

## Diss & District Neighbourhood Plan Meeting

Held on Thursday 1<sup>st</sup> June 2017 at 7pm at Diss Youth & Community Centre.

Present: Corinne & Graham Moore (Scole), David Goldson (Roydon), Mike Bootman (Palgrave), Alison Wakeham (Burston and Shimpling), David Traube (Diss), David Burn (MSDC Councillor for Palgrave Ward), Jessica Fleming (Suffolk County Councillor for Hartismere Division), Adam Nicholls (Planning, SNC), Deborah Sarson (Diss Town Clerk), Simon Olander (Diss)

It was proposed and seconded to elect Mike Bootman as Chairman for the meeting.

*The primary purpose of this meeting was to approve Diss Town Council as the Lead Council for the D&D NP and, having confirmed that all participants had duly consulted their communities and made the necessary resolutions, to apply for Designation of the Plan Area:*

1. Apologies – apologies for absence were received from Graham Minshull (Diss) Keith Kiddie (NCC), Roger Greenacre (Stuston), Ursula Halton & Mike Prior (Brome & Oakley)
2. Minutes –the minutes of the meeting held on 6<sup>th</sup> April 2017 were agreed as a correct record and signed by the Chairman. DS and her team were thanked for the work they did in preparing the publicity material in time for the various Annual Parish Meetings.
3. Parish Involvement – it was noted that Wortham & Burgate Parish Council are still considering their options. They were under the impression they needed to make a decision by 18<sup>th</sup> June and felt there was insufficient time for them to consult with their parish. DS had responded advising that it should not be too difficult for them to join with us after designation following recent changes in legislation so long as they don't take too long. It was noted that they were also considering joining with neighbouring Redgrave.
4. Governance – it was confirmed that this and all future meetings of the Steering Group will be governed by the recently adopted governance and procedures documents and the relevant standing orders of the Lead Council.
5. Lead Council – the absent parishes (Brome & Oakley and Stuston) had confirmed their council resolutions for Diss Town Council to be the Lead Council for the D&D NP and it was unanimously

RESOLVED: to formally approve Diss Town Council as the Lead Council for the D&D NP

6. Area Designation - the draft designation application, incorporating additional explanatory text as recommended by the LPAs, was considered and it was

RESOLVED: to approve the designation application for immediate submission to the Local Planning Authorities

**(Action: DS)**

7. Project plan – a draft project plan setting out a timetable for the NP was tabled and discussed. GM noted that as more work has now been done on this, it is more realistic, potentially more deliverable and includes key dates and milestones. GM happy to take

comments, DS to circulate copies **(Action: DS)**. One of the issues to clarify is to assess the resources required vs those available.

8. Publicity

- a) Press release – a draft press release was considered and with amendments the draft was approved to be sent out at the same time as the area designation applications

**(Action: DS)**

- b) website – a proposal for a dedicated website was considered and it was

RESOLVED: to appoint Ian Elliot Business Management Services to develop a website as per the agreed specification for a price of £400 (no VAT) to include half a day training plus £100 pa hosting.

**(Action: DS)**

It was noted that each parish needs to identify individuals to keep their 'page' updated and who can attend training. It was agreed that a link to the mocked-up website would be circulated for comment once ready. It was further agreed the website should be a priority as a key medium for community engagement.

9. Engagement Strategy – it was noted that further work is required on the engagement strategy which was deferred to the next meeting of the steering group.

10. Neighbourhood Planning Guidance – to note the new Neighbourhood Planning Act 2017 which was recently enacted available at <http://www.legislation.gov.uk/ukpga/2017/20/contents/enacted> and to note the Good Councillors Guide to Neighbourhood Planning recently issued.

11. Combined parishes event – the purpose the programme for the meeting in June, including who would be invited to attend, was clarified. It was agreed that the purpose of the meeting was to provide information to any and all interested individuals. Encourage attendance by sectors – business, health, education, environment, landowners, invite specific individuals. It was further agreed to:

- Set out ways in which people could be involved – handing out leaflets, setting up at meetings, canvassing, delivering and collecting questionnaires, writing skills, drawing skills, contacting community groups, a chairman/leader;
- Establish what people are willing to do;
- Carry out a skills audit to understand the skills that we might have access to and those that we will need;
- Have an ideas board;
- Organise refreshments.

**(Action: DS)**

12. Consultation period – the work that can be undertaken during the (up to) 20-week consultation period was discussed. It was agreed that the following items should be considered:

- a) Recruit consultants to help lead on the Plan (define requirements, identify consultants to approach, understand costs and secure funding), need to develop a specification. Three potential companies were identified by the Governance Working Party and it was agreed to invite Tibbalds and Core Connections to each deliver a presentation to a future meeting.
  - b) Procure a traffic study (invite Oliver Chapman (consultant) & Richard Doleman (NCC) to the 22<sup>nd</sup> June meeting)
  - c) Develop the engagement strategy – possibly with help from consultants
  - d) Identify and recruit an independent Chairman/Leader
13. Next meetings – it was agreed that the next steering group meeting would be to hear presentations from the companies with dates in July to be agreed according to their availability and to organise a date for a meeting a few days later to review the presentations, consider options, make recommendations and review grants options.

Meeting ended 9.04pm