

Minutes of the Diss & District Neighbourhood Plan Steering Group Meeting

Held on Monday 23rd April 2018 at 7pm in the Meeting Room at Diss Youth & Community Centre.

Present: Mike Bootman (Chairman), Alison Wakeham (Burston & Shimpling), Simon Olander (Diss), Fiona Wenman (Diss), Paul Curson (Roydon), Graham Moore (Scole), Corinne Moore (Scole), Roger Greenacre (Stuston), Steve Leigh (Stuston), Jessica Fleming (SCC Cllr).

1. Apologies for absence were received from Deborah Sarson (Diss), Ursula Halton (Brome & Oakley), David Burn (MSDC Cllr).
2. Minutes – the minutes of the meeting held on 19th March 2018 were agreed and signed as a correct record.
3. Matters Arising – MB reported that he and DS attended Broadland DC NP Groups' meeting. Broadland DC has developed a good support system that we can benefit from through the temporary joint working arrangements with SNC for strategic planning services.
4. Vision & Themes public consultation:
 - a) Noted the Summary Report had been circulated, published and publicised locally, together with the graphic analysis of responses from SurveyMonkey;
 - b) Further noted the NP will be a matter for discussion at the annual town/parish meetings;
 - c) The free text/written comments have been collated under the consultation questions (Vision, the nine Themes and Local Issues) by GM (Diss, Roydon, Scole), AW (Burston & Shimpling) and MB (Palgrave). **Stuston's is imminent. Brome & Oakley to be reminded** that theirs is outstanding (MB may offer assistance). Once complete they will be retained as evidence for examination and to inform further work and development of the NP.
5. Consultations - Greater Norwich Local Plan Reg. 18; noted representations made re Site Proposals may be viewed but those re Growth Options are still not on-line.
6. Duty to Support:
 - a) Received an update from the meeting between MB and PC and officers from Broadland and SNC on 17th April. It was a preliminary meeting but also the first opportunity to set out our ideas. A summary of the discussion is appended to these minutes;
 - b) A response from Richard Doleman (NCC) confirmed that preparatory work is in hand for the traffic study, which should take place before summer, and expressed a desire to align the LP and NP work with NCC's Network Improvement Strategy. **JF** agreed to find out how much involvement SCC has/will have in this study.
7. To receive updates on matters relevant to development and delivery of the NP including:
 - a) Business Summit to 18th May. Norfolk and Suffolk Chambers wish to attend and will help market it. E-mail invitations have been sent to all previous delegates and to local contact lists. Registration numbers are very low and need increasing. **SO** offered to deliver flyers to Diss and Brome business areas, **ALL to promote**;
 - b) MSDC Business Event for Eye 19th April. MB attended, made useful contacts including Suffolk Chamber, and had informal talks with officers and members;
 - c) Diss TC meeting 18th April - SNC Cllr's report included the premature report of a recent SNC meeting that agreed in principle that Diss should be the next Leisure Centre to be upgraded and a feasibility study is to be undertaken. Councillors also agreed changes to the committee structure to include an NP working group.
8. Future Focus:
 - a) Noted that a meeting with a representative of the NHS South Norfolk Primary Care Clinical Commissioning Group (CCG) was scheduled for the following morning;

- b) Concern was expressed about the imbalance of work being undertaken and that smaller parishes do not have resources or will to do the work themselves. MB responded that was why consultancy advice and Technical Support are on the agenda. Specific options discussed included requesting housing requirement figures from each LPA (requirements are the plan growth numbers, not the same as the housing needs), ascertaining whether housing needs data is available at parish level, and the benefits of Masterplanning to develop visible and tangible concepts in an outline NP;
 - c) Project Management/Consultancy services - lists received from Broadland and BMSDC of those who had worked for NP Groups in their areas. **Agreed MB** to write to comparable NP Groups seeking their opinion on each engagement and support received and the proposals in b) above to be revisited at the next meeting. **PC to invite Roydon's new Clerk** (Jeremy Burton - Attleborough Cllr) to attend the next meeting;
 - d) Noted that the future formation of the NP working group by Diss TC is intended to enable engagement with the various interested parties and stakeholders. Parishes will need to initiate more detailed work, e.g. proposed routes for footpaths/cycleways, HGV bans, etc.
9. Planning Applications – to receive updates on and consider any responses to planning applications that may have implications for the development and delivery of the NP:
- a) Noted that Planning Committee had refused application 2017/2515 - Morrisons;
 - b) Noted that Highways had removed objections to application DC/17/03027 - BP with suggested conditions and that a noise assessment had now been completed. The SG still has concerns about the restriction of future capacity improvements and in particular the throttling of the northbound dual carriageway to create the entry slip but JF reported that SCC strategic transport planners do not appear concerned. **Agreed affected parishes** to make any further responses they consider appropriate to the recent updates;
 - c) Noted that SNC had commissioned a retail assessment re application 2017/2853 - Marston's which recommends Refusal. An extension has been agreed to 25th June. **Agreed MB** to write to SNC as a matter of urgency requesting a discussion on the options for this area, including any future leisure/community centre, bus station, etc.
10. Governance
- a) Information Management Policy - with introduction of the General Data Protection regulation from 25th May it is essential that members of SG restrict e-mailings and circulation of documents to ensure conformance with GDPR and confidentiality. **AW** to ascertain what facilities are available to support e-mail addresses on the website and **MB** to ensure that proposals for the policy are brought to the next meeting;
 - b) Reminded representatives to ensure a good flow of information between and the Steering Group and on any matters that might have implications for the Plan. **Agreed MB** to establish why NCC and SNC members do not attend any SG meetings, which may result in the various parties failing to work co-operatively and in support of the NP;
 - c) Further reminded **ALL councils** to ensure that appropriate appointments to the SG were made during the current/upcoming round of annual town/parish council meetings.
11. Website – No progress reported on development of introductory/background text. AW again requested material to illustrate the individual parish content - **ALL** to respond.
12. Digital Mapping - nothing further to report.
13. Next meetings - regular meetings of the Steering Group will be held on the 3rd Monday of each month unless otherwise notified.

21st May	18 th June	16 th July	20 th August	17 th September
15 th October	19 th November	17 th December		

Meeting closed 9:12 p.m.

Appendix - Summary of DDNP GG meeting with Broadland DC/SNC Tuesday 17th April

For the Districts: Broadland - John Walchester (Interim Joint Spatial Planning Manager), Richard Squires and Vicky West (Community Support Team); SNC - Kate Fisher (Planning Policy)

For DDNP Governance Group: Mike Bootman and Paul Curson (GM and DS sent apologies)

Following introductions and a brief digression into the revised management structure at SNC (Debbie Lorimer = Director of Growth & Business Development, Jamie Sutterby = Director of Communities & Well-Being) John proposed that we follow his suggested Agenda:

1. The process and pitfalls

The need to 'get things right' for submission for examination. I said that, after the Groups meeting at Broadland DC, it had crossed my mind that we could all benefit from a better understanding of what is required in that submission, so that we can ensure that we are consulting, collecting and collating all that is needed as we work through the preceding stages. He touched on the 'Duty to Support' and the need to ask specific questions, seek information and express our opinions using planning terminology - e.g. 'housing requirement' and 'housing need' are not the same thing. To remember to copy or direct submissions etc. to the LPAs and not to rely on submissions made to the GNLP. The GNLP is 'big picture stuff'.

The pitfalls are many but avoidable if advice is sought, processes followed, objectives are clear and realisable and broadly compatible with the extant LP. Timing is also relevant given the differing stages of development of the two LPs. Remember that the NP can only deal with planning matters and provides the plan not the delivery mechanism. It appears that SNC officers and members in particular may want to involve themselves in the NP more than their equivalents in Broadland do.

2. What do you want to achieve?

We pointed out that this was the first real opportunity that we'd had to sit down and talk through the background, issues and ambitions. As three officers were from Broadland we needed to expand rather more about the A1066 and existing traffic problems and the nature of the highway network with its spine and culs-de-sac, lack of alternative through routes and developments sited on the least accessible north-east, together with the consequential problems on the Suffolk side. We pointed out that we are waiting to hear from Richard Doleman re the Market Towns Study and emphasised the importance of it extending into Suffolk to include the A143/A140.

John W stressed that it may be that Highways decides not to address the issues, congestion being a fact of life in many towns, and the problems where two authorities were involved. I pointed out that NCC and SCC had collaborated in the past and that our submission to the GNLP suggested finding ways to overcome that. We both made it very clear that, if nothing were done regarding the traffic, which was the theme that had generated by far the most written comments and was joint top of the public consultation outcomes, then there was no obvious point in pursuing the NP.

We pointed out the advantageous geographic and transport-connected location and again mentioned the BMSDC Settlements Study 'travel to' areas. (Copy supplied under separate cover)

We mentioned the draft Central Area Action Plan and the risks if that area were compromised by premature development, the need for differing types of housing in the settlements - hence the submission re the Site Proposals to reserve site allocations to the NP, the education and healthcare issues and the agreement in principal by the LEAs to address the former through the NP while the latter is the subject of a meeting next week.

We noted the support and ambition for more comprehensive leisure and community facilities to serve the area.

We also discussed the amount of growth and what it might or might not bring and how it might or might not fit with the emerging LP. We introduced our thinking on economic growth and its relationship with BMSDC proposals for the Eye Airfield site, both of which were included in our submission re the Growth Options.

3. The Way Forward

Again we discussed options but in the context of needing to make tangible and visible progress. Vicky is to forward to Deborah and myself a copy of their list of potential consultants in time for the Steering Group meeting on Monday next (RL is ex-Broadland DC). We touched on the issues around the NHS - organisationally and in terms of barriers to delivery. We suggested that a Master Plan approach could keep things simple at this stage but still very clearly set out our intentions and do so in a relatively short timescale, demonstrating progress and adding weight to our planning aspirations. John could see no reason why we should not pursue this idea.

Mike Bootman