

Diss & District Neighbourhood Plan Steering Group

Minutes of a Meeting held on Monday 18th June 2018 at 7pm at Diss Youth & Community Centre.

Present: Mike Bootman (Chairman), Tom Pace (Brome & Oakley), Alison Wakeham (Burstons & Shimpling), Simon Olander & Chris Liggett (Diss), Paul Curson (Roydon), Graham Moore (Scole), Steve Leigh (Stuston).

Also present: David Burn (MSDC Cllr).

1. **Apologies for absence** were received from Ursula Halton (Brome & Oakley), David Goldson (Roydon), Roger Greenacre (Stuston), Jessica Fleming (SCC Cllr) and Simon Marjoram (SNC). Chris Liggett introduced herself as one of four DTC NP sub-group members who will attend in rotation. Graham Moore advised that Corinne Moore (Scole) had submitted her resignation as a Cllr to Scole PC (meeting tomorrow). It was noted that Palgrave was still not represented and further discussion on this took place later in the meeting.
2. **Minutes & Matters Arising:** The Minutes of the meeting held on 21st May 2018 were agreed and signed as a correct record. There were no matters arising not covered by the Agenda.
3. **Governance:**
 - a) For the information of new members the chairman reviewed the roles and responsibilities of the Governance Group, Steering Group and Delivery Groups as set out in the Governance document;
 - b) CL expressed concern about information feeds to Steering Group in respect of announcements, consultations and planning applications, affecting its ability to consult properly and respond. This has recently been discussed when it was agreed that parishes were to ensure that Clerks passed on any such notifications as they are the official recipients. Previously the Town Clerk had drawn attention to announcements and consultations but the administration was not now represented. Agreed CL & SO to take back to DTC. MB further noted that the NP process does not provide for formal consultations until the Plan was emerging, which in reality means close to submission.
4. **Vision & Themes Public Consultation:**
 - a) Noted that the remaining annual town/parish meetings had shown little interest in the NP, in part because other matters in progress were more pressing;
 - b) Not all parishes had responded to the agreement to 'sign off' their sections of written responses. The non-Resident responses had now been collated by MB and incorporated into the main document created by GM. This is now in its final draft form and was circulated immediately prior to this meeting. Agreed the hand-written comments should be transcribed to avoid any risk of identification of a person. ALL parishes to review ASAP and sign off or suggest amendments.
5. **Consultations:**
 - a) Noted the collective response made by the Norfolk parishes on behalf of the Steering Group to 'Guidelines for Recreation Provision in New Residential Developments Supplementary Planning Document' (SPD);
 - b) Agreed to consider responding to DEFRA Designated landscapes (national parks and AONBs):2018 Review in respect of the Waveney Valley once the review details are made public.
6. **Duty to Support:**
 - a) Noted that the traffic study appeared to be under way but NCC had not communicated that to the Steering Group. Agreed the principles of representation to NCC's Diss Transport Infrastructure External Stakeholder meeting on 21st June with the need to stress how far behind the curve Diss area actually is, especially when compared to the plans in the previous study report of 2008, and to submit to NCC in advance of the meeting the 'Getting About' section of the public consultation written responses and the relevant notes from the Business Summit workshop [done]. Also to advise approval by MSDC of the BP service area site at the A140/A143 junction means its present characteristics will no longer be applicable in traffic modelling exercises. MB to circulate copies of the 2008 Mott MacDonald report [done - see in particular Executive Summary & Chapter 5];

- b) Noted that direct arrangements to attend the first Community Planning Workshop at Broadland DC on 21st June had been made by three of the Norfolk Parishes. Diss TC representatives to make urgent contact with Richard Squires at Broadland DC requesting places if still available;
 - c) A meeting took place with officers from SNC and Broadland DC including Phil Courtier, Joint Planning Manager, and Cllr Graham Minshull. Whilst it resolved some outstanding procedural matters concerning official points of contact and suchlike it sowed confusion over the relevance of the NP and failed to discuss means of progressing the 'Central Area Action Plan' or its equivalent. The Chairman has written to the officers and Cllr Minshull explaining the importance; suggesting that they discuss internally and then to arrange a further meeting on his return from leave in July;
 - d) Noted that Housing Requirement and Housing Need figures had been formally requested.
7. **To receive updates on matters relevant to development and delivery of the NP including:**
- a) Noted that SCC Highways had consulted locally on the future link road across Eye Airfield and was considering potential closure or restriction of cross-traffic turning movements at nearby junctions. Given the ambition by Stuston to restrict the right (southbound) turn from the B1077 onto the A140 at Devil's Hand Basin, in order to help realise the safe walking route between village and church, concern was raised that Steering Group is not involved in considering wider implications even though the highways fall within two of the parishes in the NP Area. Cllrs JF and DB are to meet with SCC Highways on 29th June and it was agreed that DB will raise these concerns.
8. **Future Focus:**
- a) The chairman had contacted 8 councils about the use of consultants/project managers. After chasing up some further replies had been received but the most useful was that from Stradbroke, which provided a financial statement for preparing their NP. Discussions took place around financing, cost and options for proceeding. Agreed that all options need to be considered in order to deliver progress. MB to initially discuss with DTC at senior level;
 - b) Agreed parishes should already be engaging with local communities for basic evidence gathering and GM and AW provided updates on progress so far. Discussion took place regarding the greater scope of work for DTC. Parishes/communities must be fully engaged in the Community-led Plan.
9. **Planning Applications** – to receive updates on and consider any responses to planning applications that may have implications for the development and delivery of the NP:
- a) Noted BP application [MSDC] DC/17/03027 was approved with conditions and recommendations, e.g. 'MSDC requests pedestrian and cycle access to the site is considered and discussed with SCC'.
10. **Website:**
- a) Progress towards expanding, developing and maintaining content in hand but in the background with progress slow. Noted that release of the Written Responses document and Business Summit Summary will offer a good opportunity to update content;
 - b) Parishes to consider whether they want their own specific pages on the NP web site or simply link to their own sites and to advise AW accordingly.
11. **Digital Mapping** - Use of on-line and District and County mapping was encouraged - free access. MB to ascertain level of access to Parish-online mapping [<http://www.parish-online.co.uk/>] as set up by DS.
12. **Representation for Palgrave** was discussed. There had not been any representation since January nor had the NP been reported on in the Palgrave Star or at the Annual Parish Meeting. Some members of the community, of which nearly 40 had attended the workshops held during 2017, had expressed concern about this. GM proposed that action to be taken to address this and Cllr DB offered to find a member of the community to represent Palgrave. This was agreed, with MB abstaining from the vote.
13. **Next meeting** - regular meetings of the Steering Group will be held on the 3rd Monday of each month unless otherwise notified:

16th July 20th August 17th September 15th October 19th November
 17th December

Meeting closed 9:15 p.m.