

Diss & District Neighbourhood Plan Meeting

Held on Thursday 6th April 2017 at 7pm at Diss Youth & Community Centre.

Present: Corinne & Graham Moore (Scole), Mike Bootman (Palgrave), Jim Rudd (Burston and Shimpling), Roger Greenacre (Stuston), Ursula Halton & Mike Prior (Brome & Oakley), David Traube (Diss), David Burn (MSDC Councillor for Palgrave Ward), Jenny Chamberlin (Norfolk County Councillor Diss & Roydon), Adam Nicholls (Planning, SNC), Deborah Sarson (Diss Town Clerk), Jacky Bradley & Paul Burd (Wortham & Burgate)

It was proposed and seconded to elect Mike Bootman as Chairman for the meeting.

The primary purpose of this meeting was to approve the governance arrangements for the Diss & District Neighbourhood Plan Steering Group:

1. Apologies – apologies for absence were received Simon Olander & Graham Minshull (Diss) and Jessica Fleming (Suffolk County Councillor Hartismere)
2. Minutes –the minutes of the meeting held on 16th February 2017 were agreed as a correct record and signed by the Chairman.
3. Parish Involvement – Wortham & Burgate Parish Council's representatives were welcomed to the meeting. Their expression of interest in being involved in the D&D NP was noted. A background explanation was provided including why the seven parishes are working together. It was further noted that Botesdale and the Rickinghalls (Superior and Inferior) have already submitted an application to designate their area for a NP; adjoining Redgrave now finds itself faced with a substantial application for development and is wondering how best to respond. Whatever direction W&B decide to take, they need to have consulted with their community and, as they have already held their APM, it was suggested they hold a public meeting. No parishes in attendance were against the principle of W&B inclusion but the current timetable for the D&DNP was explained with the critical deadline of 1st June for the formal decision to apply for designation of the Area and it was noted that we would not wish to suffer any further delays.
4. Governance
 - a) to consider the recommendation from the governance working party not to take up the suggestion of setting up a joint committee as a form of governance structure. It was noted that a joint committee would require all meetings to comply with Diss TC's standing orders, which could be quite restrictive. Despite the advantage that delegated powers could be given to the joint committee, the less formal approach of a Steering Group (as currently proposed) was felt to be more conducive to a good working relationship between the parishes. It was therefore **agreed** that the Steering Group approach continued to be the preferred option. As transparency remains key, it was **agreed** that regular public updates/meetings should be held.
 - b) the governance document was therefore **approved**.

5. Procedure – the procedures document was **approved**
6. Project plan – a draft project plan setting out a timetable for the NP was tabled at the meeting by Graham Moore. It's a more comprehensive project plan than the template provided by Locality. He advised that it was a first stab at it and would appreciate some input. It was **agreed** to refer it to the Governance Working Party for further consideration and to bring back to the next meeting.
7. Publicity – the draft leaflet was considered, and **approved** once certain amendments had been agreed. The leaflet would now be sent for printing of 5,000 copies (**Action: DS**) with each parish to determine how many they wanted, how and when they would be distributed and to collect them from the Council Offices (**Action: All**) A printed copy of the MS Powerpoint presentation was presented and it was **agreed** that a copy would be sent out to all parishes for them to use as they required (**Action: DS**); a draft poster was also presented printed in colour on two A3 sheets. It was **agreed** that one set of A3 and one set of A4 colour copies of the posters would be printed off for each parish for collection (**Action: DS to arrange printing/All for collection**). A copy would also be emailed out for use on social media, etc. DS advised that she has been approached by the local media who she has been holding off but she would now prepare a press release.
8. Engagement Strategy – DS tabled a draft Engagement Strategy which it was **agreed** would be emailed out for comments and referred to the Governance Working Party for further consideration and to bring back to the next meeting.
9. Timespan –the recommendation from the Governance Working Party that the timespan of the Plan should cover a period of no less than 10 years but preferably 15 years was considered. It was noted that a more recent requirement had arisen for regular reviews. It was **agreed** that the timespan for the Plan would be 15 years, with a full review to be held a minimum of every five years.
10. Next meetings – the dates for the next meetings were noted as: Thursday 1st June, 7pm DYCC (approve Lead Council and finally agree the Area and to make the applications for formal designation) and Thursday 22nd June 7pm Diss Corn Hall (combined parishes information event, not for the public). A plan for the meeting on the 22nd would be included on the agenda for 1st June.