

Diss & District Neighbourhood Plan Steering Group

Minutes of a meeting

Held on 21 October 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 Dave Poulter (Diss TC), Alison Wakeham (Burston & Shimpling PC), Tom Pace (Brome & Oakley PC), Graham Moore and Dola Ward (Scole PC), Neil Weston (Palgrave PC), Stephanie Ayden (Project Officer).

1. Chairman's opening remarks

1.1. Apologies received from Simon Olander (Diss TC), Steve Leigh and Roger Greenacre (Stuston PM), Jane Jennifer and Paul Curson (Roydon PC), Sharon Cousins-Clarke (Palgrave PC), Ursula Halton (Brome & Oakley PC), Jessica Fleming (SCC).

2. Minutes of 16-Sep-19 meeting

2.1. Approved, subject to a small revision on AOB 6.1. **Action: SA to make amendments and forward to DB for sign off. DB to forward to AW for uploading to website.**

2.2. Matters arising

2.2.1. Item 4.1: DB confirmed that [Collective Community Planning Ltd](#) had been informed of decision to appoint. **Action: DP to liaise with Town Clerk regards drawing up a Letter of Appointment; SA to confirm CCP's attendance at the November meeting.**

2.2.2. Item 4.2: SA/SO to locate previously assembled contact list of volunteer experts. SA confirmed this had been located and forwarded to SO. **Action: clarification to be sought from Town Clerk regards GDPR compliance.**

2.2.3. Item 5.1: DB confirmed signed July and August minutes sent to AW for website.

2.2.4. Item 6.1: DB confirmed he'd responded to Brian Falk (former Heritage Triangle Trust director).

2.2.5. Item 6.2: DB confirmed he'd responded to Deborah Sarson and a meeting had been arranged for Tuesday 22nd October to begin quantifying the likely cost/agree actions for the proposed south side of Park Road stakeholder event.

2.2.6. Item 7.1: SA confirmed information was now to hand to begin the grant bid to *Locality* funding application to cover consultancy fees and other identified costs. **Action: SA to secure a quote for website development plus anticipated costs of south side of Park Road event, when available, for inclusion.**

2.2.7. Item 8.1: SA was awaiting guidance from CCP on call-for-sites procedure, but the group discussed the pros/cons of undertaking such an exercise. If, following input from CCP, it was agreed to hold a 'call for sites', then the

criteria needed to be agreed, most likely the SG would replicate the AECOM criteria used in their site options assessment report.

It was noted that allocating sites (particularly in Diss) could offer a degree of protection from speculative development planning applications. ***carried over***

2.2.8. Item 9.1 – SA had started compiling the stakeholder list for events and other communications. A simple form had been circulated to the SG requesting local information on each parish. **Action: SA to gather in forms by next month's meeting, and upload information to the Stakeholder database that is hosted on SharePoint.**

3. AOB Members opportunity to introduce items for discussion not on the agenda
 - 3.1. ET raised the Parish Fields issue; DB explained that the SG did not have to wait for a planning application to be lodged in order to reach a decision on the designation. An evaluation of all potential local green spaces in the Plan area will be undertaken in due course.
4. Working with *Collective Community Planning*
 - 4.1. Once a Letter of Appointment/Contract had been agreed and signed, the SG were keen for the consultants to provide a strong lead, particularly in setting up Working Groups.
5. AECOM technical support: verbal update ET
 - 5.1. Site options assessment: AECOM were making the final amendments to the document and it would be back with the SG shortly
 - 5.2. Design Guidelines: AECOM had circulated the final version, and it had gone to Locality's Internal Auditor for review.
 - 5.3. Once both these documents had been finalised, they would be uploaded to the website
6. South side of Park Road Stakeholders Event
 - 6.1. following the meeting on 20th Sept between the Town Clerk Sarah Richards, DTC's Simon Olander, DDNPSG Chairman David Burn and DDNPSG Project Officer Stephanie Ayden, the Town Clerk had contacted South Norfolk Council with a view to arranging a meeting to establish a common understanding on possible future development.
 - 6.2. A meeting (see item 2.2.5) took place on 22 October to scope out the requirements for the stakeholder event **Action: SO to give progress update at the November meeting**
7. **Populating our contacts databases (ref SA e-mail of 17-Oct)**
 - 7.1. General Data Protection Regulation considerations would be checked with the DTC data compliance officer.
 - 7.2. Populating the stakeholder/general database was underway with SG members identifying key contacts in their parishes. This would enable targeted

communications to get underway as the project gathered pace and raise the profile/public engagement activities of the Plan.

- 7.3. Establishing a Working Group database to help facilitate evidence gathering for the Plan was discussed. It was agreed to seek guidance directly from CCP on the best way to approach this. **Action: SA to inform CCP on this action, in readiness for November's meeting**
8. Increasing the use and value of the DDNP website (ref SA e-mail of 17-Oct): **carried over**
9. Developing a communications strategy [SA/DB]: **carried over**
10. **Value and use of SharePoint as a confidential document storage system**
 - 10.1. Almost all the SG members had accessed the SharePoint site. It was agreed that it would be a useful way to work more collaboratively. **Action: SA to check with those who didn't have access.**
 - 10.2. SG members were asked to send SA their broadband speeds to ensure large documents could be downloaded **Action: SA to collate information for November's meeting**
11. **DDNPSG Governance Review carried over**
12. **DDNPSG meetings venue [DB]: carried over**
13. **DDNPSG 'who's who' profiles and photos for the website: carried over**
14. **Next regular meetings: 18-Nov-19 and 19-Dec-19**

The meeting closed at 9.10pm



18 November 2019