

## Diss & District Neighbourhood Plan Steering Group

### MINUTES OF A MEETING

held on Monday 18<sup>th</sup> February 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:** Simon Olander and Eric Taylor (Diss TC), Graham Moore (Scole PC), Roger Greenacre and Steve Leigh (Stuston PM), Neil Weston (Palgrave PC), Paul Curson (Roydon PC), Tom Pace (Brome & Oakley PC)

David Burn (Steering Group Chairman and District Cllr Palgrave Ward)

**Also present:** Stephanie Ayden (left the meeting at 20:15)

#### 1. Chairman's opening remarks

DB was unavoidably late (arrived at 19:30), before which SO opened the meeting and temporarily took the chair. He welcomed Stephanie Ayden and thanked her for attending.

#### 2. Apologies;

2.1. Apologies received from Ursula Halton (Brome & Oakley PC), Alison Wakeham (Burstons & Shimpling PC) and Jessica Fleming (County Cllr SCC) were accepted.

2.2. There were no new or replacement representatives.

#### 3. Minutes:

3.1. The Minutes of the meeting held on 28<sup>th</sup> January 2019 were agreed, without amendment, and were signed by the chairman after the meeting.

3.2. There were no matters arising not covered by items on the 18<sup>th</sup> February Agenda.

#### 4. AOB – There were no requests from members to add further items to the Agenda.

#### 5. Search for Steering Group Chairman and further administrative/technical help

5.1. Stephanie Ayden was introduced to the SG and an informal discussion followed about how she might support the group in developing the Plan. Particular attention was paid to the division of her role between that of admin support by way of a 'project officer' role directly for the group and her role with Parker Planning Services, for whom she works one to two days a week. This was to clarify that there would be a clear demarcation between the two should the consultancy be appointed.

SG members agreed that Stephanie should be offered a fixed-term contract on a rolling 20 hours/month basis with periodic reviews and mileage recompense. It was made clear that DTC would be the paymaster notwithstanding the fact that the responsibilities would be to the SG. Stephanie would need to meet with DB, SO and the DTC Clerk Sarah Richards to discuss her terms and agree a job description and starting date. SR would be asked to draw up a document formalising the arrangement. Stephanie agreed to attend the March SG meeting in the capacity of Project Officer.

5.2. There was no discussion on the search for a replacement SG Chairman.

#### 6. Application to *Locality* for technical support

6.1. ET had e-mailed SG members on 30<sup>th</sup> January, following a lengthy tele-interview the day before, saying that our request for support had been accepted and would be put forward by *Locality* for central government help, including associated funding. It normally takes 2 to 3 weeks for this to be approved and then to allocate an AECOM consultant takes a further 2 weeks.

## **7. The need for further technical support?**

- 7.1. It was agreed that DB should invite Jason Parker and Steven Bainbridge of Parker Planning Services to talk to the SG, possibly in advance of the SG's March meeting, about how they could support the NP's development and delivery.

## **8. Revision of the SG's *Vision and Themes* document**

(see item 3 in the minutes of the 28-Jan-19 meeting)

- 8.1. GM hadn't yet received the reduced visions and wish-lists from some parishes but was working on the compilation. It was hoped that it would be completed in time for the SG's next meeting on 18<sup>th</sup> March.

## **9. Planning application by Marston's Estates Ltd on land behind the Thatchers Needle**

9.1. Background: This is South Norfolk Council application no. [2017/2853](#) Proposed retail and hotel development on land to the rear of Thatchers Needle, Park Road, Diss. The officer recommendation was for refusal. The SG's objection was submitted on 9-Feb-18 and is summarised on p.42 of the case officer's report to committee.

9.2. The SG members reported and discussed the SNC committee's refusal of the application on 30<sup>th</sup> January.

The refusal was for two primary reasons (abbreviated here in from the decision notice):

'1. The proposal by virtue of the size and scale of the units would harm the setting of Diss Conservation Area through breaking the visual connection between Park Field to the landscape of the Waveney Valley, and also through the impact of the design of buildings in terms of their untraditional size, scale and form...'

'2. Notwithstanding the applicant's willingness to accept a restrictive condition in respect of the nature/types of goods that can be sold from the site, agreement on the restrictions necessary to mitigate the impact of the proposal on the Town centre has not been able to be reached. It is considered that the condition offered by the applicant would not be sufficient to ensure that the proposed retail floorspace does not have a significant adverse impact upon the vitality of Diss Town centre...'

## **10. Planning application by unknown applicant for 12m-high, free-standing advertisement totem on BP garage site at Stuston**

10.1. 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.

10.2. DB explained that there have now been about 16 applications of various types (full, amendment to condition, advertisement consent, non-material amendment, discharge of condition) relating to this site. The SG and local parishes, including Diss have not been consulted on most of them.

10.3. Individual parishes were encouraged to make their own representations. No decision was taken on a possible SG representation to this application.

10.4. DB explained that it was possible to register on the districts' websites to receive e-mail notifications of applications and to set the options to be specific about what you want to receive and for how long. No decision was taken on how the SG should take advantage of this.

## **11. Governance**

11.1. A member of the press had expressed an interest to GM regarding attending SG meetings. Although the minutes are publicly available on the SG's website, members agreed that the regular monthly meetings should not be public but that there was

nothing to prevent the SG holding public meetings on particular issues whenever it seemed appropriate.

**12. Other administrative matters**

12.1. SO reported arrangements to acquire a laptop solely for SG's use were under way.

**13. Next meeting – The next meeting of the Steering Group is scheduled for 18th March 2019**

The meeting closed at 20:46

A handwritten signature in black ink that reads "David M. Beum". The signature is written in a cursive style with a large, looped initial 'D'.

18 March 2019