

# Diss & District Neighbourhood Plan Steering Group

Minutes of a meeting

Held on 16 December 2019

At 7pm in the Meeting Room at Diss & Community Centre

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

**Present:** David Burn (Chairman), Eric Taylor and Dave Poulter (Diss), Alison Wakeham (Burston & Shimpling), Jane Jennifer and Paul Curson (Roydon), Tom Pace (Brome & Oakley), Graham Moore (Scole), Roger Greenacre (Stuston) and Stephanie Ayden (Project Officer).

## 1. Chairman's opening remarks

1.1. Apologies received from Simon Olander (Diss), Steve Leigh (Stuston), Sharon Cousins-Clarke (Palgrave), Ursula Halton (Brome & Oakley) and Dola Ward (Scole).

## 2. Minutes of Nov-18 meeting

2.1. Approved, subject to a small revision. **ACTION:** SA to make amendments and forward to DB for sign off. DB to forward to AW for uploading to website.

2.2. Matters arising – none.

3. **AOB** – a need for a revised timetable of works undertaken by the consultant up to the end of the grant period was raised. **ACTION:** a detailed project plan would be drafted by the consultants, who would start following receipt of Locality funds.

## 4. AECOM technical support: verbal update ET

4.1. Final versions of AECOM's *Housing Needs Assessment* and *Design Guide* had already been received; these would be passed to the consultant. The only outstanding report was the *Site Options Assessment*.

## 5. Locality Grant Application

5.1. This had been submitted, for the maximum amount currently available (£9,000), and receipt confirmed. It was hoped a decision would be given before Christmas.

## 6. Identifying Local Green Spaces

6.1. This work was in hand, and several possible sites had been identified. This is a continuing piece of work with no end date yet set. More information is available via Gov.uk website / NPPF para 99 [link](#) **ACTION:** SG reps to look at precedents set by other neighbourhood plans and to develop descriptions and justifications.

## 7. Review of Governance arrangements for DDNPSG

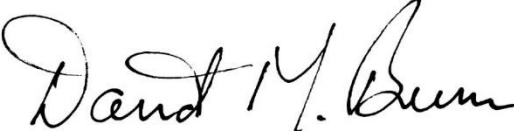
7.1. Agreeing a simplified approach to the steering group's governance is being undertaken. A proposal document was circulated. **ACTION:** SG members to review and feedback at January's meeting.

## **8. Funds held by local Parishes for Neighbourhood Plan Development**

- 8.1. It was agreed to explore whether funds presently set aside by member parish councils could be transferred to Diss Town Council to ringfence for future expenditure, for example on promotional activities and community engagement relating to the Neighbourhood Plan in the coming year. **ACTION:** *carried over*

**The meeting closed at 9.00pm**

**Date of next meeting: 20 January 2020**

A handwritten signature in black ink, appearing to read "David M. Beun". The signature is written in a cursive, flowing style.

*20 January 2020*