

## Diss & District Neighbourhood Plan Meeting

Held on Thursday 16<sup>th</sup> February at 7pm at Diss Youth & Community Centre

Present: Corinne & Graham Moore (Scole), Mike Bootman (Palgrave), Paul Curson (Roydon), Alison Wakeham (Burston and Shimpling), Roger Greenacre (Stuston), Ursula Halton (Brome & Oakley), David Traube (Diss), Simon Olander (Diss), Sarah Foote (Clerk, representing Thrandeston and Brome & Oakley) David Burn (MSDC Councillor for Palgrave, Thrandeston & Stuston), Jenny Chamberlin (Norfolk County Councillor Diss & Roydon), Tony Palmer (SNDC Councillor), Adam Nicholls (Planning, SNC), Deborah Sarson (Diss Town Clerk)

Apologies were received from Graham Minshull (Diss) and Jessica Fleming (SCC Cllr)

1. Individual parish involvement - responses were received from:

- Thrandeston and The Heywood declined to be included in the NP area. In correspondence declining involvement, the Heywood implied that the NP invitation was in some way linked to boundary reviews being undertaken by other authorities which they felt threatened their boundaries. It was suggested that South Norfolk Council could contact them to explain the boundary review process.
- Brome & Oakley wish to be included (to involve the whole of the area of their parish) subject to three conditions: that their part of the NP is individual to their parishes; satisfactory governance; and that the parish council would be unable to commit any financial or staffing resource.

These conditions were accepted as other parishes were also unable to commit such resource, governance arrangements are under discussion and will need to be approved by all parishes, and it had previously been agreed that parishes would retain their individuality.

2. Alternative and complementary approaches were considered

- a) the comments and suggestions/benefits and disadvantages made by others involved in similar NPs were considered. One suggestion was that each parish should undertake its own NP whilst working collaboratively on joint themes. All parties agreed however that because of a lack of resources this was not feasible for most parishes and was the reason why they were keen to work together. It was **agreed** to continue with the current plan for a joint NP for resource and practicality reasons.
- b) the benefits of parishes concurrently completing a community led plan (parish plan) were discussed. It was noted that some parishes already had something suitable in place but it was agreed as a good idea for those parishes which don't have a current one. Concern was expressed however about the resource needed to engage with communities on both plans. It was proposed and **agreed**

- i) following the individual town and parish annual meetings, to hold a combined parishes meeting at Diss Corn Hall in June and use this as an opportunity to recruit and inform interested members of the public
- ii) to promote the NP at the Annual Parish Meetings being held in April and May with publicity material including a powerpoint presentation, leaflet and display board notices to be provided for use by all parishes  
**(Action: DS)**

### 3. Neighbourhood Plan area

- a) It was **agreed** that the Neighbourhood Plan area will cover the whole of the parish boundaries for the four parishes of Burston & Shimpling, Diss, Roydon and Scole within the South Norfolk District Council area and the three parishes of Palgrave, Brome & Oakley and Stuston within the Mid Suffolk District Council area.
- b) It was **agreed** that
  - i) following receipt of advice, the application for Designation of the Area will be made in accordance with the statutory procedure with one lead relevant authority to apply to both local planning authorities on behalf of all the parishes **(Action: DS)**
  - ii) Diss Town Council should be the lead authority to act in this capacity subject to formal approval by all the parish councils, the town council and the parish meeting. **(Action: All)**

There was uncertainty about the legal status of Stuston as a parish meeting in the NP process. Adam Nicholls agreed to seek guidance from DCLG. **(Action: AN)**

It was noted that the Mid Suffolk NP application form requires confirmation of support from the community for the proposed NP to be designated. It was agreed that even though South Norfolk's does not require this confirmation, it would be prudent if all parishes were able to confirm this. It was therefore **agreed**

- iii) that all parishes would promote the proposed NP area at their Annual Parish Meetings with publicity material to be provided (as above)
- iv) to meet again at the end of May to confirm community support from each parish and provide evidence that their councils/meeting have formally resolved to approve Diss TC as the lead organisation
- v) to apply for formal designation in early June

**(Action: All)**

and to request

- c) that South Norfolk District Council now prepare a map showing the Neighbourhood Plan Area. Cllr Burn offered to prepare such a map. **(Action: DB)**

- 4. Governance, Organisation and Administration – a revised draft governance document was considered following feedback from the Governance WP and noted the other matters to be considered including a recommendation that these be the subject of meetings while the statutory consultation period for area designation is

underway. All accepted the recommendations from the Working Party and thanked MB for his work in drafting and amending the document. It was noted that it now needs to be split between terms of reference and governance. It was agreed to hold a further meeting of the WP to consider a draft split by the end of March. **(Action: DS/WP)** and to schedule a meeting for the first two weeks in April to consider structure, terms of reference, governance, communications strategy, appointing a chairman, procurement, reporting, project plan etc.

5. It was agreed that the following meetings would be scheduled via the use of doodle poll:

A meeting in April to review governance arrangements;

A meeting at the end of May to confirm community support and Diss TC as the lead council;

A combined parishes meeting in the Corn Hall to promote the NP and recruit members.

**(Action: DS)**