

# Diss & District Neighbourhood Plan Steering Group

## MINUTES OF A MEETING

held on Monday 19 April 2021

at 7.30pm online

### Present:

David Burn (Chairman), Eric Taylor (Diss), Roger Greenacre (Stuston), Alison Wakeham (Burstons & Shimpling), Paul Curson, Jane Jennifer and Trevor Ault (Roydon), Rebecca Dingle (Palgrave), Roger Broughton (Brome & Oakley), Graham Moore & (Scole), Louise Cornell and Mark Thompson (CCP consultancy), Dave Poulter (Project Manager), Stephanie Ayden (Project Officer). South Norfolk Council guests: Cllr Lisa Neal, Cllr Graham Minshull and Phil Courtier

### 1 Chairman's opening remarks and formalities

- 1.1 DB welcomed the steering group representatives and introduced them to the South Norfolk Council representatives who were attending the meeting.
- 1.2 SA volunteered as note-taker.

### 2 Apologies and introductions

- 2.1 Apologies were received and accepted from Dola Ward (Scole), Ursula Halton (Brome & Oakley), Sharon Cousins-Clarke (Palgrave) and Steve Leigh (Stuston).
- 2.2 The guests, Cllr Lisa Neal (SNC Cabinet Member for Stronger Economy/Development Control Committee Member), Cllr Graham Minshull (SNC Development Control Committee Member) and Phil Courtier (SNC Director of Place) were introduced.

### 3 Declaration of interests: None.

### 4 Discussion with South Norfolk Council representatives

- 4.1 Both the South Norfolk Council representatives and the DDNP Steering Group (SG) representatives were keen to find a way to work together effectively to ensure that information relating to housing allocations and planning enquiries can be passed to the SG in a timely manner, whilst respecting the legal confidentiality requirements that must be observed by SNC.
- 4.2 The SG also highlighted that being involved at an earlier stage in planning developments could result in potentially a higher design and build standard on large scale developments.
- 4.3 It was also an opportunity for the SG to express its concern at having previously been assured that the DDNP would influence the future development of the area, but this appears to be over-ridden by recent increase in allocations and planning application outcomes.
- 4.4 As a way forward, Phil Courtier suggested quarterly meetings with members of the planning team and the SG to advise it of local planning developments in the DDNP area at an early stage. The SG accepted this is a good way forward and requested an initial meeting be set up asap. **Action:** Phil Courtier and David Burn to discuss this and agree a date for the first meeting.
- 4.5 The items 4.5 to 4.9 on the agenda were not covered but could potentially be items for discussion at the first joint meeting.
- 4.6 Leisure Centre provision in Diss: *see 4.5*
- 4.7 The future of the Norfolk feather Company site on Park Road, Diss: *see 4.5*
- 4.8 Planning application on land north of Diss Cemetery: *see 4.5*
- 4.9 Highways comments on potential allocations: *see 4.5*

- 4.10 Compiling the DDNP Reg. 14 consultation list. **Action:** SA to contact Richard Squires directly on this and 4.11 below.
- 4.11 The Reg. 16 consultation process: Members of the SNC planning team will be contacted directly for their input when this stage of the Plan's development is reached.
- 5 South Norfolk Village Clusters Housing Allocations Plan (SNVCHAP) [CCP]**
- 5.1 LC updated the SG on the 15 April meeting attended by herself, SNC officers and GM, AW and PC as part of the SNVCHAP Reg. 18 consultation.
- 5.2 It was confirmed that the DDNP will be required to allocate 25 new homes in each of the parishes of Roydon, Burston & Shimpling and Scole. SNCVCHAP will have a background section on each of those parishes and it will indicate all the sites that have been promoted and that DDNPSG confirms have been considered.
- 5.3 It was confirmed that SNVCHAP will not be allocating sites within the DDNP area.
- 5.4 A consequence of this agreement is that if, as part of their Reg. 18 consultation, more sites were promoted to SNC, it would be the DDNP's responsibility to consider them.
- 6 Minutes of previous meeting**
- 6.1 The Minutes of the meeting held on 15 March 2021 were agreed unanimously, subject to a small amendment in item 10.5 proposed by JJ. **Action:** DB to pass approved minutes to SA for uploading to the website. **COMPLETED**
- 6.2 Matters Arising: None.
- 7 Project Management Team update [DP]**
- 7.1 The project report would be circulated with the draft minutes.
- 7.2 Progress against programme is in line, however at a meeting today AECOM advised the SEA/HEA drafting will be complete on 10 May and will be issued for comment as they become available, with the first section issued 26 April.
- 7.3 By end of May both docs will be ready to be shared at Reg. 14 consultation.
- 7.4 LC has checked gaps in LGS evidence base as currently provided and the SG were reminded to double-check their three evidence documents and advise LC and SA of any amendments.
- 7.5 Work is due to start on preparing the fourth grant application to Locality.
- 7.6 SG reps who had yet to arrange transfer the agreed parish contributions were asked to do so for the current financial year (21/22).
- 8 CCP update [LC]**
- 8.1 Feedback on site allocations had been received from NCC highways. **Action:** LC will send on to parishes involved.
- 9 Communication/Publicity:** Carried over.
- 10 Steering Group Reps Section** *[Amendments/corrections to each entry, as informed by confirmatory notes that parish reps were asked to submit to SA after giving their verbal responses at the meeting, will be read out for approval at the next SG meeting.]*
- 10.1 **Brome & Oakley [RB]:** No NDHAs listed, but owners of LGSs cited in the plan have been notified and copies passed to Project Officer (SA). Discussion with landowner on potential development at Ivy House Farm site is still ongoing.
- 10.2 **Burston & Shimpling [AW]:** Contact with the landowner of a possible LGS behind Tuck's Mill suggests that pursuing it risks losing existing public access permission and it should therefore be dropped as a candidate. Do we contact PCC or diocese for church-owned land? DB suggested PCC, as they will forward if they feel it necessary. Do we

include churchyards, as potential development land is adjacent to churchyard? The answer is yes if the setting of the valued space is likely to be adversely impacted. Sward/Strike School query: what land is included? **Action:** LC to send AW a map for this.

- 10.3 **Diss** [SO/ET]: Nothing to report.
  - 10.4 **Palgrave** [RD]: LGS letters gone out, NDHAs next.
  - 10.5 **Roydon** [PC/JJ/TA]: Sought and gained further clarity on NDHA letters; checked when to make photo folders available for inclusion in the Draft Plan and checked that our uploaded LGS letters folder was accessible.
  - 10.6 **Scole** [GM]: Busy responding to KFC/Starbucks planning application. Have been identifying owners of LGSs and NDHAs. Letters ready to be signed by clerk and going out after approval at parish council meeting next Monday. Querying Scotland Wood LGS because it is in the middle of Thelveton Estates farmland 400m from nearest footpath? Should it be removed?
  - 10.7 **Stuston** [RG]: Confirmation on its way in next fortnight.
- 11 Update on KFC/Starbucks drive-throughs application DC/21/01101 on land at north-east quadrant of Stuston roundabout** [DB]
- 11.1 Because of inconsistency between some of the responses submitted to DB by the member parish reps, he had decided not to submit a DDNP response to this application. Some of the parish councils had submitted responses themselves.
  - 11.2 The application had been refused by MSDC three days ago but that may not be the end of the matter: the applicant may appeal the decision or make an amended application. Some SG members feel we should now engage with the applicant as a means of trying to ensure a favourable outcome for the area if they choose to pursue an application.
- 12 Correspondence** [DB]
- 12.1 Email from a University of Westminster planning student: It was agreed to give a positive response to the enquiry. **Action:** DB to reply.
- 13 Next regular meeting 17<sup>th</sup> May 2021**

*The meeting ended at 10.10pm.*



17 May 2021