

Diss & District Neighbourhood Plan Steering Group

MINUTES OF A MEETING

held on Monday 16th March 2020

at 7:00 pm in the Main Hall at Diss Youth & Community Centre.

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

Present:); David Burn (Steering Group Chairman), Alison Wakeham (Burston & Shimpling); Eric Taylor (Diss), Sharon Cousins-Clarke (Palgrave), Graham Moore (Scole), Jane Jennifer (Roydon); Stephanie Ayden (Project Officer)

Also present: Mark Thompson [Collective Community Planning Ltd](#) (CCP)

NOTE: The Steering Group had decided to meet on this evening despite announcements from central government towards the end of the previous week that measures would soon be put in place to restrict the movement and meeting of people in an effort to control the spread of Covid-19 infection now that the coronavirus pandemic had reached the UK. As a result attendance at the SG was understandably low. It seems likely that restrictions will soon bite more deeply, which will inevitably affect progress of the NP. Meetings in person will become unlikely and some types of public consultation will not be possible. How long restrictions will remain in place is not known but the SG will do all it can to ensure that the NP progresses despite these difficulties.

1. Chairman's opening remarks and formalities:

- 1.1. The Chair welcomed the Group and Mark Thompson to the meeting.
- 1.2. SA volunteered to be the note taker

2. Apologies and introductions:

- 2.1. Simon Olander (Diss), Steve Leigh and Roger Greenacre (Stuston), Tom Pace (Brome & Oakley), Paul Curson (Roydon), Dola Ward (Scole) and Neil Weston (Palgrave).
- 2.2. There were no new or replacement representatives in attendance, although **Roger Broughton** had planned to attend as potentially a representative for Brome & Oakley, but had sent his apologies.

3. Minutes of 17th February 2020 meeting

- 3.1. The minutes were approved. **ACTION:** *DB to sign and send to AW for uploading to website.*
- 3.2. Matters arising not covered elsewhere in this agenda:
 - 3.2.1. The recurring expenditure of £49.50 was confirmed as relating to the DTC laptop used by project officer. **ACTION:** *DB to ask DTC exactly what benefit we are supposed to be getting from a £600 p.a. expenditure.*
 - 3.2.2. The possible ongoing cost consequences of using WIX as our new website platform had been checked with the contractor delivering the platform to DTC and potentially us, and he'd confirmed it was an ideal economic platform for our non-commercial use.
 - 3.2.3. The *Parish Paths Seminar* on 28-Mar-20, hosted by Norfolk Local Access Forum had been attended by Jane Jennifer. **ACTION:** *SA will share JJ's report with the new Walking and Cycling Paths Working Group and circulate to the SG. .*

4. AOB

- 4.1. Given the circumstances of restricted opportunities to meet in person, it was agreed that future meetings could possibly be held via SKYPE. **ACTION:** *SA to look into this as required.*

5. Mark Thompson (CCL)

- 5.1. Verbal report on general progress:

Mark confirmed that the Evidence Base had enabled draft issues to emerge that the NP can address through its policies. A revised project plan had been prepared and the SG agreed that members could make it available to their parish councils.
- 5.2. Progress with the Working Group:

During the two hours before the SG meeting Mark had welcomed the eight people who were the first to volunteer for the Working Group and began briefing them. He also equipped them with appropriate maps for plotting the four topics on which they would be gathering evidence: Non-Designated Heritage Assets; Walking and Cycle Networks; Important Views;

and Local Green Spaces. In the circumstances, this inaugural meeting had been well attended but it was noted that no volunteers from the Suffolk parishes had come forward. It was agreed that the Norfolk WG members would liaise with the relevant SG members to find a way forward. MT asked the WG members to try to complete the bulk of this fieldwork by the end of April. Given the impact of social restrictions due to the emerging coronavirus situation, any community consultation would have to be handled primarily online. Cllr Dave Poulter agreed to act as Project Manager of the SG, assisted by SA as required. SG members would be included in the WG info emails due to be sent out by MT **ACTION: SA to action.**

- 5.3. The next steps will be to start drafting the *Issues and Options Report* in May and, if needed, to set up a virtual meeting with the SG as this develops.

6. Finances report

- 6.1. It was felt that there was too large a lag between production of the report and the meeting, and that more detail would be useful. **ACTION: AW to contact DTC.**
- 6.2. To receive verbal update on Parish contributions to general fund:
AW confirmed Burston & Shimpling had transferred funds to the NP ringfenced budget held by DTC.

7. DDNPSG Governance matters

- 7.1. The concern around how the SG should approach single parish issues had been resolved to members' satisfaction. It was agreed that the clause relating to the permitted number of representatives on the SG from each parish would be amended to include the proviso 'where possible'. **ACTION: DB to send GM revised wording; GM to incorporate into Governance document with tracked changes for final SG approval.**

(MT left the meeting 8.30pm)

8. Project Officer's report

- 8.1. WIX website training had been undertaken by SA and AW, and a new domain was discussed. **ACTION: SA to explore .org.uk as a possible domain name suffix**

9. Verbal report on DTCs Infrastructure Committee meeting 19-Feb-20

- 9.1. ET, as chairman of DTC's Planning committee had explained the reasoning behind the council's response to the GNLC consultation on site allocations in Diss and part of Roydon. DTC's decisions included notice that it would not support any development on the Parish Fields allocation. This means the SG can now submit an endorsing response to the consultation, thus paving the way to putting forward Parish Fields for Local Green Space protection. **ACTION: DB to send SG's response to GNLP consultation.**

10. DDNP's presence at DTC's Annual town Meeting, Thursday 5-Mar-20

- 10.1. The new information display stand was given its first outing at this gathering of (mainly) Diss residents, which was quite well attended by about 50 people. Ours was one of about eight stands and there were ample and excellent free refreshment – all of which meant that attention was divided; but the stand did generate some interest. **ACTION: SA to confirm status of Diss Carnival and Diss Matters publication (both had been identified as useful opportunities to promote the Plan)**

11. Meeting with Mike Burrell (GNLP Planning Policy Manager) 11-Mar-20

carried over...

12. Significant local planning applications ([2020/0478](#) not discussed in detail; supported by DTC)

Next regular meeting 20-Apr-20

BUT It was agreed to cancel this meeting unless SA is able to find a way of enabling members to participate remotely. DO NOT ATTEND Members will be notified in due course.

Meeting closed at 8.50pm



15 June 2020