

Diss & District Neighbourhood Plan Steering Group

Minutes of a meeting

Held on 18th November 2019

At 7pm in the Meeting Room at Diss & Community Centre

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

Present: David Burn (Steering Group Chairman and Mid Suffolk District Cllr, Palgrave Ward), Eric Taylor and Simon Olander (Diss TC), Alison Wakeham (Burston & Shimpling PC), Tom Pace (Brome & Oakley PC), Roger Greenacre (Stuston PM), Paul Curson (Roydon PC), Graham Moore (Scole PC), Sharon Cousins-Clarke (Palgrave PC), Stephanie Ayden (Project Officer).

1. Chairman's opening remarks

1.1. Apologies received from Steve Leigh (Stuston PM), Jane Jennifer (Roydon PC), Neil Weston (Palgrave PC), Ursula Halton (Brome & Oakley PC).

2. Minutes of 21 October 19 meeting

2.1. Approved: **DB to forward to AW for uploading to website.**

2.2. No matters arising

3. AOB Members opportunity to introduce items for discussion not on the agenda

3.1. None

4. Working with *Collective Community Planning*

4.1. DB confirmed Collective Community Planning had been appointed by Diss Town Council and their work would get underway following receipt of Locality funding.

5. AECOM technical support:

5.1. The final version of the *Design* Guide is imminent. The *Sites Assessment* is in the final stages of approval. Both will be shared with CCP Consultants and uploaded to the website as soon as possible. The Group thanked ET for his work in this area.

6. South side of Park Road Stakeholders Event

6.1. SO updated the group on a recent meeting between Diss Town Council and officers from South Norfolk Council and Norfolk County Council regarding the future of the site. The officers were happy to include DTC's ideas for the site, alongside other options that are being considered by SNC for the location of council services. An options report from SNC is expected in Feb/Mar 2020. Planning the stakeholder event will be deferred until then.

7. Designation of Local Green Space

7.1. Steering Group members saw examples from other Councils on approaching this aspect of neighbourhood planning. **ACTION: all steering group members will begin identifying potential 'Local Green Spaces' in their respective areas and report back at the December meeting.**

8. Planning application for motel in Stuston

8.1. This application was discussed, and concerns of local people were noted. It was resolved that the SG should submit a representation supporting Stuston Parish Meeting's objection to the application. **ACTION: DB to submit rep to MSDC.**

9. Increasing the use and value of the DDNP website

9.1. A quote had been secured to host and rebuild the current website. This was approved by the steering group subject to Locality funding being successfully secured.

10. Populating our contacts databases

10.1. Steering Group members had started noting useful local organisations/contacts in order to populate the stakeholder database.

11. Developing a communications strategy

11.1. Identifying key stakeholders is underway, and ensuring a robust online presence is also being addressed so the group can engage and communicate with both stakeholders and the local communities included in the Plan. It will also be utilised when attracting volunteer members to join the working group. This is ongoing work in progress. **ACTION: SA to report back on progress at December's meeting.**

12. Value and use of SharePoint as a confidential document storage system

12.1. Most of the steering group had successfully accessed SharePoint. For some, it was a useful alternative to downloading when needing to view large documents.

13. DDNPSG Governance Review

13.1. This was discussed and it was agreed that as the work was gathering pace, it was a good opportunity to review the Governance document originally adopted in 2017. **ACTION: GM and PC will review the current Governance document and aim to report back to the Group at December's meeting with suggested improvements.**

13.2. Governance vs Terms of Reference?

It was agreed that the review should be taken as an opportunity to simplify the existing document wherever possible.

13.3. Delegated authority of SG members.

DB pointed out that it is necessary for all representatives on the SG to have been formally authorised by the parent parish council to act in that capacity and to have been given delegated authority to create and deliver the DDNP on behalf of the communities they represent. Furthermore it is necessary for the SG to be able to evidence those authorisations by reference to the parish council minute in which they are recorded. **ACTION: All SG reps to supply SA with details of minutes, as described above.**

14. DDNPSG meetings venue

14.1. It was agreed to remain at the Diss Community Centre for future meetings, but to utilise the larger room next to the one we currently use if the need arose.

15. Parish Fields Friends contact: DB has received an e-mail from Jim Bootman, a Parish Fields Friend committee member requesting a meeting with the SG in order present evidence in support of designating PF as Local Green Space. **ACTION: DB to send holding response and explain Working Group concept.**

16. Next regular meetings: 16 Dec 2019; 20 Jan 2020; 17 Feb 2020

The meeting closed at 9.10pm

A handwritten signature in black ink, appearing to read "David M. Beum". The signature is written in a cursive style with a large initial 'D'.

16 December 2019