

Diss & District Neighbourhood Plan Steering Group

MINUTES OF A MEETING

held on Monday 18th January 2021

at 7.30pm online

Present:

Attendees: David Burn (Chairman), Eric Taylor & Simon Olander (Diss), Steve Leigh (Stuston), Alison Wakeham (Burstons & Shimpling), Paul Curson, Jane Jennifer and Trevor Ault (Roydon), Sharon Cousins-Clarke & Rebecca Dingle (Palgrave), Roger Broughton & Ursula Halton (Brome & Oakley), Graham Moore (Scole), Louise Cornell & Mark Thompson (CCP consultancy), Dave Poulter (Project Manager), Stephanie Ayden (Project Officer).

1 Chairman's opening remarks and formalities

- 1.1 Welcomed the Group and opened the meeting.
- 1.2 Stephanie Ayden volunteered as note-taker.

2 Apologies and introductions;

- 2.1 Apologies were received and accepted from Dola Ward (Scole), and Roger Greenacre (Stuston).

3 Minutes of previous meeting:

- 3.1 Subject to the addition of Dave Poulter and Trevor Ault to the list of attendees, the minutes of the meeting held on 21-Dec-20 were agreed unanimously. **Action: DB** to pass approved PDF to Project Officer for publication to www.ddnp.info **COMPLETED**
- 3.2 Matters Arising:
 - 3.2.1 *MINUTE 3.2.1*: LC confirmed she was satisfied with info received regarding the cycling map.
Action: LC would liaise specifically with Roydon reps in due course. Regarding the Frenze SSSI, LC had not been able to see it on any national databases.
Action: GM had checked, but no further info on the site had been found, so it was agreed to presume Frenze Beck was not considered a SSSI.
 - 3.2.2 *MINUTE 3.2.2*: Meeting with key SNC and MSDC members and officers:
Action: DB confirmed he'd emailed all attendees for a date; yet to receive some responses. MSDC were happy to attend.
 - 3.2.3 *MINUTE 6.8*: LC confirmed she had sent to Mark Heazle (Leisure Business Development Manager, SNC) updated text from the draft Plan on leisure provision in Diss.
 - 3.2.4 *MINUTE 7.6*: SA confirmed she'd sent the 'important views' templates to RD

4 Declarations of interest: none declared.

5 AOB : SO raised the issue of flooding and asked if it would/could be added to the Plan given the impact of recent local flooding events that impacted on parishes within the DDNP area.

6 Project Management Team Update – Dave Poulter

- 6.1 **Strategic Environmental Assessment** (SEA) production (Scoping Report and full document) activity and programme from AECOM: It was agreed that ET would liaise with Locality in order to ask AECOM to undertake this piece of work. **Action:** ET to contact Locality and subsequently advise Proj. Management WG of proposed programme for completion of the SEA.

- 6.2 Habitat Regulations Assessment (HRA)** Screening Assessment Activity and programme from AECOM: It was agreed that ET would liaise with Locality in order to ask AECOM to undertake this piece of work. **Action:** ET to contact Locality and subsequently advise Proj. Management WG of proposed programme for completion of the HRA Screening Assessment and completion of the HRA itself if required.
- 6.3 Financial information update:** – Locality grant funding position. SA is preparing a third bid to Locality for further funding to cover costs to the end of March 2021. A fourth grant application will be made to Locality in April for the remaining funds that should be available to support the production of the final DDNP. Parish payments were also being received, with thanks.
- 6.4 Conclusions on allocation of the Frontier site Diss:** Contrary to the original understanding, which had allowed the DDNP to allocate this brownfield site, it will now be retained as an allocation in the GNLP. DTC had been planning for 120 dwellings on the site but its capacity in the GNLP was originally to be set at 200. Following negotiations a reduced number of 150 homes has now been agreed. The site can be included in the DDNP, but it will be explained in the text that it is a ‘carried over’ site, meaning that any control we might have been able to exercise over its delivery has been taken over by SNC. There are other such carried over sites in the GNLP that affect other Norfolk parishes.
- 6.5 Employment allocations/carried forward allocations/GNLP allocation numbers:** CCP should ensure that the DDNP includes details of all carried forward allocations for both housing and employment. LC suggested this be picked up at the LPA’s meeting that is being planned. The only recourse open to the Steering Group is to make comment at the GNLP Reg 19 consultation. **Action: CCP to advise.** (Note: Mark has emailed on this). **Action:** add this item as an agenda point for next meeting (DB/DP)
- 6.6 Request for delegated authority to make lower level executive decisions:** The need to balance timely publication of information into the public domain with the need for a record of Steering Group approval was discussed. Appropriate criteria to limit any such arrangement were agreed. It was therefore **proposed** that if there was no negative cost or implication on the progress of the programme to publishing certain information, for example an AECOM report that had been signed off by the Steering Group, then that information could be published without explicit Steering Group consent. The caveat to this was ensuring the Steering Group were made aware, by email from the project officer, of imminent publication or a direct link to the published item on the site. This was proposed by GM and DP, seconded by SO and **approved** by all.

7 Consultants’ update (LC)

- 7.1** LC confirmed that the first four sections of the draft Plan had been circulated weekly, as shown below. The Dropbox approach was working well so far, and we were on track to make the May target for the Reg. 14 consultation.
- 7.2** DP requested the overall project plan be amended to show that AECOM would be doing the SEA work. **Action:** MT/SA to revise DDNP Project Plan.

21 December	3 January	Introduction, Neighbourhood Planning & consultation with residents
4 January	10 January	Growth and Housing Policies <ul style="list-style-type: none"> • Delivering housing requirements • Housing Mix • Affordable housing • Design

11 January	17 January	Protection Policies <ul style="list-style-type: none"> • Important views
18 January	24 January	Protection Policies <ul style="list-style-type: none"> • Non-designated heritage assets
25 January	31 January	Protection Policies <ul style="list-style-type: none"> • Strategic Gap between Roydon Village and Diss • Local Green Space

8 Steering Group reps section

8.1 Diss [DP/ED]

Diss Town Council had approved the proposed funding request for the DDNP.

8.2 Scole [GM/DW]

Scole Parish Council had approved the proposed funding request for the DDNP.

Given that the two larger sites put forward in the second consultation had failed to reach the approval benchmark, it had been decided to stay with the original sites.

8.3 Roydon [PC/JJ/TA]

Roydon Parish Council had approved the proposed funding request for the DDNP.

At their last PC meeting it was announced that Site C opposite the school would be the only site selected within the village settlement; the Rugby Club site would be held in reserve if such a contingency is required.

Regarding point 6.5 and carried over sites, it was confirmed by ET that Diss 003 (43 houses) had been carried over

8.4 Burston & Shimpling [AW]

The Parish Council paid the contribution for the year ending March 2021, and agreed (but not yet paid) the specified amount for the 2021/22 financial year.

8.5 Palgrave [RD]

Palgrave Parish Council had approved the proposed funding request for the DDNP, for payment in 2021/22.

The View Template was in the process of being completed.

Could the Programme Plan be shared? **Action:** SA to send revised programme plan to all reps.

8.6 Stuston [RG]

No comments to add.

8.7 Brome & Oakley [RB]

Sites had been allocated on the Joint Local Plan. There was some anxiety about the status of 'proposals'.

The funding request had been agreed by the Parish Council, and it was agreed that minute 9.3 of the December meeting would be sufficient by way of a formal request.

9 Publicity and Communication:

9.1 The need to ramp up awareness of the DDNP by hooking it into local issues and interests was now of particular importance and was everyone's responsibility.

9.2 It was suggested that at the end of each meeting there be a standing item to agree key messages currently under discussion that could be shared/made into FB posts. **Action:** This to be added to SG meeting agendas as a standing item.

9.3 Local items that were in the news, such as flooding, were an example of what could be used to promote the Plan and how it could address issues of local concern.

9.4 The steering group discussed the viability of weaving in policies to address the impact of climate change. CCP recommended it not be included because examiners tended to strike them out as such policies existed at NPPF level. However, policies could have 'due regard' to issues such as flood risk.

9.5 **Action:** AW has a flood report that could be useful, and would forward to CCP.

10 Correspondence (DB)

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

The next meeting was confirmed as 15th February 2021.

The meeting ended at 9.50pm.

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

15 February 2021