

Diss & District Neighbourhood Plan Steering Group

Minutes of a Meeting held on Monday 21st May 2018 at 7pm at Diss Youth & Community Centre.

Present: Mike Bootman (Chairman), Ursula Halton (Brome & Oakley), Tom Pace (Brome & Oakley), Alison Wakeham (Burston & Shimpling), Simon Olander (Diss), Fiona Wenman (Diss), Paul Curson (Roydon), David Goldson (Roydon), Graham Moore (Scole), Corinne Moore (Scole), Steve Leigh (Stuston).

Also present: Trevor Wenman (Mayor, Diss), Eric Taylor (Diss), Jeremy Burton (Clerk, Roydon & Attleborough TC), Simon Marjoram (SNC Planning).

1. **Apologies for absence** were received from Roger Greenacre (Stuston), Jessica Fleming (SCC Cllr). The chairman welcomed Cllr Tom Pace as the second representative from Brome & Oakley and others also attending this meeting, which was followed by round table introductions.
2. **Minutes & Matters Arising:**
 - a) The Minutes of the meeting held on 23rd April 2018 were agreed and signed as a correct record.
 - b) Matters Arising – the chairman thanked GM for standing in for him at the Diss Town Meeting.
3. **Vision & Themes Public Consultation:**
 - a) Noted that annual town/parish meetings are ongoing but that feedback from those held so far, save Palgrave, was positive. Palgrave PC was supplied with the same information including local comments but although on the agenda did not discuss it. There were very few residents present;
 - b) The free text/written comments have been collated into one complete document under the guidance of GM and he and the others (AW, MB) who had worked on it were thanked by the remainder present. It was agreed that ALL are to undertake a final review as a matter of urgency, inform GM of any suggested corrections and then to formally sign-off their own parish entries.
4. **Consultations** - the chairman was not aware of any new consultations. SM pointed out that SNC was currently consulting on 'Guidelines for Recreation Provision in New Residential Developments Supplementary Planning Document' (SPD). Given the short timescale to respond (5th June) it was agreed that representatives of the South Norfolk parishes (AW, SO, PC & GM) would meet to discuss and submit a collective response.
5. **Duty to Support:**
 - a) Noted the Draft Brief for the initial Traffic Study (A1066 Diss plus Palgrave) and confirmed the two responses that had been submitted to NCC. Agreed the text of the letter to be sent to NALEP requesting consideration of additional funding to enable the wider area study work and traffic modelling to be completed as a package, including the option to model the potential benefits of a link between the A1066/Vinces Road and A143;
 - b) Noted the securing of funds by Broadland DC and SNC to deliver a series of workshops on Community-Led planning and NPs. After some discussion agreed in principle that each South Norfolk parish would send its own representative, with the chairman attending from the SG. Noted that the first two workshops scheduled at SNC conflict with the next two SG meetings;
 - c) With assistance from Graham Minshull contact has been made with Phil Coultier, joint Planning Manager for Broadland and SNC, and a date for a meeting to discuss various key issues is currently being arranged;
 - d) Noted that Diss TC has established a sub-group of four councillors (SO, FW, Eric Taylor & Chris Liggett) specifically to lead local engagement on the NP.
6. **To receive updates on matters relevant to development and delivery of the NP including:**
 - a) Noted the outcomes from a meeting held with Cathal Deane of NHS South Norfolk Primary Care Clinical Commissioning Group (CCG) that may be summarised as local GPs decide what services they offer and can block new practices in the same area being set up. Suggested applying to join Patient Participation Groups and to approach Dr Ian Hume. Current available funding already spent on improvements at Diss Medical Centre. SN's boundary is the A140, so Scole falls within Waveney (although a subsequent announcement confirms joint working with SN). He requested we pass on the NHS contacts with BMSDC (since done) and in return he will facilitate access to their data;

- b) Noted that the chairman has been invited to sit in on the regular meetings of the Heritage Triangle Trust, which body has formally agreed to work in support of the NP;
- c) SL, as a businessman attending the Business Summit held on 18th May, offered his feedback. The event, though clearly concerned about urgently dealing with the A1066, was considered a success.

7. Future Focus:

- a) The chairman invited Jeremy Burton to brief the SG on Attleborough’s experiences in developing its NP. Jeremy was one of the councillor members of the steering group, which comprised a mix of community and business members alongside councillors, (one of whom is a traffic & planning expert). The process took 5 years, from 2013 to the successful referendum earlier this year, the community being regularly and well informed through an advertising-funded magazine (A5 colour format). The plan is a Master Plan for the area which identifies future land uses, see: <https://attleboroughtc.org.uk/attleborough-neighbourhood-plan/>
Jeremy was primarily concerned with controlling costs and sticking to the project plan. The estimated overall cost was £100,000 over the 5 years. Co-incidentally, one potential upset was through Norfolk LEA deciding on a site for a school that conflicted with the evolving NP! Members of the SG thanked Jeremy for sharing his experience with them.
- b) The chairman had contacted 8 councils of broadly similar characteristics about the use of consultants/project managers but only two had the courtesy to respond, one being Elmswell and the other Attleborough; chairman to chase up outstanding replies;
- c) Formally agreed to request Housing Requirement and (if available at the parish level) Housing Need figures from both LPAs, either combined for the Area or by LPA, once we know whom to ask!

8. 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 Marston’s application [SNC] 2017/2853 has been withdrawn for reconsideration. Agreed the need to add this to the broader discussion around options for the immediate area;
- b) Noted BP application [MSDC] DC/17/03027 is to be considered by Development Control Committee ‘A’ on 6th June but the Officer’s report and recommendation were not yet available;
- c) Noted the owner of the current ‘Poundland’ store in Mere Street, Diss, is to make an application to divide it into two retail units, considered indicative of a lack of demand for larger retail spaces.

9. Governance

- a) Subject to minor corrections, agreed the updated Governance document to include a general compliance with relevant DTC policies, including that covering GDPR adopted at the full Council meeting on 16th May, together with an increased emphasis on community and stakeholder engagement. It also reflects the transition from draft to formal status following approval of the Area Designation on 23rd August 2017 that confirmed Diss Town Council as the Lead Council with the Steering Group being a joint working party under it.

10. **Website** - Progress towards expanding, developing and maintaining content still in abeyance.

11. **Digital Mapping** - No further updates.

12. **Next meeting** - regular meetings of the Steering Group will be held on the 3rd Monday of each month unless otherwise notified:

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

Meeting closed 9:20 p.m.