

Diss & District Neighbourhood Plan Steering Group

MINUTES OF A MEETING

held on Monday 20th January 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), Graham Moore and Dola Ward (Scole), 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. Apologies were received and accepted from Sharon Cousins-Clarke (Palgrave), Roger Greenacre (Stuston) and Tom Pace (Brome & Oakley).

2. Minutes and matters arising

- 2.1. The Minutes of the meeting held on 16 Dec 2019 were agreed, proposed by SO seconded by ET. **ACTION:** *DB to send final signed off version to AW for uploading to website*
COMPLETED
- 2.2. There were no matters arising.

3. AOB

- 3.1. None

4. Governance

- 4.1. The Chairman thanked GM and PC for their work and invited comment from the SG. Given the unusual composition of the SG, it was important that the document clarified the roles of the members and the decision-making process. After some discussion, it was agreed that any feedback should be given directly to GM/PC to review and respond to. The deadline for this was agreed as three weeks from the date of the meeting, ie: 10 Feb 2020
- 4.2. SG members have submitted confirmation, in their respective PC minutes, of their appointment to the DDNPSG. **ACTION:** *SA to follow up*

5. AECOM update:

- 5.1. ET confirmed all final reports from AECOM had been received. It was agreed to make these available to CCP forthwith. **ACTION:** *SA to forward to consultant* **COMPLETED**
- 5.2. Brome & Oakley's individual approach to a HNA, through a Community Action Suffolk grant, was carried over due to the absence of representatives from the parish. **CARRIED OVER**

6. Finances Report

- 6.1. The Locality grant application for £9,000 was confirmed
- 6.2. Parish contributions to the funds was discussed. **ACTION:** *SO to ascertain procedure for transferring monies; SL and NW to establish with their parish meeting/council, respectively, whether they would be able to contribute and if so, how much?*

7. Verbal update on identifying Local Green Spaces within the designated area

- 7.1. This is ongoing. Progress had been made in Roydon and Diss.

8. Communications strategy

This is ongoing. **ACTION:** SA to contact DTC for list of key stakeholders

9. Significant local planning applications

9.1. [DC/19/05933](#) Full Planning Application - Conversion of an existing agricultural barn and associated outbuildings to form new swimming pool and leisure facilities. Place Farm Old Bury Road, Stuston:

It was agreed the SG should submit a response in support of Stuston PM's comment (proposed GM, seconded PC). **ACTION:** ET to draft response and send to DB for forwarding to MSDC planning department. **COMPLETED**

9.2. It was agreed that in future ET would inform the SG of any significant new planning applications in South Norfolk; DB will do the same in Mid Suffolk.

10. Correspondence

10.1. Richard Martin (Scott Properties): e-mail suggesting meeting with Diss SG reps and SNC officers to discuss their development proposal on Parish Fields. **NO DECISION – CARRIED OVER**

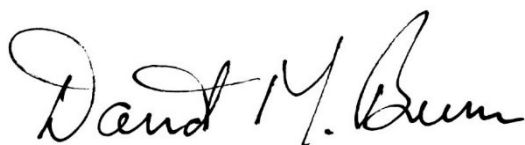
10.2. Jim Bootman (Parish Fields Friends): e-mail requesting a response to November e-mail in which a meeting with the SG was suggested in order to present evidence supporting the designation of the site as Local Green Space in the DDNP. **NO DECISION – CARRIED OVER**

11. SG Meetings

11.1. It was agreed to remain on the current schedule of meeting on the third Monday of each month.

12. **Next meeting** – Feb 17; Mar 16; April 20; May 18; June 15th July 20

The meeting closed at 20.50



17 February 2020