

Diss & District Neighbourhood Plan Steering Group

MINUTES OF A MEETING

held on Tuesday 17th June 2019

at 7pm in the Meeting Room at Diss Youth & Community Centre.

Lines in [blue and underscored](#) are clickable links to the document or website.

Present: David Burn (Steering Group Chairman and District Cllr), Simon Olander (Leader, DTC), Eric Taylor (Diss TC), Graham Moore (Scole PC), Paul Curson and Jane Jennifer (Roydon PC), Alison Wakeham (Burston & Shimpling PC) Sharon Cousins-Clarke (Palgrave PC), Stephanie Ayden (Project Officer) and Jason Parker (Parker Planning Services).

1. Chairman's opening remarks:

- 1.1. DB welcomed to the meeting the new representative for Roydon PC, Jane Jennifer, and Jason Parker, consultant from Parker Planning Services.

2. Apologies and introductions:

- 2.1. Apologies were received and accepted from Ursula Halton and Tom Pace (Brome & Oakley PC), Roger Greenacre (Stuston PM) and Neil Weston (Palgrave PC).
- 2.2. Paul Curson introduced Jane Jennifer as the second representative for Roydon to the group, and introductions were made.

3. Parker Planning Services:

- 3.1. A Fee Quote for part 1 of the project had been provided and circulated to the group earlier. JP opened by saying that despite promoting the benefits of creating three plans at a previous meeting, he was in fact pleased that the group had continued with their goal of developing one single plan for the area and that he felt their reasonings for this could be justified if challenged at the examination stage.
- 3.2. Having looked at the material passed to him, he confirmed that the evidence gathered should enable some of the aims identified to be turned into policies. He'd looked at the issues and options already identified, and the group could, in his opinion, develop new policies around the evidence already gathered.
- 3.3. He had made a start by reviewing documents, making notes on the above and the Housing Needs Assessment report that had been circulated by ET for comment. The quote provided included a formal review of this document. However, for no charge he was happy to comment that the current HNA looks like a good document, it looks at specific types of housing need and could help generate the wording of certain policies. PPS could be commissioned to view it in more detail if the SG wished.
- 3.4. JP then moved to the project plan that had been created by GM at the start of the project in 2017. JP felt it could, with date adjustments, be a very good road map for the project, with no gaps. PPS may produce a summary version, into a table format so it can be followed, whilst referring back to GM's more detailed plan.
- 3.5. GM commented that he would like to use his plan to generate milestones and instruct volunteers, to get a rationale to who does what, and when, and so end up with a realistic end date. JP agreed, and felt the timings given in the plan were realistic. GM can export the tasks hierarchy into Excel. **Action: GM can discuss further with JP**

- 3.6.** ET then briefly updated JP on his work with AECOM on assessing Diss's housing needs and noted that there had been a significant amount of progress made on this. The design codes work is projected to be complete around the end of July. The housing side could hopefully then be 'put to bed' by the end of August 2019.
- 3.7.** The hope is that the site allocations assessment work will be completed by mid-August. AECOM will be using the call for sites document from the emerging Greater Norwich Local Plan (GNLP) and they are happy to meet if there are specific points to discuss. GM felt there was local knowledge that could be included in their review. ET felt they were starting to realise the size of the task in hand, with 35 sites to assess.
Action: ET to let the SG know what's needed
- 3.8.** SO asked about comments submitted for the GNLP, specifically will AECOM independently write the report or will they review comments made so far? ET confirmed they could review information in the draft document. SO still waiting for their first tranche of response. GM had asked County Cllr Martin Wilby if any information could be shared. **Action: GM to feedback to the group**
- 3.9.** JP confirmed he can help improve the connection between Broadland District Council and the SG. He could make an arrangement if required, to confirm information on progress with the GNLP.
- 3.10.** ET confirmed the general feeling of the group was that the neighbourhood plan would change in light of the local plan. DB confirmed that although it must be compliant with the local plans, the neighbourhood plan is at another level, and the group could still define the details.
- 3.11.** JP confirmed that he would be agreeing what the next stages are. He has a checklist of what the local authority refer to, to use a guide. JP could set out a fee quote against the steps involved.
- 3.12.** ET asked who would actually write the DDNP; JP confirmed it would be himself and Steven Bainbridge, and they would be attending the key meetings as the plan developed.
- 3.13.** The Steering Group were happy with this approach.
- 4. Minutes and matters arising:**
- 4.1.** The minutes of the meeting held on 28th May 2019 were agreed, subject to a few minor amendments. Proposed by GM seconded AW. **Action: DB to send to AW**
- 4.2.** There were no matters arising not covered by items elsewhere in the agenda.
- 5. AOB:**
- 5.1.** SA introduced SharePoint as a potential collaborative working tool and would, once the site had been tested, circulate a link to the SG.
- 6. AECOM technical support update:**
(see also items 3.7, 3.8 and 3.9, above)
- 6.1.** ET confirmed the first *Housing Needs Assessment* draft has now gone to Locality for final approval and should be released at any time.
- 6.2.** The *Site Options and Assessment* meeting with consultants for AECOM went well and they seemed happy to come up with proposals, working towards having a draft plan by the end of July.

Visits for the sites should take place in the next fortnight with 12 weeks to be allowed to completion, so aiming for mid-August.

6.3. The *Design including Design Codes* work is projected to be complete by the end of July.

7. To receive from DB relevant information contained in the Reg 18 consultation draft of the Mid Suffolk/Babergh District Councils' Joint Local Plan (JLP)

7.1. The emerging MSDC/BDC JLP introduces a new settlement hierarchy in which Palgrave and Brome have the status of 'hinterland villages', and Stuston and Oakley are 'hamlets'. It seems that these settlements will be expected to accommodate a minimum of only 48 dwellings over the 2018 to 2036 lifetime of the JLP.

7.2. Although the site allocations in Palgrave that had appeared in earlier drafts seem now to have been deleted, JP confirmed that contact can be made with the landowners in any of the villages to seek out smaller sites that could be included as allocations in the DDNP.

7.3. The DDNPSG will be responding to this consultation at the appropriate time.

8. Locality funding bid

8.1. ET had supplied printed information for SA on previous bids for funding, and as a project plan emerges and costs can be identified and allocated, an application can be submitted using these details.

9. Response to Pigeon Investment Management

9.1. ET updated the SG on Pigeon's screening application for a possible development on the Walcot Road site. An EIA (Environmental Impact Assessment) wasn't needed. Although perhaps prematurely, ETC had submitted an objection in anticipation of a planning application being forthcoming. The SG's letter answering Pigeon's enquiry about other sites earmarked for community facilities had been sent.

10. South side of Park Road, Diss

10.1. SO confirmed he had spoken with two district councillors to see if information was still available about the 'masterplan' for this area of the town on the SNC archive. He will also search on DTC's own archive. Maps of the area were circulated and it was agreed that the site is bigger than originally thought. Perhaps more stakeholders should be invited?

10.2. If sufficient information is available, it was hoped that an event/meeting could be arranged for the end of July. The Corn Hall was the preferred venue. Development of this area is an aspiration in the vision and themes of the DDNP. **Action: SO to look into confirming a date and accessing archived information.**

11. Parish Fields proposed development

11.1. ET confirmed the Parish Fields Friends had attended the recent full DTC meeting, proposing that a footpath walk that is on land owned by SNC and DTC be restored.

11.2. If this were to happen it should not impact on potential development in the area. A map was shared at the SG meeting; all ownership was still to be identified.

11.3. A full, public presentation from the Parish Fields agents is due to take place in July. **Action: SO to follow up**

12. McDonalds planning application

12.1. DB updated the group that the application for the 12-metre totem had been approved.

**Next meeting – The next meeting of the Steering Group is scheduled for 15th July 2019.
The meeting closed at 21:15**

A handwritten signature in black ink, appearing to read "David M. Beum". The signature is written in a cursive style with a large initial 'D'.

15 July 2019