

Diss & District Neighbourhood Plan Steering Group

MINUTES OF A MEETING

held on Monday 21st September 2020

via Zoom (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 and Dave Poulter (Diss), Ursula Halton and Roger Broughton (Brome & Oakley), Steve Leigh (Stuston), Neil Weston and Sharon Cousins-Clarke (Palgrave), Graham Moore and Dola Ward (Scole), Paul Curson, Jane Jennifer and Trevor Ault (Roydon); Stephanie Ayden (Project Officer), Mark Thompson and Louise Cornell (CCP Consultancy)

1 Chairman's opening remarks and formalities

- 1.1 The chair welcomed the Group and opened the meeting.
- 1.2 Minutes taken by SA (Project Officer).

2 Apologies received

- 2.1 Apologies received Roger Greenacre (Stuston).

3 Minutes of 15-Jun-20 for approval

- 3.1 The minutes were approved without amendment **ACTION: DB to sign and pass PDFs to SA for publication to www.ddnp.info COMPLETED**
- 3.2 There were no matters arising not covered elsewhere in this agenda.

4 Minutes of 6-Jul-20, 13-Jul-20 and 17-Aug-20 were approved

- 4.1 The minutes were approved without amendment **ACTION: DB to sign and pass PDFs to SA for publication to www.ddnp.info COMPLETED**
- 4.2 There were no matters arising not covered elsewhere in this agenda.

5 Declaration of interest

- 5.1 A pecuniary interest was declared by Roger Broughton (Brome & Oakley) regarding a potential new site coming forward that bordered his property.

6 AOB

- 6.1 No members introduced items for urgent discussion not on the agenda.

7 Palgrave Parish Council

- 7.1 NW confirmed that the motion proposed at Palgrave PC's September meeting to withdraw from the DDNP had been carried on a majority decision.
- 7.2 SG members asked a number of questions for clarification, most of which could not be answered until NW, as chairman of Palgrave PC, had completed his investigations into the many ramifications of the decision.
- 7.3 DB summarised the position and suggested that that the progress of the DDNP should continue until and unless further action became necessary if indicated following NW's investigations. If the need arose before the next SG meeting an extraordinary meeting could be called. In the meantime it was considered prudent to be prepared for any press enquiry by having a short statement ready. **ACTION: DP to draft a statement and seek DB's OK for wider circulation COMPLETED**

8 Allocation of Project Manager role

- 8.1 DB outlined how the work of the Project Officer was changing in light of the progress of the plan. As was always the intention, the PO's role should focus on delivering projects as required by the development of the NP, and would move away from administration tasks.

- 8.1.1 Given the complexity of the current stage of the Plan's development, and the number of people involved, the need for a central point of contact for SG communications was highlighted. DB confirmed he would now operate as the main channel through which ALL email communications to the consultants or the project officer on steering group matters should be directed. He would respond/redirect the email as required.
- 8.1.2 JJ requested clarification on the 'post room operative' role now to be taken by DB, who confirmed that SG members were NOT to contact MC/LC directly, nor SA. Members were also requested not to contact Mid Suffolk District Council/South Norfolk Council directly on steering group matters.
- 8.1.3 It was also felt that the Plan was now at a stage where the input of a skilled Project Manager would be of benefit. Given his professional experience, which no doubt came in useful when he very successfully co-ordinated the Working Group volunteers earlier in the year, Dave Poulter seemed the obvious choice. DB had suggested the idea to Dave and he had accepted. All Group members indicated their approval.
- 8.2 DP then addressed the Group and outlined his experience in project management. He went on to explain how he would approach the job.
 - 8.2.1 He was now putting a basic project plan in place, with the immediate need of finalising each parish's list of assets and proposed sites (where applicable).
 - 8.2.2 Landowners would need to be contacted/consulted with as part of this.
 - 8.2.3 A second, focussed public consultation would then need to be organised.
 - 8.2.4 In connection with this phase of the work, Louise Cornell (consultant CPP) pointed out that the SG would need to consider the findings of the recent 'Issues & Options' reports and to make a further and final selection. Further, comments supporting the selection would be needed for the evidence base and SG members should submit them direct to Louise. **ACTION: SG reps to comment/review/sign off their local community assets 'ratings' and feed back to CCP/DP by Friday, 2 October in readiness for the next DDNPSG meeting 19 October**
 - 8.2.5 DP finished his presentation by confirming that the insights the individual SG members could share would be welcomed as this would help in the development of the final Plan, which needed to fit into the GNLP timetable.

9 Assessment of additional sites by AECOM

- 9.1 Verbal report on progress shortlisting possible new site allocations: MT, LC and ET are leading on this.
 - 9.1.1 Sites are coming forward – currently 18 in Diss, Roydon, Scole and Brome & Oakley. New sites had also come forward in Palgrave, but they weren't currently being explored in light of community feedback on future development, and the recent events noted in item 7 of these minutes.
 - 9.1.2 LC confirmed the need to consider/assess these additional sites and to go out to consultation again. Landowners would be included in this second consultation. AECOM will use the same approach as before (red/amber/green rating).
 - 9.1.3 The SG would make the final selection of sites to consult on. It would be a two-week consultation; this timeframe is to ensure the Plan's development stays in line with the GNLP timetable.
 - 9.1.4 AW (Burston & Shimpling) highlighted the local concerns about estate type developments on the edge of the village. LC confirmed the plan could decide to allocate on smaller sites. **ACTION: AW/LC to meet to discuss this further**

[Steve Leigh (Stuston) left the meeting at this point, 8.55pm]

- 9.1.5 The extra funding from AECOM to do a further site assessment exercise was confirmed, and two consultants were due to have an 'inception meeting' on 23 September. Time frame to be confirmed, but hoping for a mid-October deadline. Photos of the newly put forward sites will be needed.

9.1.6 SO and ET meeting with SNC 23 Sept to discuss Diss Leisure Centre site position.

ACTION: SO/ET to update CCP on above item; **ACTION: ET** to brief the project officer on requirements for site photos

9.2 Discussion on carrying out actions detailed in 15 June 2020 minutes item 7.4

9.2.1 LC confirmed she had discussed views with NW as opposed to the strategic gap between Palgrave and Diss.

9.3 To consider procedure for carrying out localised consultation on additional sites: **DEFERRED**

9.4 Any other CCP business – none

10 Courtesy notices to land and other asset owners

10.1 JJ asked for clarification regards contacting owners. Agreed that LC would contact Dave/David once there is a shortlist of NDHAs. **ACTION: DB** to liaise with SA to go through community assets and identify who's to be notified, as a courtesy; **ACTION: LC** to pass to shortlisted assets to DB/DP

11 Project officer's update

11.1 Clarification was sought on how and when the results from the first consultation will be shared to the public and key stakeholders.

12 Correspondence

12.1 'Trees and Hedgerows' initiative from Babergh and Mid Suffolk District Council's Public Realm Manager, received from Brome & Oakley PC and shared with SG:

12.1.1 MT confirmed that if it could be justified, and the South Norfolk parishes in the Plan were willing to support it, it could be part of the final Plan, which included an Ecological Network section.

12.1.2 MT confirmed he will be speaking to the Suffolk counterpart and had already been approached by the Norfolk Wildlife Trust regarding the Claylands project. This project will involve mapping an ecological network based on existing habitats with a view to improving the corridors that make up the network. The SG agreed that this should feature in the NP. **ACTION: MT** to make contact with Cllr Fleming, MSDC's Cabinet Member for the Environment, to further the conversation

The meeting closed at 9.30pm

The next regular meeting (online): 19 October 2020 [later deferred for one week]



26 October 2020