

Diss & District Neighbourhood Plan Steering Group

**MINUTES OF A MEETING held on
Monday 15th March 2021 at 7.30pm
online**

Present:

David Burn (Chairman), Eric Taylor, Simon Olander (Diss), Alison Wakeham (Burston & Shimpling), Paul Curson, Jane Jennifer and Trevor Ault (Roydon), Rebecca Dingle (Palgrave), Steve Leigh (Stuston) Roger Broughton (Brome & Oakley), Graham Moore, Dola Ward (Scole), Louise Cornell & Mark Thompson (CCP consultancy), Dave Poulter (Project Manager), Stephanie Ayden (Project Officer), Guest: Cllr Graham Minshull, District Cllr for Diss and Roydon Ward;

1 Chairman's opening remarks and formalities

1.1 Welcomed the Group and introduced SNC Cllr Graham Minshull, who was a driving force in the early days of the DDNP when he was a member of DTC.

1.2 Stephanie Ayden volunteered as note-taker.

2 Apologies for absence

2.1 Apologies had been received and accepted from Sharon Cousins Clarke (Palgrave) and Roger Greenacre (Stuston).

2.2 There were no other apologies.

3 Declarations of interest: none 4 Planning application on land behind the Thatchers Needle in Diss

4.1 The potential impact on DDNP housing allocation for this, plus a second application on Walcot Hall Meadow which had recently been received by Diss Town Council, was discussed at length. The challenges of trying to develop a neighbourhood plan which was allocating sites in the context of the Local Plan (the GNLP) and South Norfolk Council's ability to share information on planning applications received was aired by the steering group. A workable solution did need to be found in order to keep the project plan on track.

4.2 Cllr Graham Minshull confirmed he was happy to be the contact point between DDNP and SNC. Whilst he supported the DDNP and understood the frustrations around planning applications being received at this point in the DDNP process, SNC couldn't legally share information regarding planning applications with the DDNP steering group until the Plan had been formally adopted, which wasn't going to happen until 2022. The local plan and the DDNP couldn't 'mesh together' until that point had been reached.

4.3 The need for the Steering Group to decide whether or not to allocate the land behind Thatchers Needle was discussed. It's not on the DDNP shortlist of allocations, nor is there an allocation on that site in the GNLP, and as the SEA/HRA are underway a decision needs to be taken about potentially allocating it for residential housing in the DDNP.

4.4 SO confirmed the reason the SG hasn't considered other development proposals on that site is that DTC is in dialogue with SNC and NCC about possible leisure provision on it.

4.5 Cllr GM advised that if the DDNP wanted that site for leisure use, then include it the Plan for a leisure use so that it's designated as a preferred leisure site. This is especially pertinent as upgrading Diss Leisure Centre is probably now on hold for several more years.

4.6 The group discussed how can we overcome this problem and strengthen dialogue. Cllr GM confirmed he was happy to attend future meetings. **Action:** Cllr GM would try to arrange for a senior planning officer to attend. Maybe have Phil Courtier attend quarterly?

5 Pre-submission Draft GNLP Reg 19 consultation

5.1 DP: The only point to respond to on policies was regarding pedestrian access to Frontier Site. We are in close discussion and will be responding to say we want to see an agreed footpath solution to the front of the Frontier site. New deadline date is 5pm on 22 March.

(20:53 Cllr GM left the meeting)

5.2 Authoring of response: leave it to DTC reps to draft and submit.

6 Minutes of previous meeting

6.1 Approval: The Minutes of the meeting held on 15-Feb-2021 were agreed unanimously.

Action: DB to pass approved PDF to Project Officer for publication to www.ddnp.info

COMPLETED 6.2

Matters Arising:

6.2.1 MINUTE 9.1: has LC had conversation with RB/UH regards engagement with landowners of development site allocations? **Action:** LC confirmed ongoing dialogue continues.

6.2.2 MINUTE 9.7: RD/GM drafting of objection to McDonalds' 12 metre totem application adjacent to Stuston roundabout. **COMPLETED**

7 Project Management Team update

7.1 Progress against programme: in line with programme, all sections of draft have been reviewed. A month has been added onto timetable to allow 28 days for the referendum, so DDNP now forecast to be ready for adoption by LAs in April 2022.

7.2 AECOM update on progress with SEA and HRA: CCP provided AECOM with DDNP outline draft. Consultation on scoping document should be finished in next five weeks.

Preparation of Habitat Regulations Assessment is underway. LC confirmed that AECOM are on target to meet their own target. **Action:** ET to follow up with AECOM

7.3 Template letters (NDHA, LGS, Dev site allocation, reply to respondents): LGS and NDHA templates had been circulated to SG reps. MT confirmed he had spoken with SNC who had advised that when the submission version of the Plan has been finalised, landowners will need to give formal agreement to their sites being allocated in accordance with the policy in the Plan. Such letters will be required at the examination stage to confirm the sites' deliverability. DB advised it would be best to print and hand deliver these first round of letters if possible. The SG unanimously approved the LGS and NDHA template letters. RB asked if we might use a single collective contact for the assets owned by the churches. The decision was to submit letters to the local PCC with request to forward to the diocese if necessary.

7.4 Logging correspondence (SA's matrix and procedure): the Steering Group had been supplied with a spreadsheet showing all the sites/assets and were given instructions as to completion.

7.5 Publicity

7.5.1 Diss Matters: briefly considered under agenda item 9.

7.5.2 Website introduction: briefly considered under agenda item 9.

8 CCP update

8.1 The SG representatives were reminded of the importance of the need for LGS that had been put forward for inclusion to meet the national criteria. They were asked to check the evidence documents that had been circulated to ensure the proposed sites were sufficiently compliant.

8.2 LC confirmed she was waiting on comments from NCC on the highways aspects of the proposed development site allocations. Depending on what they say we may have to discuss with landowners or look at adjusting some of our allocations.

9 Communication strategy

9.1 Various ideas and topics were put forward to form the basis of communications both on the website and in the forthcoming *Diss Matters* newsletter.

10 Steering Group reps section

10.1 Brome & Oakley (RB): Conversations are ongoing regarding landowner's plans for developing the Ivy House farmyard site allocation.

10.2 Burston & Shimpling (AW): The consultation on the draft Burston conservation area appraisal ends today and will be discussed with SNC officer Chris Bennett at the parish council meeting tomorrow (16 March).

10.3 Diss (SO/ET): Nothing to report.

10.4 Palgrave (RD): Presently putting together a response to the KFC/Starbucks planning application in Stuston. All quiet in Palgrave.

10.5 Roydon (PC/JJ/TA): Diss Rugby Club no longer available as a reserve site allocation. JJ asked if DIS003 will be shown as a GNLP carried-forward site in Roydon. **Action:** LC to check and feed back to SA.

10.6 Scole (GM/DW): No update. Objection to KFC/Starbucks application ready to be released.

10.7 Stuston (SL) Working on response to KFC/Starbucks application

11 Correspondence (DB)

11.1 No correspondence requiring discussion at the meeting had been received.

The next meeting was confirmed as 19 April 2021.

The meeting ended at 10.02pm.

