

# Diss & District Neighbourhood Plan Steering Group

## MINUTES OF A MEETING

held on Monday 17 January 2022

at 7.30pm online

### Present:

Present: David Burn (Chairman), Eric Taylor and Simon Olander (Diss), Paul Curson, Jane Jennifer and Trevor Ault (Roydon), Roger Broughton (Brome & Oakley), Graham Moore & Dola Ward (Scole), Louise Cornell & Mark Thompson (CCP consultancy), Stephanie Ayden (Project Officer).

### 1 Chairman's opening remarks and formalities

1.1 Welcomed the Group and opened the meeting.

### 2 Apologies for absence

2.1 Apologies were received and accepted from Rebecca Dingle (Palgrave); Alison Wakeham (Burston & Shimpling); Roger Greenacre and Steve Leigh (Stuston).

2.2 The resignation of Dave Poulter in his capacity both as SG representative of Diss Town Council and DDNP Project Manager was noted. On the SG's behalf DB thanked Dave for the effort and skill he had put into the job.

### 3 Declaration of interests

3.1 None were declared.

### 4 Minutes of previous meeting:

4.1 CHAIRMAN'S POST-MEETING NOTE:

The Minutes of the meeting held on 18<sup>th</sup> October 2021 were incomplete and, although the SG approved them subject to completion/amendment, DB decided after the meeting that it would be more satisfactory to finalise and correct them as instructed, and then resubmit them for final approval at the February meeting.

### 5 AOB None.

### 6 Update on preparation for forthcoming Focussed Reg 14 Consultation

6.1 LC confirmed there had been modifications to the Plan, some of which are significant enough to trigger the need for a 'focussed Reg 14 consultation', which is expected will start in March 2022, running for 6 weeks. The principal modifications are outlined here:

6.1.1. The withdrawal of the Rose Farm site in Scole. A second site on Norwich Road with a capacity for 50 homes was currently being assessed by AECOM.

6.1.2. A new and more detailed policy to address flooding in the area was being drafted. The 'Surface Water Management' Policy was more extensive in its coverage than the previous one and aimed to meet local concerns as expressed in the Reg 14 consultation.

6.1.3. A new policy on Diss Business Park.

6.1.4. Churchills have successfully appealed against SNC's non-determination and 'minded to refuse' decision on the application for a retirement complex on the site behind the Thatcher's Needle in Diss (DDNP site allocation DIS6). This reduces the housing requirement elsewhere and DTC is considering removing site allocations DIS1 and DIS3. LC pointed out that if these sites were in fact removed, the settlement boundary might, pending a decision from South Norfolk Council, need to be re-drawn. **Action: CCP** to discuss options with SNC and report to **DTC** who will need to reach a decision **COMPLETED**.

- 6.1.5. The Waveney Quarter policy had also been enhanced with more detail and would be included in the focussed consultation.
- 6.1.6. A discussion with SNC/Persimmon Homes/NCC Highways is needed because part of a cycleway that links Burston and Scole has been built with steps on the Harrier Way estate in Diss.
- 6.1.7. AECOM are currently undertaking work to update the Site Options Assessment document. They are also updating the Strategic Environmental Assessment and the Habitats Regulations Assessment. Amendments to the Palgrave pages in the Design Code document are due to be completed soon. **Action: DB** to chase the Yaxley residents who are preparing the Design Code amendments. **COMPLETED.**
- 6.1.8. Two site allocations in Oakley (DDNP12 & 13) have recently been added to the SOA work mentioned in 6.1.7 because their inclusion in MSDC's emerging Joint Local Plan cannot yet be guaranteed and therefore we cannot rely on making use of their JLP site assessment. **Action: LC/RB** to discuss how best to take this forward as the housing capacity of DDNP12 may need to be reduced because of environmental issues.
- 6.2 Focussed Reg 14 consultation: publicity and promotion.
  - 6.2.1. SA reported that a similar approach would be undertaken for this, having learned what was effective and value for money in the first Reg 14 consultation. Preparatory work is under way.

## 7 Preparation of DDNP Reg 15 Submission version

- 7.1 LC confirmed that all amendments had been completed, but final maps were not yet available for inclusion. It was hoped to issue the submission doc to the DDNPSG in January or early February.
- 7.2 There was no outstanding information from parishes needed
  - 7.2.1. A decision on the inclusion of the proposed LGS31 would be taken by Palgrave PC at its 17 February meeting. **Action: RD** to notify LC of the decision.
- 7.3 SA had arranged to undertake online training for ensuring the suite of documents that would comprise the DDNP were WCAG compliant (i.e. fully accessible for readers using 'read-aloud' software).

## 8 Project Management Update

- 8.1 The SG members all acknowledged the positive, robust and professional input of Dave Poulter in his role as Project Manager. It was however agreed that at this point, there was not a requirement to draft in a replacement from the DDNPSG, as the project management group had a clear line of sight as to the tasks ahead and were mindful of the need to achieve the Reg.15 submission without delay.
- 8.2 A revised timeline to take into account the period required for the focussed consultation would be drawn up and circulated to the DDNPSG in due course, once milestones had been agreed. **Action: DB/SA/LC** to update the current timeline and circulate to the steering group.
- 8.3 Funding for the work ahead had been agreed in principle with Locality. Bearing in mind that three parishes were not represented at the meeting it was confirmed by reps of the remaining four that the contributions made in 21/22 would be replicated by each parish for 22/23. At the previous (October) meeting, reps for all parishes (except those for Brome & Oakley, who were not present) had agreed to ask their parish councils to include the relevant figure in their 22/23 budget forecast (see 18-Oct-21 minute 7.2). DB confirmed that any unspent funds would be duly returned in like proportion.

## 9 Publicity and awareness raising:

- 9.1 DB expressed his view that had it not been for GW's efforts, the SG's track record for publicity and awareness-raising wouldn't have won any awards, despite SA's near-continuous efforts to spur the reps into action. Even GW's requests for offerings from parishes, with one notable exception, had gone unanswered. Publicity from the start of the Reg.14 Focussed Consultation onwards will be crucial in stimulating and maintaining residents' interest and support through to the referendum.
- 9.2 GW then updated the group on his ideas and suggestions, for both Facebook and various high-profile points in and around Diss. He invited everyone to contribute ideas, and photographs that could be used going forward. **Action: ALL** to send suggestions and offerings to GW.

## 10 Steering Group Reps Section:

- 10.1 There were no updates from SG reps that had not been covered in items 6 and 7.
- 10.2 Brome & Oakley: RB asked whether the policy regarding designation of various churchyards as Local Green Spaces had been finalised. DB advised that it was still work in progress and should be concluded by end-January. **Action: DB** to finalise and communicate LGS text and policy.

## 11 Correspondence:

None.

**The next regular meeting is planned for 21 February 2022.**

***The meeting ended at 9.43pm.***

A handwritten signature in blue ink that reads "David M. Bunn". The signature is written in a cursive style with a large initial 'D'.

21 February 2022