

Diss & District Neighbourhood Plan Steering Group

MINUTES OF A MEETING

held on Monday 15th October 2018

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

Present: Simon Olander (Diss TC), Chris Liggett (Diss TC), Graham Moore (Scole PC), Paul Curson (Roydon PC), Neil Weston (Palgrave PC), Alison Wakeham (Burston & Shimpling PC), Tom Pace (Brome & Oakley PC), Roger Greenacre (Stuston PM)

David Burn (Steering Group Chairman and District Cllr Palgrave Ward)

Also present: Simon Marjoram (Senior Planning Officer SNC)

1. Apologies for absence

- 1.1. Apologies were received from Steve Leigh (Stuston PM), Ursula Halton (B&O PC), Sarah Foote (B&O PC clerk), Penny Thompson (Palgrave), Graham Minshull (District Cllr Diss Ward) and Jessica Fleming (Co. Cllr Hartismere Division).
- 1.2. There were no new or replacement parish representatives.

2. Minutes

- 2.1. The minutes of the meeting held on 17th September 2018 were agreed as a true record.
- 2.2. There were no matters arising not covered within the agenda.

3. AOB – There were no other items that members wished to be included on the agenda

4. Position Statement

- 4.1. The position statement drafted by JF and DB explained the recent change of the SG's chairman and encouraged members of the communities to apply for the position. Its content was discussed at some length.
- 4.2. It was agreed that with minor amendments the position statement should be sent to the DTC clerk for inclusion on the website and distribution to the media, and to AW for posting on the DDNP website (**action: DB**).

5. Correspondence with Simon Marjoram (SNC)

- 5.1. Despite several exchanges between former SG chairman Mike Bootman and Simon Marjoram, formal responses from the SG to SM's e-mails of 11th July 2018 and 7th September 2018 to MB have yet to be sent. Simon was present at the meeting. He explained his reasoning behind his 7th September e-mail and clarified several points. It was agreed that an extraordinary meeting of the SG would be called, specifically to formulate a response to SM based on a simplified version of MB's attachment to his e-mail to SM on 21st August, which was a draft for discussion that was subsequently noted by MB as not receiving 'any dissent [when it] was put before the Steering Group and it was agreed that it be used as the basis for negotiation on which issue is best dealt with in what way.'
(**action: DB**)
- 5.2. Response to SM's e-mail to DTC on 5th October. This e-mail gave indicative figures for the housing requirement allocation in the Norfolk parishes that are a part of the DDNP. The final allocation will form part of the Greater Norwich Local Plan. It was agreed that for the time being the only response required is an acknowledgement (**action: DB**).

6. Governance

6.1. CL explained the composition of DTC's Neighbourhood Plan Working Group. It has four members: SO is the permanent SG member; the other three rotate as the other DTC rep on the SG. At least one SG member felt that with three of the NPWG attending only every third meeting, their knowledge of – and therefore contribution to – the workings of the Plan would be too fragmented to be useful; better, perhaps to have a second permanent member who could, with SO, keep the other two briefed and up to date. The SG accepted that the decision so far remains with DTC.

7. Revitalisation and reaffirmation

7.1. Members spent some time discussing the way forward.

8. Finance and use of consultants

8.1. It was accepted that any discussion on the use of consultants is linked to the state of the finances. It was agreed that SO should ask the DTC clerk for a statement (**action: SO**).

9. Administrative matters

9.1. Recovery of SG records held by Mike Bootman. It was agreed that DB should make the necessary arrangements with MB (**action: DB**)

9.2. DB stressed the urgent need of administrative support for the SG. It was understood that DTC will be asked to explore ways of filling this role (**action: SO**)

10. 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 19th November, subsequent meetings will be on 17th December, 21st January, 18th February and 18th March.

Meeting closed at 9.05pm

