

Diss & District Neighbourhood Plan Steering Group

MINUTES OF A MEETING

held on Monday 15th April 2019

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 (Steering Group Chairman and District Cllr), Eric Taylor (Diss TC), Graham Moore (Scole PC), Paul Curson (Roydon PC), Steve Leigh (Stuston PM), Tom Pace (Brome & Oakley PC Palgrave Ward), Ursula Halton (Brome & Oakley PC), Alison Wakeham (Burstons & Shimpling PC) and Jessica Fleming (County Cllr SCC), Stephanie Ayden (Project Officer) and Robin Brown

1. Chairman's opening remarks:

1.1. DB welcomed Robin Brown, a member of Rickinghall and Botesdale's Neighbourhood Plan Steering Group (R&BNPSG) and thanked him for attending.

2. Apologies:

2.1. Apologies received from Roger Greenacre (Stuston PM) Simon Olander (Diss TC), and Neil Weston (Palgrave PC), were accepted.

2.2. There were no new or replacement representatives.

3. Presentation on the experiences of the R&BNPSG:

3.1. RB outlined the journey of the **R&BNPSG** to the point they're at now, ie: awaiting the Examiner's Report prior to moving to a Referendum. He gave reasons behind appointing the consultants Ian Poole and Alison Farmer, and the costs incurred, set against the funding received. He shared his personal observations around working with consultants and made some recommendations with how to work with the Clerk to ensure funding opportunities are maximised. He also outlined the benefits of utilising a 'forum' of volunteers to help with designing and delivering materials that supported their communications work. The Chair thanked RB for his presentation, and RB left the meeting at 8.10pm.

4. Minutes:

4.1. The Minutes of the meeting held on March 2019 were agreed, without amendment, and were signed by the chairman after the meeting. Proposed by UH, seconded by GM.

5. Notes of the Extraordinary meeting held 8th April 2019:

5.1. These were also agreed, proposed by PC and seconded by GM, and the SG agreed that these should be published alongside the March minutes on the website. **ACTION AW**

6. AOB:

6.1. There were no requests from members to add further items to the Agenda.

7. Application to *Locality* for technical support:

8. ET confirmed the application for technical support is six weeks into a twelve-week cycle with AECOM, and the aim being that they produce a housing needs assessment that can then be passed to our appointed consultant. ET confirmed that the SG needed to list all the policies it anticipates as being needed. **Funding:**

8.1. It was understood that a future grant application will substantially replicate the information already sent to AECOM for the technical support application. Future funding requirements need to be scoped out prior to any application to Locality for funding. **(NB: the grant period for the financial year 2019/2020 is not yet open <https://neighbourhoodplanning.org/about/grant-funding/>)** Once this is done, and

all information is available and approved, it is anticipated that the Project Officer will complete the application when the grant application process opens, anticipated as mid-May. **ACTION SA**

9. Selection of consultant assistant:

- 9.1. Having heard the comments from RB earlier, it was felt that professional support in the form of a consultant was still justified. Several had, to date, been considered, including Tibbalds. The steering group's proposal to invite another client of Parker Planning Services to feedback on the performance of the agency couldn't be delivered because a different consultant had been used, so the comparison wouldn't be useful to help with the decision-making process. Given that time was pressing to make the appointment, it was proposed by UH and seconded by SL to appoint Parker Planning services to assist with delivery of the Plan (as a single, 7-parish plan, not divided into three plans as they had proposed as an option, but which the SG had rejected at the Extraordinary meeting on April 8th).
- 9.2. It was agreed that DB should confirm their appointment and should set up a contract scoping meeting asap with Jason Parker and Steven Bainbridge. **ACTION DB**

10. South side of Park Road, Diss:

- 10.1. This was **deferred** in light of SO's absence, but organising a meeting with the south side of Park Road stakeholders was seen as a task that the project officer could work with SO on to deliver.

11. Screening Opinion for a proposed residential development of up to 90 dwellings, land north of Walcot Rise (South Norfolk application number 2019/0709)

- 11.1. A range of responses was discussed by the SG, but it was agreed to defer responding at this stage. Proposed by UH, seconded by GM.

12. Planning application by MacDonald's for 12m-high, free-standing advertisement totem on BP garage site at Stuston:

- 12.1. Background: This application, no. [DC/19/00061](#), is one of a series connected with the BP/M&S/McDonalds approved filling station development on the site to the immediate north-west of the A140/A143 roundabout at Stuston.
- 12.2. The outcome will be determined by Committee on June 12th 2019.

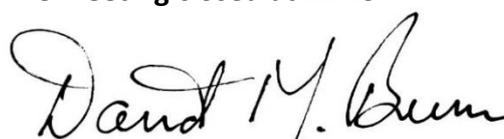
13. Planning application alerts:

- 13.1. A mechanism to alert the SG to planning applications [by parish] was agreed as being a useful way to gather information and list as a standing item for future meetings.
- 13.2. It was agreed that the Project Officer would collate submissions from the SG, who themselves would filter out the important from the unimportant. **ACTION SA**

14. Other administrative matters

- 14.1. Acquiring a laptop for the use of the SG is still outstanding
- 14.2. Discussing the need for a media strategy was **deferred**.

**Next meeting – The next meeting of the Steering Group is scheduled for 20th May 2019.
The meeting closed at 21:15**

 28 May 2019