

Diss & District Neighbourhood Plan Steering Group Meeting

Held on Monday 18th December 2017 at 7pm in the Meeting Room at Diss Youth & Community Centre.

Present: Graham Moore (Scole), Mike Bootman (Palgrave), Alison Wakeham (Burston & Shimpling), Roger Greenacre (Stuston), Paul Curson (Roydon), Ursula Halton (Brome & Oakley), Steve Leigh (Stuston) and Deborah Sarson (Diss Town Clerk)

1. Apologies for absence were received from Corinne Moore (Scole), Val Pudney (Palgrave), David Traube (Diss), Graham Minshull (District Cllr), Jessica Fleming (SCC Cllr), Simon Olander (Diss).
2. Minutes – the minutes of the meeting held on 20th November 2017 were agreed.
3. Vision & Objectives:
 - a) the collective and individual objectives for the initial public consultation were considered; it was noted that some parishes had submitted generic objectives when individual ones are required and it was agreed that those parishes would submit specific objectives as soon as possible (**Action: RG/UH/PC/GM**); the content of the vision, aim and objectives was agreed following the workshop and MB was thanked for writing it up; it was agreed that once complete with parish objectives it would be published in its full form on the website and final documentation. The draft leaflet was felt to be too wordy for public consultation and it was agreed to edit it before publishing (**Action: DS/AW**) It was agreed that an online survey would be prepared (**Action: DS**)
 - b) the duration of the consultation and other related procedural matters were discussed. It was agreed that the consultation will run from mid January to end February (**Action: All**) Both paper and online versions of the consultation would be required with the paper version (requiring up to six respondees per survey sheet) being separate to the leaflet; consideration needs to be given to how both will be ‘delivered’ to households and completed questionnaires returned (pre-paid option suggested) (**Action: DS**). Events to promote the consultation were discussed and it was noted that some parishes would hold meetings/events; DTC have a table at the market on the last Friday of the month which would be an opportunity to promote the consultation in addition to social media promotion. It was agreed that other SG members would help support this promotional opportunity (**Action: DS/others**)
4. MSDC/BDC consultation – the Group was to note and consider a response to the consultation on the dissolution of Mid Suffolk and Babergh District Councils and the creation of a single authority, however it was noted that this proposal is currently being challenged so there was no point in considering a response at this stage.
5. Duty to support – DS provided an update on the funding opportunity from South Norfolk Council, with £10,000 being offered provided that ‘the money will be spent on evidence base work and/or policy development or similar, and will reduce the direct workload for South Norfolk Council (the Council will still, of course, engage with the Plan’s development as appropriate, including working with Mid Suffolk DC and Norfolk County Council as appropriate)’. Representatives of the four South Norfolk parishes all agreed

that they would accept the offer **(Action: DS)** In addition, it was noted that Adam Nicholls had advised that 'South Norfolk Council and Mid Suffolk District Council are aiming to agree their side of a Memorandum of Understanding shortly, which will set out slightly more formally what we will aim to do by way of assistance and support to the Neighbourhood Plan team'.

6. Updates on any matters relevant to development and delivery of the NP including responses to the request for volunteers/organisations to help develop it. DS & MB reported on a meeting with Mike Rigby to discuss arranging a business summit, chaired by Richard Bacon, MP to engage with the businesses on the NP. A date in February will be set depending on Richard's availability.
7. Future Focus - the future focus and priorities of work to start gathering evidence was discussed. It was noted that there would soon be a wealth of evidence published by the GNDP as part of their work on reviewing the Local Plan. GM advised that he would progress work with the programme plan **(Action: GM)**
8. Planning Applications – the Steering Group received updates on planning applications that may have implications for the development and delivery of the NP. It was noted that following Marstons pre-application presentation to DTC's Planning Committee, they had written advising of their disappointment at the lack of support for their retail proposals but they still intend to submit their proposals for planning consent so their application is expected imminently; the application for additional retail units in Morrisons car park along with tyre and car wash facilities is yet to be decided but the Highways authority have not raised any objections.
9. Website – an update on the use of mailchimp and further development and uses of the website was provided. AW advised that she is keeping the website updated with minutes and other documents as they become available but she again requested more information from individual parishes as the pages are empty. She has set up a Facebook account but needs help to run it. She has created a mailchimp account so the data for interested people can be held on there; it was agreed that we should try it **(Action: DS/AW)**
10. Digital Mapping - an update on digital mapping options was received. A response from Adam Nicholls was considered which had a number of queries; MSDC provides online access to mapping via its website; MB agreed to respond **(Action: MB)**.
11. It was noted that Attleborough NP passed its referendum stage with 93.1% in favour (29.7% turnout) and has been submitted for examination. Further information and copies of documents can be found here: <https://www.attleboroughtc.org.uk/>
12. Next meetings - regular meetings of the Steering Group will be held on the 3rd Monday of each month unless otherwise notified.

Meeting closed at 8.46pm