

Diss & District Neighbourhood Plan Steering Group

MINUTES OF A MEETING held on Monday 15th June 2020 via Teams (online)

Lines in [blue and underscored](#) are clickable links to the document or website.

Present: David Burn (Chairman); Alison Wakeham (Burston & Shimpling); Eric Taylor & Simon Olander (Diss); Roger Broughton (Brome & Oakley); Steve Leigh & Roger Greenacre (Stuston), Neil Weston (Palgrave), Graham Moore & Dola Ward (Scole); Paul Curson & Jane Jennifer (Roydon); Dave Poulter (Working Group Lead); Stephanie Ayden (Project Officer); Mark Thompson & Louise Cornell (CCP Consultancy).

1. Chairman's opening remarks and formalities

- 1.1. DB welcomed the group to the second online meeting and was pleased to see such a good attendance.
- 1.2. SA volunteered to be note taker.

2. Apologies

- 2.1. Received from Ursula Halton (Brome & Oakley)

3. Minutes of 16th March 2020 meeting

- 3.1. The minutes were approved, subject to minor amendments to attendees list. Proposed ET, all in agreement. **Action:** DB to send signed PDF version of minutes to SA to upload to website. **COMPLETED**
- 3.2. Matters arising; IT monthly cost to SG was clarified, and applies to all devices operated by DTC, who also pay the same amount per device.

4. Minutes of 16th May 2020 (virtual) meeting

- 4.1. The minutes were approved, subject to minor amendments to attendees list. Proposed SL, all in agreement. **Action:** DB to send signed PDF version of minutes to SA to upload to website. **COMPLETED**

5. Declarations of interest

- 5.1. none

6. AOB [DB]

- 6.1. none

7. CCP update [LC/MT]

- 7.1. Parish reports/ working group outputs: It was confirmed by LC that Parish Reports for Diss, Brome & Oakley, Roydon, Palgrave and Scole had been circulated and were now with the Parish Councils for initial feedback. This was required by the end of June at the latest. The remaining reports, i.e. Stuston and Burston & Shimpling were being worked on. It was flagged that there were currently a large number of Local Green Space (LGS) sites identified. This was a concern as LGS need to be 'demonstrably special' and real evidence is required. There's a risk of having the entire LGS policy struck out by the examiner if it's felt the inclusion of such a large number was anti-development. CCP will guide each parish on which LGS are strong candidates for inclusion. Stuston Common is 62ha in size, and already has a level of protection but further research would be undertaken.
- 7.2. Landowners are a key stakeholder group that will be consulted on shortly, prior to the public consultation planned to start 20 July 2020. **Action:** SG reps to notify landowners who have possible LGS sites within their parish of the forthcoming

consultation, and invite their feedback. A standard letter will be provided with further information available on the website.

- 7.3. Diss site allocations were discussed, along with the implications of the extra care housing site (Diss 8) on achieving the overall number of 400 homes. MT confirmed he'd raised this with Mike Burrell (who is the Greater Norwich Local Plan's Planning Policy Team Manager) for clarification. **Action:** MT to further clarify with Adam Banham. It was agreed **not** to undertake a call for sites at the present time unless we cannot get the required numbers for Diss.
 - 7.4. Options for South Norfolk village allocations were discussed. **Action:** It was agreed that each steering group rep would give their allocations preference directly to CCP. **Action:** NW to provide evidence specific to Palgrave regarding identifying and protecting a strategic gap between the parish, i.e. Denmark Hill, and Diss. **COMPLETED**
Action: LC to produce a map of potential strategic gaps as part of a likely 'Non-Coalescence Policy' in the Plan. **COMPLETED**
 - 7.5. Affordable housing/social housing allocations – options could be explored in the forthcoming community survey for the Mid-Suffolk parishes.
 - 7.6. The forthcoming public consultation on issues and options was discussed, with costs being confirmed for production and circulation of a postcard to raise awareness of the questionnaire and encourage completion. Clerks had been helpful in agreeing to print hard copies on request for those unable to complete online. A further £1000 grant is available on top of the £9000 available to parishes to support extra consultation costs due to Covid-19.
 - 7.7. The revised *Terms of Reference* document was discussed. **Action:** DB to circulate it to Parish Clerks in good time for inclusion on next meeting with the aim of confirming authority to vote on behalf of Parish on DDNPSG . **COMPLETED**
8. Next regular meeting: This has been bought forward a week, to 13 July 2020, to allow time for final review of consultation.

The meeting closed at 8.50pm.



21 September 2020