

## Diss & District Neighbourhood Plan Steering Group

### MINUTES OF A MEETING

held on Tuesday 28<sup>th</sup> May 2019

at 7pm in the Meeting Room at Diss Youth & Community Centre.

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

**Present:** David Burn (Steering Group Chairman and District Cllr), Jessica Fleming (County Cllr SCC), Simon Olander (Diss TC), Eric Taylor (Diss TC), Graham Moore (Scole PC), Steve Leigh (Stuston PM), Tom Pace (Brome & Oakley PC Palgrave Ward), Alison Wakeham (Burston & Shimpling PC), Sharon Cousins-Clarke (Palgrave PC), Stephanie Ayden (Project Officer) and Steven Bainbridge (Parker Planning Services (PPS))

#### 1. Chairman's opening remarks:

1.1. DB welcomed Sharon Cousins-Clarke, the new DDNPSG representative for Palgrave, and Steven Bainbridge of Parker Planning (PPS).

#### 2. Apologies:

2.1. Apologies received and accepted from Neil Weston (Palgrave PC), Paul Curson (Roydon PC) and Ursula Halton (Brome & Oakley PC).

#### 3. Minutes:

3.1. The Minutes of the meeting held on 15th April 2019 were agreed, without amendment, and were signed by the chairman after the meeting. Proposed by UH, seconded by GM. These should be published alongside the March minutes on the website. **ACTION AW**

#### 4. AOB:

4.1. SO updated the SG on a meeting with the agent for the proposed Parish Fields development, regarding public consultation. It was agreed to put this item on the June Agenda. **ACTION SA**

#### 5. Application to *Locality* for technical support:

5.1. Thanks were given to ET for circulating the Housing Needs Assessment (HNA) produced by AECOM, and currently with the DDNPSG for comment.

5.2. ET updated the SG on site assessments and a discussion followed around the feasibility of carrying out a call for sites. SB (PPS) indicated this may not be necessary as the local authority call for sites should be sufficient for the Evidence Base. ET observed that the Greater Norwich Local Plan was not accepting sites below 30 properties. JF queried if a call for smaller sites may be productive. SB commented that a criteria-based policy supporting smaller sites (0.25 hectares or less) could be drafted as a potential solution.

5.3. ET confirmed he had met with two AECOM consultants about producing a Design Plan.

5.4. The HNA was seen by the SG as largely an interim document, and when progress is made with other documents and relevant information, specifically from Mid-Suffolk, is received it would need updating. It was agreed to forward a copy to SB at PPS **ACTION SA**

## 6. Pigeon Investment Management

- 6.1. It was agreed that the SG is not in a position to divulge constraints in the area. Sarah Richards, DTC Clerk was responding, and it was agreed SO would look at responding on behalf of the SG **ACTION SO**

## 7. South side of Park Road, Diss

- 7.1. SO and SA to set up a meeting on 11 June at the DTC offices to discuss the mechanics of setting up a workshop with stakeholders. **ACTION SA/SO**

## 8. EYE Neighbourhood Plan

- 8.1. It was agreed to put in a response to this Neighbourhood Plan which is currently out for consultation 22<sup>nd</sup> May to 5<sup>th</sup> July <http://www.eyesuffolk.org/town-council/neighbourhood-plan/>. DB asked all members to read the plan to inform a discussion on the SG response at the June meeting.

## 9. McDonalds planning application

- 9.1. DB updated the SG that this would be determined at the 12<sup>th</sup> June 2019 MSDC Development Control Committee meeting. He indicated that resolving reported power issues to the site was an equally important potential issue.

## 10. Scoping the SG's working relationship with Parker Planning Services

- 10.1. To ensure funds are available for commissioning PPS, the SG needs to progress the bid for Locality funding. It was anticipated that SA would put in the bid on the SG's behalf once details on proposed forthcoming activities and associated costs were confirmed. ET has copies of his application forms to Locality for technical support and will make these available to SA for information: they are very similar to those that will be needed for a funding application It was confirmed that two grants can be applied for, totalling up to £17,000.  
<https://neighbourhoodplanning.org/about/grant-funding/>
- 10.2. DB observed that there was a lot of work needed prior to working with PPS. He invited SB to outline what, at this early stage, he anticipated as the next steps. SB confirmed that he could review the activities undertaken to date, highlight local issues emerging, venture an outline neighbourhood plan structure, make recommendations on planning aims, issues and objectives that may not be actual policies, review evidence etc with an eye to basic conditions, provide a time line and programme of work, and delegate out to the SG.
- 10.3. GM was invited to outline what had been covered so far, and it was agreed to pass over the draft Project Plan that he had developed to SB and SA as it could, at the very least, provide some useful policy headings. **ACTION GM**
- 10.4. It was formally agreed to instruct PPS to send a fee letter for this review stage by the next meeting. Proposed GM, seconded AW. **ACTION SA**

## 11. Introducing new representatives to the SG

- 11.1. DB invited new SG member Sharon Cousins-Clarke to describe how her professional skills and interests might be of help in developing the DDNP. Sharon gave some details of her current position working as an economist for Norwich City Council. Her skills and experience were recognised by the other members of the SG as highly relevant to its work and very much welcomed her to its ranks.
- 11.2. DB observed that the SG will very soon need to have working groups in specific places, and work needed to get underway defining roles and tasks. How to attract and retain potential volunteers was also discussed.

## 12. Other administrative matters

- 12.1. It was felt that the SG would benefit from a member of the South Norfolk Council planning team attending future meetings as appropriate. There was some discussion on the desirability of the DDNP area's South Norfolk Council ward members and Suffolk County Council division members attending SG meetings. A comprehensive, up-to-date contact list is needed.
- 12.2. SA confirmed her new email for the SG to use going forward as [ddnp@diss.gov.uk](mailto:ddnp@diss.gov.uk).
- 12.3. She would circulate a link to the recent set of workshops delivered by BDC and SNC for the information of the SG. **ACTION SA**
- 12.4. As part of the preparation for a communications and engagement strategy, SA would work with the SG to co-compile a central database of contacts and key stakeholders. A link to this would be circulated for each member of the SG to update. **ACTION SA**

**Next meeting – The next meeting of the Steering Group is scheduled for 17<sup>th</sup> June 2019.  
The meeting closed at 21:00**



17<sup>th</sup> June 2019