Frontier Site. A footpath has been removed from a policy, which would be a key school access route. Adam Banham will look to review this, plus some other details. A further meeting is arranged this week to progress this. Have made it clear to GNLP that whilst DDNP support the numbers we wouldn't support a planning application unless the footpath, which we see as essential, is included. A meeting with Pigeon Investment Management is planned, regarding developing the care home site on Nelson Rd. **SO** expressed concern at the reaction to recent communication with landowners informing them of the proposed LGS designation of their sites. **MT** confirmed that Reg 14 was the chance to give feedback that could affect the content of the Plan. It was agreed that there was much to learn about communicating, and it would inform future communication with landowners.
- 9.4 Palgrave:** Will use an article in the Palgrave Star to raise local awareness of DDNP. The relevance of the maps was queried: **DP** confirmed the maps were to show various categories of ecological infrastructure; we can assess proposals to look at maps to see practically what can be adapted/adopted to protect the local landscapes as they develop.
- 9.5 Roydon:** As reported, the Roydon reps have the owner's agreement to put forward site C opposite Roydon School for development. The availability of the Diss rugby ground as a possible reserve site is still undecided. A myth-busting article has been written in response to all the misinformation in the survey responses; how to use it is under consideration. Started with 17 local green spaces (LGSs); sent template letter to all the landowners. Final list of LGS reduced to 8. Not yet contacted the owners of non-designated heritage assets (NDHAs); that can happen when the spreadsheet goes out. Can the letter template be modified for NDHA owners? **DB** asked CCP to draft such a template letter.
- 9.6 Scole:** Waiting for confirmed list of NDHAs and LGSs; should be straightforward once spreadsheet is received. Got two sites whose landowners we have been in conversation with for some years – is it still necessary to contact them? **LC:** Yes – and standard letter was requested by GM. Discussion about McDonalds planning application.
- 9.7 Stuston:** NDHAs landowners letters requested. Planning application in by MacDonal'd's, for 12-metre totem that has impact on levels of light pollution. Do we want to comment on this as a SG? **RD/GM** to draft comment.

- 10 Response to GNLP Reg.19 consultation:** carried over
- 11 Comms strategy and actions for upcoming DDNP Reg.14 consultation:** carried over
- 12 The future of the DDNP:** carried over
- 13 Correspondence:** none that hadn't been covered during the meeting
- 14 Next regular meeting:** 15 March 2021

**Meeting finished: 9.51pm**

A handwritten signature in blue ink that reads "David M. Bevan". The signature is written in a cursive style with a large initial 'D'.

*15 March 2021*