

Diss & District Neighbourhood Plan Steering Group

MINUTES OF A MEETING

held on Monday 19th August 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 Mid Suffolk District Cllr, Palgrave Ward), Simon Olander, Eric Taylor and Dave Poulter (Diss TC), Roger Greenacre and Steve Leigh (Stuston PM), Alison Wakeham (Burstton & Shimpling), Sharon Cousins Clarke (Palgrave PC), Paul Curson and Jane Jennifer (Roydon PC) Tom Pace (Brome & Oakley PC), Corinne Moore (Scole PC), Stephanie Ayden (Project Officer)

1. Chairman's opening remarks

1.1. The Chairman welcomed the Group, which was well attended this month, and opened the meeting.

2. Apologies and introductions

2.1. Apologies were received and accepted from Dola Ward and Graham Moore (Scole PC) and Jessica Fleming (Suffolk County Cllr, Hartismere Division).

2.2. Corrine Moore, a former member of the SG, was welcomed back, this time as the substitute representative for Scole PC.

2.3. Participating on this occasion as a guest was Dave Poulter (recently co-opted to Diss Town Council) who lives in Roydon and joins the SG as a substitute for the DTC representatives from next month. Dave brings project management skills and a wealth of experience in the NHS, British Rail and local authorities. His input into the housing needs assessment document draft had already been appreciated by the DDNPSG, and he'd already carried out a desktop review of the Design Codes document submitted by AECOM ahead of the deadline for comment of Sept 2nd.

3. Minutes and matters arising

3.1. The Minutes of the meeting held on 15th July 2019 were agreed, proposed by SO seconded by ET. **Action: SA to send final version pdf to AW for uploading to website, and to publish to the SG's new SharePoint site which is to be trialled as the new secure repository for documentation relating to the DDNP.**

3.2. There were no matters arising.

4. AOB

4.1. The land north of Walcot Rise planning application 2019/1555 matter was raised. A letter of objection from Diss Town Council was circulated. It was felt that there needed to be a better connection between DTC and the DDNPSG in instances such as this, to ensure a partnered approach/response can be given from both. This could be by way of countersigning such communications, but a shared approach does need to be agreed going forward. **Action?**

5. Parker Planning Services update:

5.1. DB gave a verbal update to the group following the email indicating that PPS would not be taking the work forward on behalf of the DDNPSG. This is a frustrating and disappointing outcome, especially as a productive meeting had taken place with Jason Parker in July, where an initial programme of works had been outlined. At least this could form the basis of commissioning a new consultant to take the work forward. It was agreed that Mark Thompson (part of the team at [Collective Community Planning](#)) could

be informally approached. **Action: SA to make initial contact and arrange an informal meeting**

6. AECOM technical support: verbal update

- 6.1. *Housing Needs Assessment*: ET confirmed the final report was now available and noted that it did include the suggested modifications/edits put forward by Dave Poulter.
- 6.2. *Site options and assessment*: 36 sites were visited by the AECOM consultants accompanied by ET on 8th August. Sites were rated using a traffic light system: red = ruled out; amber = may be considered; green = recommended. It was noted that although the contentious Parish Fields site was immediately rated red by the consultants, this does not necessarily indicate the SG's final position on the site. We should receive a draft by mid-September; sign off late October/early November. The SG will make the final decision as to what sites to take forward in the Neighbourhood Plan. Because many of the site allocations are large there may be a case for arranging another 'call for sites' to cater for small developments.
- 6.3. *Design + Design Codes*: this document, produced by AECOM looks at such things as parking provision, permeability, wheelie bin storage, and connectivity with the existing settlement, as well as how new development should intergrate with the older buildings. A first draft has been released and was given a preliminary review by DP. When the drafts are circulated, comments can be gathered to tailor the codes to individual areas. The document has been uploaded to SharePoint for further comment, by the deadline of Sept 2nd.

7. South side of Park Road Stakeholders Event

- 7.1. Stakeholder engagement is beginning; SO had met with the area manager and the HR assistant from Morrisons supermarket. They will be key contacts going forward and will be invited to the stakeholder event later in the year. **Action: SO/SA to meet Sept 10th to agree the brief for the park Road Development Land stakeholder event.**

8. Parish Fields

- 8.1. Developers Scott Properties have recently been seeking feedback from the community on its proposal to develop Parish Fields. The consultation is now closed but conversations and debate continue on social media. The proposal comprises 55% of land given over as green space in return for 45% being supported and ultimately approved as a site for around 26 bungalows for older people. This is a contentious issue in the local community, with many people wanting to see the area preserved and protected in its entirety. It was agreed by the SG that this is a complex issue, with pros and cons for accepting some development as a way of opening up the area for the community to enjoy. The land itself is of significant value in terms of heritage and environmental diversity and it was agreed that all options should be carefully considered and due process carefully followed. Ultimately, it would be down to DTC to decide its position when any application is received. Meanwhile, the SG has made considerable progress working with professionals to get a full picture of housing needs and options for the town, and it had already been indicated by AECOM consultants that the area would be given the 'red flag' by them, i.e. they would not be recommending it as a potential development site. The situation will be monitored by the Steering Group as it develops and information received by way of professional advice would be shared with DTC.

9. **Next meeting** – regular meetings of the Steering Group will be held on the 3rd Monday of each month unless otherwise notified: 16th September, 21st October, 18th November and 16 December 2019.

The meeting closed at 20.57

A handwritten signature in black ink, reading "David M. Beun". The signature is written in a cursive style with a large initial 'D' and 'B'.

16 September 2019