

Diss & District Neighbourhood Plan Steering Group Meeting

Minutes of a Meeting held on Monday 17th September 2018 at 7pm in the Meeting Room at Diss Youth & Community Centre.

Present: Simon Olander (Diss TC), Chris Liggett (Diss TC), Eric Taylor (DTC), Graham Moore (Scole), Paul Curson (Roydon), Neil Weston (Palgrave), Alison Wakeham (Burston & Shimpling), David Burn (District Cllr Palgrave Ward) and Jessica Fleming (Co. Cllr Hartismere Div).

Mike Bootman (Outgoing Chairman) opened the meeting and then left before the first agenda item was considered.

[In an e-mail to members of the Steering Group dated 9 September, Mike Bootman had stated it was his intention to resign as the Independent Chairman of the Group at this meeting.]

District Cllr Burn agreed to act as chairman for this meeting.
County Cllr Fleming agreed to take notes.

1. **Apologies for absence** – were received from Roger Greenacre (Stuston), Steve Leigh (Stuston) Ursula Halton (B&O), Tom Pace (B&O), Fiona Wenman (Diss TC), Penny Thompson (Palgrave), David Goldson (Roydon), Graham Minshull (District Cllr Diss Ward), Roger Nightingale (SNC).
2. **Minutes** – the minutes of the meeting held on 20th August 2018 were agreed. There were no matters arising not covered within the agenda.

[Thereafter, proceedings followed a slightly revised agenda.]

3. **Independent Chairman of Steering Group** –

- a) Members of the Steering Group accepted the resignation of Mike Bootman who had stated his intent to resign prior to the meeting. This was confirmed subsequently
 - b) The Group noted its appreciation and thanks for the time and energy that the outgoing Chairman has contributed to the DDNP process. It was agreed that a letter of thanks should be sent to Mr. Bootman on behalf of the Steering Group.
 - c) It was agreed that a search for a new Independent Chairman should be initiated promptly and community representatives should be encouraged to apply.
 - d) It was agreed that Cllr Burn should act as Interim Independent Chairman until a new Chairman is selected.
 - e) It was agreed that a Statement would be prepared by DB and JF describing the position of Independent Chairman to enable a search for a suitable person to begin.
4. **Clerical Support** – the lack of clerical support was noted and SO stated that Diss TC has agreed to provide support at future meetings. This was gratefully accepted by members.

5. **Next Steps for the NP** -

- a) Vision and objectives should be reviewed and brought up to date. Objectives should be achievable and not over-ambitious, benefits to each participating parish as well as to the Town of Diss should be clear and supported by residents and businesses. The scope of the Plan can extend later.
- b) Work is needed on agreeing housing numbers for SNC and MSDC, despite related uncertainty in the local plan making process and new NPPF. Engagement by SNC and MSDC will be sought for this purpose.
- c) Finance and use of consultants will be reviewed at the next meeting or when a new Chairman is in place
- d) Governance – this will be revisited when the new Chairman is in place.

6. **Outside Bodies** –

- a) Correspondence with S Marjoram (SNC) was noted and it was agreed that a response to points he has made should be deferred until the next meeting.
- b) It was noted that GM will attend a meeting of the Waveney Valley Trust next Thursday and report back, the NP needs to actively engage with this body.
- c) Representatives from Health, Education and Transport need to be involved in the Plan process.

7. **AOB** – to note correct email distribution list for future reference

8. **Next meeting** – regular meetings of the Steering Group will be held on the 3rd Monday of each month at the Diss Community and Youth Centre unless otherwise notified. The next meeting will be on Monday 15th October, subsequent meetings will be on 19th November and 17th December.

Meeting closed at 9.05pm