

Diss & District Neighbourhood Plan Steering Group

MINUTES OF A MEETING

held on Monday 17th February 2020

at 7pm in the Meeting Room at Diss Youth & Community Centre.

Lines in [blue and underscored](#) are clickable links to the document or website.

Present: David Burn (Chairman), Simon Olander and Eric Taylor (Diss), Steve Leigh (Stuston), Alison Wakeham (Burstton & Shimpling), Paul Curson and Jane Jennifer (Roydon), Dola Ward (Scole), Sharon Cousins-Clarke and Neil Weston (Palgrave), Stephanie Ayden (Project Officer)

1. Chairman's opening remarks

- 1.1. The Chairman welcomed the Group and opened the meeting.
- 1.2. Because of SA's increasing workload, DB asked for minutes of this and subsequent meetings to be prepared from notes taken by an SG member, in rotation, during the meeting. PC agreed to begin this new arrangement.

2. Apologies for absence

- 2.1. Received and accepted from Roger Greenacre (Stuston), Graham Moore (Scole), Ursula Halton and Tom Pace (Brome & Oakley).

3. Minutes and matters arising

- 3.1. The Minutes of the meeting held on 20-Jan-20 were approved. **ACTION:** *DB to send final signed off version to AW for uploading to website.* **COMPLETED**
- 3.2. There were no matters arising.

4. AOB

- 4.1. None

5. Finances report

- 5.1. SA confirmed that the *Locality* grant of £8,995 had now been deposited in the DTC bank account.
- 5.2. A recurring expenditure of £49.50 in the 2019/20 statement, seemingly related to the laptop supplied by DTC for the SG's use, was queried. **ACTION:** *SA to make enquiries with DTC.*
- 5.3. DB explained that any financial contributions to the SG funds by member parishes would be used for expenditure other than that required for SA's role and that covered by grant funding. It would be separately ring-fenced within the SG's ring-fenced monies held by DTC.

6. DDNPSG Governance matters

- 6.1. GM/PC had received only one comment on the revised governance document since the previous meeting. SO suggested an amendment to allow proxy voting for any members unable to attend a meeting. **ACTION:** *All members given until next meeting to submit comments and GM/PC will then give further update.*
- 6.2. JJ had expressed concern about possible unwanted consequences arising from the fact that the present governance document (and its review) specifically prevents any member parish trying to impose something on another against its will. A view was expressed that this might need revisiting in view of the interdependence of all the parishes that underpins the joint Plan approach. **ACTION:** *GM/PC to consider drafting a clause allowing inter-relationship views to be formally expressed by any member parish(es) as a means of allowing two-way influence.*

6.3. SA reminded members of the requirement to send her the reference in their parish minutes authorising them to act as representatives of their community on the DDNPSG. It was agreed that such authority should be renewed at the parish councils' annual meetings and that failure to do so would carry the presumption that the person was no longer an SG member. **ACTION:** *SG members yet to advise SA of the relevant minutes reference now to do so. DB to advise all member parish councils' clerks*

7. DDNP presence at DTC's Annual Town Meeting, Thursday 5 March 2020

7.1. SA's choice of Vision and Themes as the basis for the promotional material on the display stand was agreed. Using the occasion to publicise and recruit members for the Working Group was discussed. Roydon Fete on 3 May is a similar community engagement opportunity and SA has already booked a stand at Diss Carnival on 14 June. **ACTION:** *All SG members to note these dates; SA to press on preparing material for stand on 5 March.*

COMPLETED

7.2. Several members volunteered to help manage the stand on 5 March.

8. Website

8.1. Steve Jackman, who is also working with DTC on its website will be asked to redesign DDNP's and set up new hosting for it. SA and AW will join DTC training session on the new platform (Wix) on 26 Feb. NW warned of possible ongoing costs associated with using Wix. **ACTION:** *SA to investigate Wix cost consequences.*

9. Working with Mark Thompson (CCP)

9.1. MT had completed the *Evidence Base Summary*, which was circulated to members by SA on 16 Feb. Further evidence base material is expected emerge, which MT has agreed to add to the *Summary* document at no further charge.

9.2. MT has supplied a revised project plan. This will take us through to the Regulation 14 Consultation stage, which can include community engagement at the Diss Carnival on 14 June, by July this year. **ACTION:** *DB to circulate latest project plan to SG members*

COMPLETED

9.3. SA made a further plea for names of community members who might help to populate the Working Group. The suggestion is to concentrate initially on three areas: Transport, Undesignated Heritage Assets and Local Green Space. **ACTION:** *SO to ask Dave Poulter if he would co-ordinate a Transport WG; DB to write to Brian Falk with a similar request for Heritage.* **COMPLETED**

9.4. Attention was drawn to a *Paris Paths Seminar* on 28 February, 13:30-17:00, at the Thompson Community Hall (IP24 1PY), organised by the [Norfolk Local Access Forum](#). Several SG members said they would attend. **ACTION:** *Attendees please write short report for mention at next SG meeting.*

10. Housing Needs Assessment

10.1. In the absence of its representatives there was no discussion on Brome & Oakley's individual approach to an HNA. **CARRIED OVER**

11. Significant Local Planning Applications

11.1. None tabled but DB gave details of [DC/20/00159](#), an application for a self-storage business, consisting of 55 20-foot steel containers on a site just east of the railway bridge on Lower Rose Lane, Palgrave. After being refused twice last year permission has now been granted. Members felt that because of settlement coalescence concerns and the pressures extra traffic would create on the Rose Lane/Victoria Road junction, MSDC should have consulted with DTC. **ACTION:** *DB to remonstrate with MSDC's Development Management team* **COMPLETED**

12. Correspondence

- 12.1. Re Scott Properties' request to meet re its proposal for development on Parish Fields: Latest GNLP Reg.18 Consultations regards this site, GNLP0341, as a 'reasonable alternative' for development if other allocation of similar capacity ultimately prove to be unsuitable. DTC Infrastructure Committee meets on 19 Feb and will recommend that DTC 'will not support the development of this site and the resultant loss of any of this historic important open space'. **ACTION:** *If recommendation on 19 Feb is approved, DB to respond accordingly to Richard Martin (Scott Properties)* **COMPLETED**
- 12.2. Re Jim Bootman (Parish Fields Friends): requesting an opportunity to present evidence supporting the designation of the site as Local Green Space
Leading members of PFF are expected to be at the DTC Infrastructure Committee meeting on 19 Feb. **ACTION:** *If recommendation on 19 Feb is approved, DB to ask PFF members for their support in forming a working group to locate and gather evidence for potential Local Green Spaces throughout the NP area.* **COMPLETED**

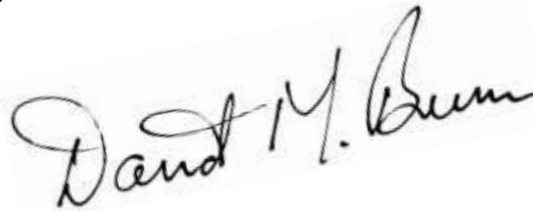
13. Date of Next Meeting:

16 March 2020

The meeting closed at 20.58

FURTHER MEETINGS THIS YEAR

20 April, 18 May, 15 June, 20 July



16 March 2020