

# Diss & District Neighbourhood Plan Steering Group

## MINUTES OF A MEETING

held on Monday 18<sup>th</sup> March 2019

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

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

**Present:** Simon Olander and Eric Taylor (Diss TC), Jessica Fleming (County Cllr Hartismere Division); Graham Moore (Scole PC), Roger Greenacre and Steve Leigh (Stuston PM), Tom Pace (Brome & Oakley PC); David Burn (Steering Group Chairman and District Cllr Palgrave Ward) Alison Wakeham (Burstons & Shimpling PC); Paul Curson (Roydon PC);

**Also present:** Jason Parker, MD and Head of Planning, and Steven Bainbridge, Principle Planning Manager from Parker Planning Services; Stephanie Ayden (DDNP Project Officer)

### 1. Chairman's opening remarks:

- 1.1. Congratulations were given to SO on his recent appointment as Leader of Diss Town Council.
- 1.2. Stephanie Ayden, the Group's soon to be appointed Project Officer was welcomed to the group.

### 2. Apologies:

- 2.1. Apologies received from Neil Weston (Palgrave PC) and Ursula Halton (Brome & Oakley PC).
- 2.2. There were no new or replacement representatives.

### 3. Presentation from Parker Planning Services:

- 3.1. Jason Parker, MD and Head of Planning and Steven Bainbridge, Principle Planning Manager were introduced to the Group and invited to begin their presentation showing how the SG might benefit from a collaboration with PPS. A [Powerpoint presentation](#) was circulated, and JP/SB outlined their initial thoughts on how best to take the Plan forward.
- 3.2. Key to this was the idea of splitting the Plan into three separate but linked plans: Rural Parishes NORTH of Diss, Rural Parishes SOUTH of Diss, plus the Parish of Diss itself. This would involve re-designating the NP areas, which should be straightforward, and could deliver three plans each with a clearly defined local focus, plus potentially give the group access to an enhanced level of funding from Locality, plus extra funding, potentially, from the two Councils involved.
- 3.3. This would enable the plans to each be fully integrated with each other, but each with a very local focus that could address very local and specific needs and issues.
- 3.4. Whilst the logic of this approach could be seen, it was felt by several members of the SG that it could ignore the mutual interdependency that currently exists between Diss and its neighbouring parishes. What happens in Diss impacts on residents in the neighbouring parishes, and was the main drive behind having a single plan.
- 3.5. The risk of losing future 'buy-in' from village residents should two of the three plans **not** include Diss TC policies could be a potential obstacle for future community consultation and engagement.
- 3.6. It was agreed that more information was needed on the implications of having a multi-plan approach or staying with a single plan, plus likely costs and benefits/risks. A meeting of the Steering Group to discuss possible fragmentation

would be set up as soon possible. **Action: DB.**

To help inform the above meeting JP/SB will send a breakdown of likely charges for PPL's assistance with each of the stages involved in producing the Plan.

- 3.7. The urgent need to ensure all available funding opportunities had been identified and accessed was also discussed. JP confirmed that the timing could be fortuitous with the approaching new financial year, and SB gave a quick outline of potential monies that could be available from Locality should the multi-plan approach be adopted.
  - 3.8. SO noted there had been an ex-gratia payment from SNC.
- 4. Funding:** to consider the options and opportunities for further funding
- 4.1. Notwithstanding the meeting above to explore possible fresh funding opportunities, this item was **DEFERRED**
- 5. Minutes:**
- 5.1. The Minutes of the meeting held on 18<sup>th</sup> February 2019 were agreed, subject to the addition of Paul Curson (Roydon PC) who was in fact present at the meeting but not listed in attendees. This was proposed by GS and seconded by PC.
  - 5.2. The Minutes were signed by the chairman after the meeting.
  - 5.3. There were no matters arising not covered by items on the 18<sup>th</sup> March Agenda.
- 6. AOB**
- 6.1. There were no requests from members to add further items to the Agenda.
- 7. Search for Steering Group Chairman and further administrative/technical help**
- 7.1. DB updated the group on the meeting between himself, SA and DTC Clerk Sarah Richards, which took place on 14-Mar-19.
  - 7.2. SA has submitted an 'Independent Contractor Agreement' which was currently being reviewed by DB, SO and SR.
- 8. Application to *Locality* for technical support - **DEFERRED****
- 9. The need for further technical support - **DEFERRED****
- 10. Revision of the SG's *Vision and Themes* document**
- GM reported that he had now incorporated Palgrave's comments along with the others he had received. He recommended no further work on the revision should be undertaken until the decision on whether to split the plan area is made.
- 11. South side of Park Road, Diss – **DEFERRED****
- 12. Planning application by McDonalds – **DEFERRED****
- 13. Other admin matters**
- 13.1. DB/SO/SA to report on progress regarding purchase of laptop solely for SG's use – **DEFERRED**
- 14. Next meeting – The next meeting of the Steering Group is scheduled for 15th April 2019**

The meeting closed at 20:20pm

 15<sup>th</sup> April 2019

[PPS presentation is on next page]

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