

## **Diss & District Neighbourhood Plan Steering Group**

### **MINUTES OF A MEETING**

**held on Monday 16<sup>th</sup> September 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:** Simon Olander and Eric Taylor (Diss TC), Steve Leigh (Stuston PM), Tom Pace (Brome & Oakley PC); Alison Wakeham (Burston & Shimpling PC); Paul Curson (Roydon PC); Jane Jennifer (Roydon PC); David Burn (Steering Group Chairman and District Cllr Palgrave Ward); Stephanie Ayden (project officer)

**Also present:** Mark Thompson and Louise Cornell, [Collective Community Planning Ltd](#) (CCP)

#### **1. Chairman's opening remarks:**

- 1.1. The Chair welcomed the Group and introduced Mark Thompson and Louise Cornell.

#### **2. Apologies and introductions:**

- 2.1. Apologies received from Sharon Cousins Clarke and Neil Weston (Palgrave PC), Roger Greenacre Stuston PM), Graham Moore and Dola Ward (Scole PC), Ursula Halton (Brome & Oakley PC) and Jessica Fleming (County Cllr, Hartismere Division)
- 2.2. There were no new or replacement representatives.

#### **3. Presentation from Mark Thompson (MT) and Louise Cornell (LC) of Collective Community Planning**

- 3.1. MT opened with an outline of neighbourhood plan work carried out so far by CCP: four of their plans have been 'made' to date and they are presently working on around ten others; neighbourhood plans and planning applications are the focus of their work. The final plan for D&D will likely have planning policies, plus non-planning sections for other matters that characterise the area and are important to the local community.
- 3.2. Plans can be complicated, and are highly regulated, and MT anticipates around nine months to a year to complete drafting the pre-submission version plus the strategic environmental assessment (SEA) that are needed for the Regulation 14 consultation stage, followed by a further draft that will go to both councils for Regulation 16 consultation prior to Examination. MT then covered the examination process, and what is assessed in the plan relative to the Basic Conditions Statement. The end of the process is the Referendum, which is paid for by the local District Council.
- 3.3. A suggested project plan (costed out) was circulated, which is designed to take the work up to March 2020, the Reg 14 consultation.
- 3.4. ET confirmed the progress made with AECOM and that there were around 34 potential sites currently being considered by South Norfolk Council for allocation, some of which were possibly suitable for smaller developments to meet the housing need. There is an expectation that sites will be allocated in the DDNP.
- 3.5. LC then explained the evidence gathering process, and how it could inform the local issues. A strong objective evidence base is vital, and the examiner will check the policies are based on evidence. MT next outlined how a working

group, comprising 'enthusiastic amateurs' that could bring expertise to feed into the evidence gathering process and fill in the gaps, could usefully work with CCP. Contributions on areas such as valued landscape features, non-designated heritage assets, ecological descriptions and local green spaces would lend support to descriptive sections and help to evidence local policies within the plan.

- 3.6. ET asked if sites can be reserved for some future option. MT confirmed that potentially useful sites need not be allocated but can be earmarked for a review at some point in the future, dependent on how infrastructure is coping with actual development.
- 3.7. SO raised the problem of speculative applications. Without a 5-year housing land supply communities remain vulnerable to over-development in inappropriate places, especially until the emerging Local Plans are adopted; but having an NP that allocates sites can be useful to counter this, as the bar is then lowered to a 3-year housing land supply.
- 3.8. ET queried if the plan would be started fairly soon and CCP confirmed that would be possible. The info produced by AECOM would be a useful starting point. CCP would manage the technical input for the draft and would work in unison with the SG.
- 3.9. DB asked if CCP was confident of managing a seven-parish plan spanning a county border. MT explained that CCP are doing a couple of multi-parish plans already and support plans in both South Norfolk and Mid Suffolk. The complexity was discussed, specifically regarding policies but CCP believes it has sufficient experience to handle this.
- 3.10. The proposed working group is not envisaged ever to meet as a group; instead CCP would approach and work with individuals or small sub-groups selected from the working group for specific pieces of work when the need arises.

MT/LT left the meeting at 8pm.

#### **4. To consider the requirement for further technical support**

- 4.1. As all members felt that enough comparable information had been gathered to date to support appointing a consultant, it was proposed by PC, seconded by SL, that the SG should appoint Community Collective Planning on the basis of their professional and enthusiastic presentation, and their competitive quotation. Initially the appointment would be for six months to cover the stages outlined in CCP's project plan. The motion was carried by a unanimous vote.

**Action: DB to confirm with CCP and notify Sarah Richards**

- 4.2. The approach to forming a working group, as outlined in agenda item 3.5 and 3.10 was discussed. CCP would be expected to put forward topics/discrete pieces of research that could be picked up by individuals from the working group bank. There is a list in existence of experts who had volunteered previously

**Action: SA /SO to locate this list and review**

#### **5. Minutes of 19 August '19 meeting**

- 5.1. The minutes were approved  
**Action: DB to send July and August minutes to AW**
- 5.2. **Matters arising:** SharePoint was accepted as a useful way to work collaboratively and to act as a library for document storage, and will be developed further.

## 6. AOB

- 6.1. The potential expansion of healthcare provision in Diss and its possible allocation in the Plan was discussed.
- 6.2. DB has received an e-mail from Brian Falk, former director of the Diss Heritage Triangle Heritage Trust, outlining the Trust's take on the DDNP.  
**Action: DB to respond to Brian Falk's offer of help**

## 7. Locality funding application for 2019/20

- 7.1. To commence the process, and to identify possible future expenses  
**Action: SA to confirm possible additional costs with CCP and commence application process**

## 8. AECOM technical support:

- 8.1. To receive verbal update on site options assessment  
Work is progressing and further information requested by AECOM for a couple of sites has been provided. A call for sites across the parishes publicised on the DDNP website might be beneficial. Size criteria need to be established.  
**Action: SA to ask CCP for guidance regards call for sites**
- 8.2. To receive verbal update on the design guidelines  
AECOM has indicated that the SG feedback on the draft was useful; the final report should be available by the end of this month.

## 9. South side of Park Road stakeholder event

- 9.1. Verbal report of SO/SA/DB and Sarah Richards meeting on 10 September was given. Sarah has written to district councillors to assess their preferences for the future development of the site. This is with a view to a future stakeholder event following the end of the feasibility study currently underway with SNC.  
**Next steps: SR to update SO on responses**  
**Action: SA to start compiling a stakeholder list for this and future events/communications**

## 10. Parish Fields verbal update

- 10.1. There has been no update nor a planning application from Scott Properties following the consultation in July on their proposed development on a site within Parish Fields. Looking ahead, regardless of whether an application is received, the designation of open green space within all the parishes in the DDNP will form an important part of the SG's work. Parish Fields is one example among several in Diss and among many in the neighbourhood plan area as a whole.

## 11. Next regular meeting 21 October 2019 (then 18 November and 16 December)

Meeting closed at 9.03pm



21 October 2019