

**Town Clerk**  
Mrs S. Villafuerte-Richards (CiLCA)

**Our Ref:** FC 18.03.26  
**Date:** 12/03/2026

**For Information:**  
Town Clerk

Diss Express

**Diss Town Council**  
Council Offices, 11-12 Market Hill,  
Diss, Norfolk, IP22 4JZ

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## Notice of Meeting

Dear Members of the Public and Press,

You are hereby summoned to attend a meeting of **Full Council** to be held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 18<sup>th</sup> March 2026** at **7:15pm** to consider the business detailed below.

Town Clerk

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## Agenda

- 1. Apologies**  
To receive and consider apologies for absence.
- 2. Declarations of Interest and Requests for Dispensations<sup>1</sup>**  
To note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.
- 3. Minutes**  
To confirm as a true record, the minutes of Full Council on Wednesday 11<sup>th</sup> February 2026 and the Extraordinary Full Council Meeting on Wednesday 4<sup>th</sup> March 2026 (copies herewith).
- 4. Public Participation**  
To consider a resolution under Standing Orders 3d to 3h to suspend the meeting to hear comments from members of the public on items to be discussed on the agenda (*The period of designated time for public participation is 20 minutes, unless directed by the Chair of the meeting, and individual members of the public are entitled to speak for a maximum of five minutes each*).
- 5. Items of Urgent Business**  
To discuss any item(s) of business which the Town Mayor or Town Clerk has previously been informed at least 24 hours before the meeting and decides should be considered as a matter of urgency (*Councillors are reminded that no resolutions can be made under this agenda item*).
- 6. Finance**
  - a) To authorise the bank outgoings for February 2026 retrospectively (copy herewith).
  - b) To note the Income & Expenditure report for February 2026 (copy herewith).
  - c) To note the Earmarked Reserves report for February 2026 (copy herewith).
- 7. Committee Terms of Reference**  
To review proposed amendments to the committee terms of reference (copy herewith).
- 8. Schedule of Meetings**  
To consider and approve the Council and Committee meeting dates for 2026/27 (report 49/2526 herewith).
- 9. Councillor Allowance Review**  
To review a new Councillor Allowance policy (copy herewith).

#### **10. Items for Noting**

- a) The Clerk & Town Mayor's updates on activities since their last reports (reports 50/2526 & 51/2526 herewith).
- b) The Facilities & Buildings Manager update on activities (report 52/2526 herewith).
- c) The progress on decisions made at the last meeting of Council (copy herewith).

#### **11. Date of Next Meeting**

To note that the next meeting of Full Council is scheduled for Wednesday 22<sup>nd</sup> April 2026 at **7:15pm**.

#### **12. Public Bodies (Admissions to Meetings)**

To consider a resolution under the Public Bodies (Admissions to Meetings) Act 1960 and Standing Orders 3d to exclude members of the public and press in order to discuss the following items which are properly considered to be of a confidential nature.

#### **13. CADAT Porta Cabin**

To consider recommendations regarding the lease agreement for the CADAT porta cabin (*confidential* report 53/2526 herewith).

#### **14. Honoured Citizen Awards**

To consider three nominations received for the Honoured Citizen awards (*confidential* copies herewith).

#### **Notes**

1 - Council has a statutory legal duty under the Localism Act 2011 s2 and has adopted a code dealing with the conduct that is expected of members in order to promote high standards of conduct as required by the Act. Members' disclosable pecuniary interests are kept on a register available to view on the Council's website. Allegations about the conduct of a councillor may be made to the district council's monitoring officer. Diss Town Council has also adopted a dispensation policy.

The reports and enclosures referred to in this agenda are available (unless marked confidential) for public inspection at the Council Offices during normal opening hours or on our website at <https://www.diss.gov.uk/full-council>.

<https://disstowncouncil.sharepoint.com/sites/DTCDoc/Committees/Full Council/Agendas FC/Full Council Agenda 18.03.2026 NoM.docx>

## Diss Town Council

### Minutes

#### Draft

Minutes of the meeting of the **Town Council** held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 11<sup>th</sup> February 2026** at **7.15pm**.

Present: Councillors: D. Craggs (Chair), S. Kiddie, A. Kitchen, K. Murphy, R. Peaty, L. Sinfield, J. Welch

In attendance: Sarah Villafuerte-Richards (Town Clerk)  
District Councillor Minshull  
8 members of the public

#### FC0226/01 Apologies

Councillor's Name	Apologies Received	Absent Without Apology	Reason / Approval
S. Browne	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
C. Dente	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Personal family reasons
J. Robertson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Holiday

#### FC0226/02 Declarations of Interest

Minute No.	Councillor's Name	Personal/Other Interest	Pecuniary Interest	Reason
	K. Murphy	<input type="checkbox"/>	<input type="checkbox"/>	Member of Planning Committee Interest in Items of Urgent Business
	All			Item 9

#### FC0226/03 Minutes

Members received the minutes of the Full Council meeting on Wednesday 14<sup>th</sup> January 2026. The apologies were amended as cllr Murphy verbally advised the Chair of his absence. It was

**Resolved:** To approve the amended minutes of the meeting of the Full Council held on Wednesday 14<sup>th</sup> January 2026 as a true record and were signed by the Chair.

#### FC0226/04 Public Participation

Nine members of the public were in attendance. One member of the public raised a query regarding an incomplete co-option form in relation to item 8. It was confirmed that the Clerk held a complete copy of the form at the meeting.

District Councillor Minshull reported on the final settlement received on Christmas Eve, confirming that the precept request process was underway. He further noted that additional Government changes had revised the financial framework, resulting in a projected £1 million reduction in funding for the District next year, followed by a further £1.1 million reduction in the subsequent two years. These changes are associated with the wider programme of Local Government Reorganisation (LGR) and national redistribution of resources.

The street cleaner machine, for which Diss was the only town to submit a request, has now been approved. A recent report issued indicates that the number of vacant retail units in Diss is slightly higher than in other market towns within the District. Diss has a significantly larger number of total retail units (including Wymondham), with a recorded 12% vacancy rate, compared to a 14% national average. This figure excludes B&M. The next quarterly report is expected to reflect an improvement. A small number of recent closures were noted (including Copy Diss), while other businesses are opening or relocating, such as Hemstocks, which intends to reopen adjacent to Diss Publishing.

Funding is available to support the review of the Diss & District Neighbourhood Plan (DDNP), although these funds are likely to be allocated quickly. The District is required to identify more than £1 million to fund the new food waste collection vehicles, following the withdrawal of central Government support. Delivery of the vehicles is now expected in October, later than the previously anticipated date of April. Great Yarmouth faces similar delays. In light of the above, the Council Tax increase is likely to be £5 per Band D property.

County Councillor Wilby submitted a written report for Members' information. The report noted the county council elections scheduled for May 2026 would not proceed so that the authority could focus on local government reorganisation and the devolution programme. This follows the cancellation of the Mayoral Elections originally planned for May 2026. A by-election will, however, take place in Diss and Roydon on Thursday 7<sup>th</sup> May due to the resignation of Cllr Keith Kiddie.

Their Bus Service Improvement Plan has delivered a 26% increase in passenger numbers since 2022 and introduced improvements across 44 bus routes, including enhanced evening and Sunday services, affordable fares, investment in a greener fleet and improved passenger information and waiting areas. Norfolk Fire and Rescue Service has rolled out 160 new Axon body-worn cameras across stations to support improved situational awareness, decision-making and firefighter safety, with live-streaming and two-way communication capability for incident support.

There is an ongoing need for foster carers in Norfolk. Residents are encouraged to find out more at to find out more visit [www.norfolk.gov.uk/fostering](http://www.norfolk.gov.uk/fostering).

#### **FC0226/05**

##### **Items of Urgent Business**

Members were updated on a booking made by the Green Party at the Corn Hall. District councillor Minshull advised that the Council had previously operated a policy of not permitting political events on Council-owned land but that the booking had been accepted by the Corn Hall Trust.

A review of the lease and associated documents confirmed that there is no restriction on political events, and that responsibility for bookings lies with the Corn Hall Trustees, who must act in accordance with charity law. The Corn Hall Manager had obtained assurances from the organisers that the event would be a closed meeting, not a rally, with attendance controlled by prior registration, and with expected numbers below 100.

Members discussed the need for consistency should similar requests arise in future, and the possibility of developing a policy to clarify expectations and the respective roles of councillors and Trustees. It was also noted that enquiries from other political parties had previously been made but did not proceed, as alternative venues were found. The event will be charged at full commercial rates.

#### **FC0226/06**

##### **Finance**

- a) Members noted bank outgoings for January 2026 retrospectively.
- b) Members noted the Income & Expenditure report for January 2026.
- c) Members noted the Earmarked Reserves report for January 2026.
- d) Members noted the internal control councillor bank reconciliations for November & December 2025.

#### **FC0226/07**

##### **Park Road Development update**

Members received an update from South Norfolk District Council regarding the redevelopment proposals for the north and south sides of Park Road. The Project Manager provided an overview of the project background, consultation process and emerging designs. Over 300 consultation responses were received, including 119 from Diss High School, representing a range of ages and genders.

Feedback indicated support for a multi-use community facility, not solely a leisure or gym space, but a community hub offering areas to relax, healthy café options, space for classes, and rooms that could be hired for board games or informal activities. Young people reported a need for places they could use without being asked to leave. Some consultees expressed views that the facility was not needed. The project team noted the ambition to improve the appearance and function of this part of Diss, which forms a key gateway near the bus terminal.

The project has progressed to RIBA Stage 4, incorporating consultation feedback and ongoing work with designers and architects. A planning application has been submitted. As the site lies within the Conservation Area, comments were received regarding the brick façade, which may require refinement to ensure it remains in keeping with the character of the area and the Mere.

Minor internal amendments have been made, and the building remains fully wheelchair accessible, with stepped access removed due to cost and replaced by a continuous slope. Discussions continue with Diss Town Council on boundary levels adjoining Madgett's Walk, where existing raised planters are located.

The building will be energy-efficient, including an e-gym suite, a Changing Places facility, and consideration of how toilet provision will accommodate different needs, including transgender users. A digital "fly-through" of the building design was shown. The project team reported they are close to confirming the design and associated costs, with further value engineering ongoing. A paper is expected to go to Cabinet in April to enable funding draw-down, with a planned start on site in May/June, and an estimated 45–50 week build programme, targeting completion in April 2027.

Provision for EV parking spaces is included as part of planning requirements. The north-west side of the site may be opened up through reduced hedging, though there will be no access through to B&M, following discussions with Colliers.

On the south side of Park Road, proposals include utilising the footpath/cycle path alignment to allow buses to exit via the Morrisons roundabout, reducing the need for reversing movements. Morrisons are no longer willing to engage further on land options for this element, though the economic and social benefits have been outlined and subsequent to the approval of their planning application. A Traffic Management Consultant will be required to review the combined impact of both projects. It was also confirmed that the planned GP surgery will not be relocating to this site. Short-term repairs will be carried out to resolve issues with bus station lighting.

#### **FC0226/08**

##### **Co-Option**

Members considered two applications for co-option to Diss Town Council. The first applicant explained that she has lived in and around Diss all her life and has always wanted to be more involved as she loves the town and particularly enjoys organising events. Her proposer, cllr Kiddie commented that she knows Diss well & knows people and may capture an audience the Council doesn't reach and help dispel negative rumours. Resourcing events has been a challenge, and she would like to source funds to help improve the look of the town specifically shop windows.

The second applicant has been attending recent meetings and got to know some councillors and is curious to know how local government works. Life changes have afforded him some time, he likes to learn and has lots to offer in terms of creativity. He would like to improve the evening offering in Diss for economic and cultural gain particularly with the close connection to London. His proposer, cllr Craggs has known applicant for number of years. He feels he has a good vision of what Diss should be, is eager to learn, attended nearly all meetings over the last 4 months and brings new expertise will complement team. It was

**Resolved:** That Christina Knights and Takudzwa Shava be co-opted to serve as Members of Diss Town Council with immediate effect, having met the eligibility requirements for co-option, been duly considered by Council & signed their declarations of office before the Clerk.

**(Action: Clerk; arrange completion of Register of Interests; by 11.03.26)**

*Councillors Knights and Shava joined the table.*

#### **FC0226/09**

##### **Councillor Allowance Review**

Members considered the amended conditions for claiming councillor allowances as set out in report 43/2526. It was noted that it was intended the revised conditions apply for the current year. Members referenced attendance at other authorities (as low as 8%), that the councillor allowances had not increased for many years and noted that some councils do not pay allowances at all.

The discussion also included whether events, civic activities, and broader participation should form part of attendance expectations, and whether additional wording was required to clarify the role of apologies or dispensations. Members noted concerns regarding low attendance levels at certain functions and the principle of ensuring allowances reflect active engagement. It was:

**Resolved:** That only councillors achieving 75% or higher attendance at both Full Council meetings and any opted-in committee meetings within a financial year may claim the annual allowance. Councillors who do not qualify may appeal to the Council Leader.

**(Action: RFO; update and publish the revised allowance conditions; by 28.02.26)**

**FC0226/10**

**Internal Controls**

Members considered recommendations regarding the review of internal controls (report 44/2526). It was

**Resolved:** That the recommendations set out within the review of Internal Controls be approved.

**(Action: RFO; implement the approved internal control measures; by 31.03.26)**

**FC0226/11**

**Community Grant Scheme**

Members considered a recommendation from the Council's Grant Panel regarding an application for funding to support a book festival (report 45/2526). It was noted that the full grant fund of £10k remained available and that the proposal represented seed funding for an event that could, if successful, become a regular feature for the town. Members discussed the potential benefits of the event, including opening the Corn Hall to new audiences, supporting local businesses, and encouraging reading and literacy, particularly among young people. It was also noted that Diss Town Council has a longstanding aim to promote arts and cultural activities within the community. It was

**Resolved:** That a grant award of £3.5k is made to the Diss Corn Hall Trust to support DissCover Book Festival 2026.

**(Action: Clerk/RFO; issue grant award confirmation and arrange release of funds; immediately)**

**FC0226/12**

**Memorial Safety Testing**

Members considered recommendations for testing memorials in the Cemetery and St Mary's Churchyard (report 46/2526). It was

**Resolved:**

1. That the quote from Contractor 1 to undertake memorial testing at Diss Cemetery and St Mary's Churchyard at a cost of £4,310, plus £4.50 per label for unsafe memorials, allocated from Earmarked Reserves – Cemetery Grounds (including monuments), be approved.
2. That permission be sought from the Parochial Parish Council.
3. That a Memorial Testing Policy be drafted for submission with the faculty.
4. That an application be made for a List B faculty for the testing of memorials in St Mary's Churchyard.

**(Action: Cemetery Lead; by 31.03.26)**

**FC0226/13**

**Diss and District Neighbourhood Plan**

Members considered correspondence regarding the review of the Diss and District Neighbourhood Plan (DDNP). It was noted that the Mid Suffolk Local Plan is expected to be released sooner than the South Norfolk Council (SNC) plan. Members agreed that it may be prudent to postpone further action until additional information is available from SNC.

From a planning perspective, it was highlighted that applications referencing DDNP policy points continue to be received. The current Plan was adopted prior to the introduction of additional site allocations within the Greater Norwich Local Plan (GNLP) and the emerging Mid Suffolk Plan.

Members noted that the authority does not currently have a five-year housing land supply, resulting in the application of the "tilted balance" when determining planning applications. Applications must therefore be assessed on their individual merits. Discussion took place regarding the need to review the DDNP given the resources required to do so and the implications of continuing to rely on the existing document, with reference made to the Shelfanger Road allocation, where only half of the designated land has been retained.

It was reported that SNC grant funding of up to £6,000 is available for neighbourhood plan reviews, with a further potential £10,000 in additional support. Members acknowledged that maintaining an up-to-date Plan provides the strongest available protection in the absence of a five-year land supply. It was

**Resolved:** to liaise with the other Diss & District Neighbourhood Plan parishes to propose submitting a grant application for a review of the DDNP.

**(Action: Clerk; immediately)**

**FC0226/14**

**Events**

Members considered the revised Stallholder Terms and Conditions, Bar Tender Document & Entertainer Agreement for use at events. It was

- Resolved:**
1. That the Stallholder Terms & Conditions for use at Council-run events be approved.
  2. That the Bar Tender Document for use at Council-run events be approved.
  3. That the Entertainer Agreement for use at Council-run events be approved.
- (Action: DTC Office; immediately)**

**FC0226/15**

**Items for Noting**

- a) It was noted that the Clerk & Town Mayor's updates on activities since their last reports will be on the March agenda.
- b) It was noted that NALC has published a new online resource showcasing practical case studies on devolution from parish and town councils across England and case studies are available to view via the Council's subscription. Clerk to circulate examples.
- c) Members noted the information regarding the EcoPower Suffolk Solar Project, which is outside of local control. It was noted that there could be traffic impacts given the significant amount of aggregate being brought in.
- d) Members noted the progress on decisions made at the last meeting of council.

**FC0226/16**

**Date of Next Meeting**

Members noted that the next meeting of the Full Council is scheduled to take place on Wednesday 18<sup>th</sup> March 2026 at 7.15pm.

**FC0226/17**

**Public Bodies (Admissions to Meetings)**

Members considered a resolution under the Public Bodies (Admissions to Meetings) Act 1960 and Standing Orders 3d to exclude members of the public and press in order to discuss the next item of business, which was properly considered to be of a confidential nature.

**FC0226/18**

**Legal Support Services**

Members considered a recommendation for appointing legal support services (confidential report 47/2526). Cllr Craggs summarised the report and meetings with the proposed solicitors. It was noted that three solicitors, two based in Diss, had been approached and

- Resolved:** That Clapham & Collinge Solicitors be appointed to carry out Diss Town Council's legal work on a fixed-price basis, and that their service be reviewed following the completion of the two specified tasks.
- (Action: Clerk; immediately)**

Meeting closed: 21.13.

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Councillor D. Craggs  
Chair / Town Mayor

## Diss Town Council

### Minutes

**Draft**

Minutes of the extraordinary meeting of the **Town Council** held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 4<sup>th</sup> March 2026** at **6.00pm**.

Present: Councillors: D. Craggs (Chair), C Dente, S. Kiddie, A. Kitchen, T. Knights, R. Peaty, J. Robertson, T. Shava, L. Sinfield, J. Welch

In attendance: Sarah Villafuerte-Richards (Town Clerk)  
District Councillors Kiddie & Minshull  
17 members of the public

#### EFC0326/01 Apologies

Councillor's Name	Apologies Received	Absent Without Apology	Reason / Approval
S. Browne	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
K. Murphy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

#### EFC0326/02 Declarations of Interest

Minute No.	Councillor's Name	Personal/Other Interest	Pecuniary Interest	Reason
EFC0326/06 2026/0271	A. Kitchen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lives on Roydon Road

#### EFC0326/03 Minutes

Members noted that the minutes of the Full Council meeting and Planning committee on Wednesday 11<sup>th</sup> February 2026 will be considered at the next scheduled meetings respectively.

#### EFC0326/04 Public Participation

19 members of the public were in attendance. A representative of the Diss Heritage Trust (DHT) presented some alternatives to existing design most notably creating an entrance from the car park side where most people will arrive either by car, bike or bus and the swapping of the soft play and community space so that the latter benefits from an extended green usable event space next to the Park and improved views over the Mere. Other suggestions included reconfiguring internal spaces, creating a third floor in the roof, and adopting stronger sustainability measures such as solar panels and rainwater harvesting, stressing that the scheme currently underuses the site's unique potential.

Several members of the public spoke of the warehouse type appearance of the building given its significant location and another spoke in favour of the application siting the numerous opportunities there have been for comments during the public consultations and it was noted that the DHT's comments had already been sent to the District Council who provided feedback following a Freedom of Information (FOI) request.

South Norfolk District Council's project team reported that the scheme has been developed openly and constructively, with responses provided to FOI requests and community queries. Work has progressed through RIBA Stages 1–4 to achieve design and cost certainty, supported by extensive public engagement through market events, the DTC AGM, online feedback, demand surveys and input from the local high school. With over 300 responses and more than 95% positive feedback, the proposals are described as informed, balanced and reflective of community needs, recognising that no design will satisfy all views.

The building design is intended to be simple, robust and appropriate to its setting, using durable materials that reflect local character, with timber and glazing to create an active frontage. Practical adjustments have been made, including the removal of the roof terrace to reduce costs and revised highway access for safety. The internal layout follows the agreed brief, and sustainability features

include photovoltaic panels and air-source heat pumps. The team concluded that the proposal is deliverable, affordable and future-proof, providing a well-considered civic facility for Diss.

District Councillor Minshull asked members to consider the proposals in the agenda pack and either accept or refuse. Planners did not support more than two floors and he reiterated the involvement of experts in leisure centres who have worked on previous successful projects. He explained that re-assessing the plans at this stage would likely add up to half a million pounds extra, which would put the project in jeopardy given the limited budget. It has taken 10 years to arrive at this point, and the town needs this facility to draw visitors into the town and for those living here. The gym facility will be available to all members of the community and will support GP referrals, supporting a key objective of the Council around healthy living. It will also support the night-time economy with people sitting outside with views over the Mere, listening to music and enjoying a drink.

Members of the Diss Leisure Centre commented that the public consultation could have included engagement with the 400 existing members and that there are many issues to be learnt from the swimming pool redevelopment.

Another DHT representative reiterated their support for this type of development on the site. They tried to get feedback from the community about what they would like, hasn't seen the results of the District Council's consultation and want to maximise the potential of the development. They requested financial information to see how their proposed changes may impact that and feel the design should be re-appraised.

The District Council representative explained that they have been responding to DHT, as a member of the public, but is unable to disclose financial information due to commercial sensitivity.

A third alternative design was then proposed siting the building at the front of the site by Park Road with the car park to the rear. It was suggested this would be a more cost-effective option with a smaller car park.

Discussion amongst Town Council members included the benefits of a soft play facility for young families and the clubs that they and older children could attend via the community facility offering. Members felt the town needs this development and were mindful of the additional time and funds that would be needed to make changes. Although they felt the suggestions had merit, they were aware that they have already been considered and dismissed by the District Council. Members considered the risk of delaying the project, the likelihood of a revised design that would match the proposals given the limitations of the site and previous investigations and aesthetics of the building in its setting, which although could be improved, is in keeping with the area and local design principles.

**EFC0326/05 Items of Urgent Business**

There was none.

**EFC0326/06 New Planning Applications and Development Control Matters**

Regarding application 2026/0271, members felt the proposal was a huge improvement on existing, in keeping with the neighbouring properties and set back from the road. One member felt the site plans could be improved to include properties surrounding the proposal and was directed to the Planning Portal where further information is available. It was noted that the applicant intends to retain the mature trees at the front of the property.

Application No.	Type	Address	Proposal	Response
2025/3866	Full Planning Permission	Land South of The Mere Park Road Diss Norfolk	Erection of a two-storey building for leisure and community activities (Class E (d) and F2 (b)) with access, parking, landscaping, and drainage	<b>RECOMMEND APPROVAL</b> The proposal for the Diss Leisure & Community Centre offers several notable planning considerations.  First, it redevelops the former John Grose brownfield site, making efficient use of previously used land and contributing to the wider South Mere regeneration area.

				<p>Second, the scheme delivers substantial community and health benefits, with facilities such as a fitness suite, studios, soft play, café, and flexible community rooms — all aligning strongly with district priorities around wellbeing.</p> <p>In terms of design, it's a modern two-storey building appropriate for contemporary leisure use, but members should note that some local heritage groups have raised concerns about how it fits within the existing townscape.</p> <p>Transport plans include adequate parking spaces and sit alongside discussions about a new bus station opposite the site, supporting sustainable travel.</p> <p>The development aligns with national, district, and local policy priorities — including efficient land use, strengthening market towns, and enhancing community infrastructure.</p> <p>Finally, the project has benefited from public engagement, with around 400 responses shaping the proposals.</p> <p>The Town Council therefore supports the delivery of this leisure and community facility development for Diss, recognising its strong community, environmental, and strategic benefits. The District Council is asked to continue to monitor design quality to ensure it respects local character and reflects public views.</p> <p>It is recommended for approval and consideration by the Development Management Committee.</p>
2026/0271	Full Planning Permission	Waycross 43 Roydon Road Diss Norfolk IP22 4LW	Demolition of existing dwelling and construction of self-build dwelling	<p><b>RECOMMEND APPROVAL</b></p> <p>This application is deemed acceptable and delegated to Officer subject to consideration of protection on the mature trees at the front of the property.</p>

(Action: Office Administrator to send response; by 06.03.26)

**EFC0326/07 Citizens Advice Portacabin**

Members considered further information regarding the proposal to utilise the former Citizens Advice porta cabin to benefit the local community (report 48/2526). The Clerk summarised the report. There was a question regarding the likelihood we would fill the space to cover the operational

costs. Citizens Advice previously canvassed the community regarding use of space and received a positive response. It was noted that the repair café run by volunteers is a different format to the community shed, which is a members-based arrangement but there may be cross over with that and the Diss Community Workshop relocating back to Diss and the lead volunteer setting up the community shed has been asked to contact both groups to see if they can work together.

There is some associated risk but the Council has budgeted to cover some of the operational costs and Citizens Advice support the initiative and are prepared to back it financially also. The Council has not been able to offer certain community services since the DYCC closure, and it would provide an opportunity to test the market in advance of any future development. Once the community shed is set up as a Charity, it can apply for funds to purchase equipment, support costs and maintain the premises. There are lots of successful community sheds around the area and it would be good to have one in Diss.

District Councillor Minshull confirmed that the District Council would be supportive of a lease agreement with the Council on similar terms to the Citizens Advice. They were paying around £900 per annum when the lease ceased, which is less than value of car parking spaces. The Council is also keen to continue to strengthen its relationship with the Citizens Advice. It was

**Resolved:** To enter into a lease agreement with South Norfolk District Council for 2 years on the same terms as former lease with CADAT to bring the former Citizens Advice porta cabin on Shelfanger Road into community use subject to approval by South Norfolk District Council and review of the lease agreement.  
**(Action: Clerk to follow up with SNDC; immediately)**

**EFC0326/08**

**Skate Park**

Members noted the successful funding outcome from The National Lottery towards the costs of the Skate Park repairs and considered a quotation following the assessment of the half pipe equipment. The Clerk advised that the contractors couldn't have determined the full costs of the half pipe work until after they dismantled it, the funds are available following the grant outcome and black skate lite can be ordered immediately to progress the works more quickly. It was noted that the Skate Park users are keen to promote facility with a re-opening event post works. There was discussion regarding the addition of a pump track. Significant funds would be required, and users have committed to undertaking a fundraising campaign to help with costs. It was

**Resolved:** To approve the additional costs of £3,242.50 excl. VAT to progress the Skate Park repairs following the assessment of the half pipe equipment and the change of skate lite surface colour to black.  
**(Action: Clerk; immediately)**

**EFC0326/09**

**Date of Next meeting**

Members noted that the next meeting of Full Council is scheduled for Wednesday 18<sup>th</sup> March 2026 at 7:15pm.

Meeting closed: 19.12.

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Councillor D. Craggs  
Chair / Town Mayor

<b>BANK OUTGOINGS FEBRUARY 2026</b>				
<b>Date Paid</b>	<b>Payee Name</b>	<b>Bacs Ref</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
02.02.2026	Red5 Networks Ltd	DD809	£ 150.40	Phone/Broadband Council Office January 2026, Skatepark/DYCC Broadband for CCTV
02.02.2026	South Norfolk Council	DD810	£ 2,156.96	Waste Collections January - March 2026 - All Sites
06.02.2026	British Gas Trading Ltd	DD811-813	£ 468.48	Electricity 1st-19th January 2026 - Sportsground, Park & Fountain
16.02.2026	A.Waterfield & Sons Ltd	Bacs2888	£ 1,800.00	Removal & Disposal of Metal/Wooden Planters - Heritage Triangle & Town
16.02.2026	Diss Cornhall Trust	Bacs2889	£ 100.00	Council Chamber Hire January 2026
16.02.2026	Diss Scaffolding Services Ltd	Bacs2890	£ 768.00	Scaffolding to access Cornhall Roof for repairs
16.02.2026	Hillside Office Supplies Ltd	Bacs2891	£ 34.20	Stationery - Council Office
16.02.2026	Institute of Cemetery & Cremation	Bacs2892	£ 192.00	Cemetery Operations and Regulatory Compliance Training
16.02.2026	LR Wyard-Scott Ltd	Bacs2893	£ 179.88	Van Fuel - January 2026
16.02.2026	NBB Recycled Furniture	Bacs2894	£ 4,400.40	4x Recycled Plastic Wood Effect Planters - Heritage Triangle
16.02.2026	P.Cottrell	Bacs2895	£ 29.00	Window Cleaning January 2026 - Council Office & Museum
16.02.2026	Proludic Ltd	Bacs2896	£ 210.72	Trampoline Rods & Springs - Mere Park Play Equipment
16.02.2026	SJS Plumbing	Bacs2897	£ 230.00	New Water Heater - Meres Mouth Toilets
16.02.2026	Vmit Ltd	Bacs2898	£ 1,056.00	IT Software & Support - February 2026
16.02.2026	Wired & Tested Electrical Services	Bacs2899	£ 661.70	Parts for Park Toilet Lighting Works
17.02.2026	British Gas Trading Ltd	DD814-815	£ 238.45	Electricity January 2026 - Market & Park Toilets
20.02.2026	British Gas Trading Ltd	DD816-818	£ 494.39	Electricity January 2026 - DYCC, Council Offices & Meres Mouth Toilets
20.02.2026	Barclaycard	Jan-26	£ 5.13	Matthew Project Networking Breakfast Ticket - Clerk
22.02.2026	Evolve Business Solutions (EA)	DD819	£ 138.95	Photocopier Charges October 2025 to January 2026 - Council Office
25.02.2026	Employees	BACS	£ 19,088.64	Salaries Month 11
26.02.2026	EE Ltd	DD820	£ 67.58	Mobile Phones 18/02 to 17/03 - Clerk, Maintenance Manager, Maintenance Team
27.02.2026	Norfolk Pension Fund	BACS	£ 6,826.80	Pension Contributions Month 11
27.02.2026	HM Revenue & Customs	BACS	£ 6,128.93	NI/PAYE Month 11
27.02.2026	Anglian Tree Solutions Ltd	Bacs2900	£ 4,794.00	Tree Works - Cemetery, St Mary Church Tree Application Fee & Bark - Rectory Meadow
27.02.2026	Diss Garden Centre	Bacs2901	£ 90.00	Composts - New Town Planters
27.02.2026	Diss Cornhall Trust	Bacs2902	£ 3,500.00	Grant for Book Festival 2025/2026
27.02.2026	ESPO	Bacs2903	£ 488.30	Gas Supplied January 2026 - Council Office & DYCC
27.02.2026	Garrod Construction Ltd	Bacs2904	£ 3,774.00	Park Entrance Infill Blocks and Perimeters with Topsoil & Grass Seed
27.02.2026	Mary Moppins Ltd	Bacs2905	£ 1,713.60	Opening & Cleaning of Park & Meres Mouth Toilets for February 2026
27.02.2026	Norwich Office Supplies	Bacs2906	£ 356.40	3x High Backed Operators Chairs - Council Office
27.02.2026	Paul Rackham	Bacs2907	£ 1,001.00	Grave Digging x3 - January 2026
27.02.2026	Pearce & Kemp Ltd	Bacs2908	£ 457.20	Park Toilets Hand Dryer & Flock Lighting Repairs
27.02.2026	Sonata Security Ltd	Bacs2909	£ 2,620.38	Emergency Lighting Repairs - Cornhall
27.02.2026	Travis Perkins Trading Co Ltd	Bacs2910	£ 40.68	Bitumen Macadam - Sportsground, White Spirits - Town Fingerposts
27.02.2026	Vmit Ltd	Bacs2911	£ 90.35	2x MS365 Business Basic February - October 2026
27.02.2026	Wired & Tested Electrical Services	Bacs2912	£ 310.00	Labour for Park Toilet Lighting Works
27.02.2026	Unity Trust Bank Plc	BACS	£ 21.40	Monthly Bank Charges January 2026, Bulk Payment Fees February 2026
			<b>£ 64,683.92</b>	

## Income Expenditure February 2026

	Budget 25-26	Actual YTD 25-26	Percentage Spend
<b>Agency Services</b>			
Total Income	£3,848	£3,983	104%
Overhead Expenditure	-£100	-£23	23%
Income Less Expenditure	£3,748	£3,960	106%
<b>Allotments</b>			
Total Income	£525	£525	100%
Overhead Expenditure	-£1,030	-£30	3%
Income Less Expenditure	-£505	£495	-98%
<b>Amenities</b>			
Total Income	£2,000	£5,850	293%
Overhead Expenditure	-£76,137	-£51,242	67%
Income Less Expenditure	-£74,137	-£45,392	61%
<b>Mini Recycling Centre Adopter</b>			
Total Income	£450	£225	50%
<b>Bank Interest rec'd/Bank Charges</b>			
Total Income	£14,000	£119,971	857%
Bank Charges	-£400	-£426	107%
Income Less Expenditure	£13,600	£119,545	879%
<b>Capital Expenditure - Loans</b>			
	-£27,589	-£20,504	74%
<b>Cemetery</b>			
Total Income	£33,000	£40,110	122%
Overhead Expenditure	-£13,320	-£18,290	137%
Income Less Expenditure	£19,680	£21,820	111%
<b>General Equipment</b>			
Overhead Expenditure	-£4,596	-£1,183	26%
<b>Christmas Lights</b>			
Total Income	£0	0	0%
Overhead Expenditure	-£19,083	-£18,500	97%
Income Less Expenditure	-£19,083	-£18,500	97%
<b>Corn Hall</b>			
Overhead Expenditure	-£8,846	-£7,108	80%
<b>Council Offices</b>			
Total Income	£6,536	£7,312	112%
Overhead Expenditure	-£19,080	-£15,508	81%
Income Less Expenditure	-£12,544	-£8,196	65%
<b>Other Council Properties</b>			
Health & Safety	-£2,500	-£1,084	43%
PK Toilets	-£18,205	-£14,019	77%
Mere's Mouth Toilet	-£18,500	-£12,896	70%
Staff Uniforms/Replacements	-£500	£0	0%
Total Expense	-£39,705	-£27,999	71%
<b>Diss Youth &amp; Community Centre</b>			
Total Income	£0	£1,539	0%
Overhead Expenditure	-£19,880	-£12,711	64%
Income Less Expenditure	-£19,880	-£11,172	56%
<b>Grants</b>			
Grants Expenditure	-£10,000	-£3,500	35%
<b>Highways - Parish Partnership Bid</b>			
Income	£0	0	0%
Parish Partnership Bid	£0	0	0%
DDNP Contribution	-£1,000	-£172	17%
Income Less Expenditure	-£1,000	-£172	17%

## Income Expenditure February 2026

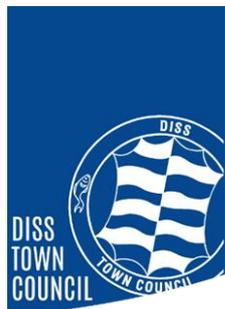
	Budget 25-26	Actual YTD 25-26	Percentage Spend
<b>Market</b>			
Total Income	£21,000	£19,781	94%
Overhead Expenditure	-£3,180	-£2,905	91%
Income Less Expenditure	£17,820	£16,876	95%
<b>Promotion</b>			
Overhead Expenditure	-£1,300	-£851	65%
<b>Precept</b>			
Total Income	£717,191	£717,191	100%
<b>General Expenditure (inc IT)</b>			
Total Income	£0	£933	0%
Overhead Expenditure	-£53,725	£67,320	-125%
<b>Sports Ground</b>			
Total Income	£10,500	£7,588	72%
Overhead Expenditure	-£21,522	-£8,924	41%
Income Less Expenditure	-£11,022	-£1,336	12%
<b>Events</b>			
Event Income	£0	£1,046	0%
Overhead Expenditure	-£1,300	-£1,645	127%
Income Less Expenditure	-£1,300	-£599	46%
<b>Christmas Switch-On Event</b>			
Total Income	£4,000	£296	7%
Overhead Expenditure	-£5,250	-£3,352	64%
Income Less Expenditure	-£1,250	-£3,056	244%
<b>Carnival</b>			
Total Income	£10,000	£11,434	114%
Overhead Expenditure	-£12,750	-£12,614	99%
Income Less Expenditure	-£2,750	-£1,180	43%
<b>Wages</b>			
Recharge	£0	£4,732	0%
Recharge	£0	-£9,308	0%
Wages Admin	-£219,705	-£175,374	80%
Wages Maint	-£205,552	-£175,531	85%
Income Less Expenditure	-£425,257	-£346,173	81%
<b>Town Mayors Charity</b>			
Total Income	£0	£1,643	0%
Overhead Expenditure	£0	-£1,172	0%
Income Less Expenditure	£0	£471	0%
<b>CIL</b>			
Total Income	£0	£2,820	0%
Overhead Expenditure	£0	-£6,062	0%
<b>Sec 106 Income</b>			
Sec 106 Income	£0	0	0%
<b>Sec 106 Expenditure</b>			
Sec 106 Expenditure	£0	0	0%
<b>Streetlighting</b>			
Total Income	£0	0	0%
Overhead Expenditure	-£16,000	-£2,618	16%
Income Less Expenditure	-£16,000	-£2,618	16%
<b>Total Income</b>			
Total Income	£823,050	£946,979	115%
<b>Total Expenditure</b>			
Total Expenditure	-£781,050	-£549,429	70%

## SUMMARY REPORT OF EARMARKED RESERVES 2025-2026

NC	Committee	Site	EMR	Balance as at 1st April 2025	Less: Actual Year to date Expense	Balance	Add: Year to date receipts	Balance as at 28th February 2026
320	AIE	Cemetery	Cemetery Bungalow Sale	£ 268,841.60		£ 268,841.60		£ 268,841.60
330	Exec	By-election	By-election costs	£ 5,000.00		£ 5,000.00		£ 5,000.00
335	AIE	Mere	Flock Project	£ 9,999.00	£ 755.93	£ 9,243.07		£ 9,243.07
342	AIE	Events	Christmas Lights switch on	£ 4,262.42	£ 2,102.21	£ 2,160.21	£ 296.00	£ 2,456.21
344	AIE	Events	Carnival	£ 5,441.93		£ 5,441.93	£ 1,616.30	£ 7,058.23
370	AIE	Cemetery	Cemetery Grounds (Inc Monuments)	£ 8,699.30	£ 5,735.00	£ 2,964.30	£ 2,987.50	£ 5,951.80
375	AIE	Corn Hall	Corn Hall	£ 24,455.21		£ 24,455.21		£ 24,455.21
384	AIE	Council Offices	Council Office Building Maint	£ 30,589.58	£ 5,700.00	£ 24,889.58		£ 24,889.58
390	AIE	DYCC	Van Replacement	£ 8,000.00		£ 8,000.00	£ 2,000.00	£ 10,000.00
392	AIE	DYCC	Replacement Ride-On Lawnmower	£ 6,345.00		£ 6,345.00		£ 6,345.00
398	AIE	DYCC	DYCC	£ 14,860.24		£ 14,860.24		£ 14,860.24
400	AIE	Market	Maintenance Market	£ 21,500.00		£ 21,500.00		£ 21,500.00
410	AIE	Mere	Anglian Gardens	£ 5,396.00	£ 4,893.00	£ 503.00		£ 503.00
412	AIE	Mere	Boardwalk	£ -		£ -	£ 5,000.00	£ 5,000.00
414	AIE	Mere	Maintenance Mere's Mouth	£ 1,530.00	£ 1,365.00	£ 165.00		£ 165.00
416	AIE	Mere	Mere Fountain	£ 22,815.00		£ 22,815.00	£ 5,000.00	£ 27,815.00
420	AIE	Rectory Meadow	Rectory Meadow Fencing	£ 7,000.00	£ 5,191.14	£ 1,808.86		£ 1,808.86
422	AIE	Park	Park General - Beacon Project	£ 1,229.46		£ 1,229.46		£ 1,229.46
424	AIE	Park	Play Equipment	£ 3,557.57	£ 6,198.36	£ -2,640.79	£ 5,000.00	£ 2,359.21
426	AIE	Park	Park Toilets	£ 16,000.00	£ 971.70	£ 15,028.30		£ 15,028.30
430	AIE	SPG	Athletics maintenance	£ 11,000.00	£ 11,000.00	£ -		£ -
432	AIE	SPG	SPG Floodlights	£ -	£ 5,000.00	£ -5,000.00	£ 5,000.00	£ -
434	AIE	SPG	SPG Pav maintenance	£ 1,919.58		£ 1,919.58		£ 1,919.58
436	AIE	SPG	SPG - Skateboard Park	£ 8,012.80	£ 1,325.00	£ 6,687.80	£ 27,797.23	£ 34,485.03
440	AIE	St Marys	Closed churchyard repairs	£ 18,579.00	£ 12,145.00	£ 6,434.00		£ 6,434.00
445	AIE	Town	Parish Partnership Works	£ 5,000.00		£ 5,000.00		£ 5,000.00
455	AIE	HTP	HTP	£ 8,633.59	£ 3,766.00	£ 4,867.59		£ 4,867.59
460	AIE	Town	Bus Shelters maintenance	£ 15,571.04		£ 15,571.04		£ 15,571.04
462	AIE	Town	Streetlights	£ 8,116.06	£ 3,700.00	£ 4,416.06	£ 15,000.00	£ 19,416.06
464	AIE	Town	Community Infrastructure Levy (CIL)	£ 81,327.35	£ 5,624.13	£ 75,703.22	£ 2,819.86	£ 78,523.08
466	AIE	Town	CCTV	£ 1,674.99		£ 1,674.99		£ 1,674.99
468	AIE	Town	D&D Neighbourhood Plan	£ 5,393.08	£ 175.40	£ 5,217.68		£ 5,217.68
469	AIE	Maintenance	5 Yr Electrical Testing	£ 3,300.00		£ 3,300.00		£ 3,300.00
470	AIE	Park	Park Enhancement Project	£ 12,139.67	£ 12,139.67	£ -		£ -
472	AIE	Town	Parking Scheme	£ 10,000.00		£ 10,000.00	£ 5,000.00	£ 15,000.00
			<b>TOTAL</b>	<b>£ 656,189.47</b>	<b>£ 87,787.54</b>	<b>£ 568,401.93</b>	<b>£ 77,516.89</b>	<b>£ 645,918.82</b>

28.02.2026	Current Year End balance (Precept)	£ 273,183.00
	General Reserves	£ 303,217.00
	EMR	£ 645,918.82
	Total Funds	£ 1,222,318.82

Streetlighting Funds Breakdown		
	Capital Reserves (ring fenced)	£ 4,096.11
	EMR General	£ 15,319.95
		£ 19,416.06



## Committee Terms of Reference and Delegations

1. Committees may exercise delegated functions on behalf of the Town Council under the following terms of reference, subject to:
  - a) The Town Council's approved budget and Financial Regulations.
  - b) Any previous minuted decision of the Town Council.
  - c) Any matters reserved to the Town Council by law.
2. The Chairs of committees will be the nominated representative from Council to attend meetings, along with the Clerk wherever possible, on issues relevant to their committee. In their absence, Chairs will nominate a substitute representative from their committee.
3. The relevant Chair(s) should be involved with matters pertaining to their committee. For activity that crosses more than one committee, the relevant Chairs should be involved to maximise synergies and realisation of objectives.

### Full Council

Full Council has responsibility for ensuring it delivers the Strategy Plan and for dealing with matters which it must do by law.

Membership: 14

Quorum: 5

Frequency of meetings: 11 per mayoral year

1. To elect a Town Mayor (annually) and Council Leader (each electoral term).
2. To approve a meeting schedule & committee membership.
3. To deal with overall matters relating to the Strategy Plan.
4. To approve the annual precept demand.
5. To approve accounts for payment.
6. To consider the quarterly financial reports.
7. To approve the review of Internal Audit procedures.

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8. To approve the Annual Accounts in accordance with the current Accounts and Audit (England) Regulations.
9. To appoint internal and external auditors.
10. To annually review the Council's internal controls, including insurance schedule, risk management/register, financial reserves policy, and investment strategy.
11. To annually review the Council's Standing Orders and Financial Regulations.
12. To ensure the Council complies with the General Data Protection Regulation.
13. To consider representation on appropriate outside bodies.
14. To review delegations to the Town Clerk.
15. To respond to consultative documents from the Government and other bodies, other than those specifically allocated to committees.
16. To consider grant application recommendations from the Grant Scheme panel.
17. To consider matters referred to it by committees.

## Executive Committee

The responsibility of the Executive Committee is to ensure the efficient, proficient and cost-effective running of the Council; increase net income; develop a budget for approval by Full Council; ensure the Council complies with all relevant laws; follow best practice in the management of the Council's finances, ensure appropriate accountability and transparency; and oversee recruitment, appointment, remuneration and management of all staff. It is also responsible for all aspects of communication and engagement with the community.

Membership: 6 minimum

Quorum: 3

Frequency of meetings: 5

1. To elect a committee Chair & Vice Chair (only members of each committee have voting rights).
2. To review and/or identify committee objectives for recommendation to Council & report progress.
3. To work with committees to develop the Council's annual budget that considers required resources to deliver key objectives, for approval by Council.
4. To simplify administrative and financial procedures to increase staff resources

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available to deliver the Council's priorities.

5. To increase net income through revenue generation opportunities and identifying cost efficiencies.
6. To be responsible for allocating and controlling the financial resources of the Council.
7. To be responsible for the Council's Capital Management Plan and financial planning.
8. To annually review the Council's asset register.
9. To be responsible for the collection of all revenue, the raising and renewal of loans (for recommendation to Council).
10. To make recommendations for the banking, financial and accounting methods for adoption by the Council.
11. To review hire charges and burial fees.
12. To ensure the Council complies with all legislative requirements.
13. To review all policies.
14. To ensure the proper management of contractors and volunteers.
15. To determine the Council's staffing structure.
16. To approve staff job descriptions.
17. To ensure the recruitment, appointment, induction, training, remuneration and management of all staff is carried out with due diligence and in compliance with all relevant legislation, good practice and nationally agreed terms and conditions of service.
18. To develop a performance management programme that links the strategy plan to staff development and performance against specific targets.
19. To develop and monitor an effective induction and training programme for all councillors.
20. To develop a communications strategy setting out how the Council will engage with the community.
21. To oversee the development of the Council's website, publications, use of social media and any other forms of engagement considered appropriate.
22. To support the local economy.
23. To set up Action Groups as required.

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## **Assets, & Infrastructure & Events Committee**

This committee is responsible for overseeing the development of a Neighbourhood Development Plan, identifying partnership opportunities to provide more efficient means of delivering existing or identified new services, to lobby/represent the interests of the community on infrastructure matters, maintaining & improving existing Council-owned facilities and assets, investigating opportunities to take on shared or devolved service provision, and working with neighbouring parishes and other organisations to deliver locally responsive and accountable services ~~and the overseeing of Council event sub-committees.~~

Membership: 10

Quorum: 4

Frequency of meetings: ~~54 times per year~~

1. To elect a committee Chair & Vice Chair (only members of each committee have voting rights).
2. To review and/or identify committee objectives for recommendation to Council & report progress.
3. To manage all facilities and amenities owned by the Town Council and leased to third parties (including acting as responsible landlords).
4. To oversee and review all third-party agreements with appropriate input from Executive committee members.
5. To review all facility regulations.
6. To develop a facilities management programme to quantify the Council's existing asset management commitments.
7. To determine the committee's budgetary requirements for consideration in the annual budget and oversee that budget once set.

8. To consider the use of developer contributions towards

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the improvement of existing or provision of new facilities.

9. To support and investigate the provision of youth facilities and services in the town.
10. To oversee the Diss market.
11. To investigate opportunities to take on shared or devolved service provision.
12. To investigate options for working with neighbouring parishes and other organisations to increase the Council's local delivery of services.
13. To monitor & review the Neighbourhood ~~Development~~ Plan.
14. To engage in all consultative planning processes relating to developments and other initiatives that will impact upon the town.
- ~~15.~~ 15. To oversee appropriate arrangements for considering all planning applications received.
16. To work with the County Council to improve the highways infrastructure in Diss.
17. To manage the Council-owned streetlights.
18. To oversee the Council's CCTV system.
- ~~19. To oversee events on Council-owned land.~~
- ~~20.~~ 19. To set up Action Groups as required.

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## Appeals Committee

The Appeals committee is made up of a panel of elected members who have not been involved in the original disciplinary hearing and who will be expected to view the evidence with impartiality. Three members of the Executive Committee along with the Town Clerk will conduct the initial disciplinary hearing.

Membership: 3  
Quorum: 3

## Sub-Committees

The Town Council has ~~three~~two sub-committees as follows:

### Planning Sub-Committee

A sub-committee of Assets, ~~&~~ Infrastructure ~~&~~ Events, this

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sub-committee considers planning applications relevant to Diss and in accordance with the Council's planning policy and procedures. N.B. The Town Council is a consultee on planning applications only and the Planning Authority (District Council) ultimately decides the outcome of planning applications.

Membership: 6 Minimum  
Quorum: 3  
Frequency of meetings: as required

## Carnival

### Events Sub-Committee

~~A sub-committee of Reporting to the Assets, Infrastructure & Events Full Council committee, this sub-committee organises the town's annual Carnival parade and fun day. Both the Council Leader and Town Mayor are ex-officio members along with the Clerk or nominated member of staff alongside volunteers from the community.~~

### Christmas Lights Switch-On Sub-Committee

~~A sub-committee of the Assets, Infrastructure & Events committee, this sub-committee organises the town's annual Christmas Lights Switch-On event. Both the and oversees events on Council Leader and Town Mayor are ex-officio members along with the Clerk or nominated member of staff alongside volunteers from the community Owned land.~~

## Sub-Groups

The Town Council has two sub-groups as follows:

### Diss & District Neighbourhood Plan Management Monitoring and Review Group

~~A sub-group of the Assets, Infrastructure & Events Committee Reporting to Full Council, the Council representatives of the Group it is are responsible for working alongside the member parishes Diss & District Management Group to ensure the management of the Plan.~~

Membership: 3 (only two members have voting rights)  
Frequency of meetings: Quarterly

### Community Grant Scheme Panel

~~A sub-group of the Assets, Infrastructure & Events Committee, The Panel it is responsible for reviewing grant applications and making recommendations to Full Council. It will be made up of the Chair and Vice-Chair of the Executive Committee with one deputising for the other and three other members.~~

DTC Docs/Committees/Council Admin

[https://disstowncouncil.sharepoint.com/sites/DTCDoc/Committees/Full\\_Council/E-Agendas\\_FC/18.03.26\\_FC/For\\_Deletion/Item\\_7\\_Tracked\\_Version.docx](https://disstowncouncil.sharepoint.com/sites/DTCDoc/Committees/Full_Council/E-Agendas_FC/18.03.26_FC/For_Deletion/Item_7_Tracked_Version.docx)  
[https://disstowncouncil.sharepoint.com/sites/DTCDoc/Committees/Committee\\_Info/Committee\\_Terms\\_of\\_Reference\\_and\\_Delegations\\_rev\\_April\\_2025\\_Jan\\_2026.docx](https://disstowncouncil.sharepoint.com/sites/DTCDoc/Committees/Committee_Info/Committee_Terms_of_Reference_and_Delegations_rev_April_2025_Jan_2026.docx)

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7

Membership: 4  
Frequency of meetings: as required

## Delegations

### 1. General

- a) Where powers or duties have been delegated to a committee, that committee may in turn assign functions or delegate powers and duties to the Town Clerk/CEO or a sub-committee, provided that delegation is reported to the next meeting of the appropriate committee or sub-committee (or Council) for information.
- b) A committee may set up a working group to investigate, consider and report back with recommendations on any issue.
- c) Any power or duty which is delegated is subject to Town Council policy and the approved budget.

### 2. Council Leader's/Chair's Power

- a) The Town Clerk may, in consultation with the Council Leader, deal with any issues causing extreme risk to the delivery of Council services on the Council's behalf. Any action must be reported to the next meeting of Council.
- b) In the absence of the Council Leader, consultation must be with the Chair or Vice-Chair of the appropriate committee.

*[Last reviewed at Full Council on 2<sup>nd</sup> April 2025]*

# Clean Updated Version

## Assets & Infrastructure Committee

This committee is responsible for overseeing the development of a Neighbourhood Development Plan, identifying partnership opportunities to provide more efficient means of delivering existing or identified new services, to lobby/represent the interests of the community on infrastructure matters, maintaining & improving existing Council-owned facilities and assets, investigating opportunities to take on shared or devolved service provision, and working with neighbouring parishes and other organisations to deliver locally responsive and accountable services.

Membership: 10

Quorum: 4

Frequency of meetings: 4 times per year

1. To elect a committee Chair & Vice Chair (only members of each committee have voting rights).
2. To review and/or identify committee objectives for recommendation to Council & report progress.
3. To manage all facilities and amenities owned by the Town Council and leased to third parties (including acting as responsible landlords).
4. To oversee and review all third-party agreements with appropriate input from Executive committee members.
5. To review all facility regulations.
6. To develop a facilities management programme to quantify the Council's existing asset management commitments.
7. To determine the committee's budgetary requirements for consideration in the annual budget and oversee that budget once set.
8. To consider the use of developer contributions towards the improvement of existing or provision of new facilities.
9. To support and investigate the provision of youth facilities and services in the town.
10. To oversee the Diss market.
11. To investigate opportunities to take on shared or devolved service provision.
12. To investigate options for working with neighbouring parishes and other organisations to increase the Council's local delivery of services.
13. To monitor & review the Neighbourhood Plan.
14. To engage in all consultative planning processes relating to developments and other initiatives that will impact upon the town.
15. To oversee appropriate arrangements for considering all planning applications received.

16. To work with the County Council to improve the highways infrastructure in Diss.
17. To manage the Council-owned streetlights.
18. To oversee the Council's CCTV system.
19. To set up Action Groups as required.

## **Appeals Committee**

The Appeals committee is made up of a panel of elected members who have not been involved in the original disciplinary hearing and who will be expected to view the evidence with impartiality. Three members of the Executive Committee along with the Town Clerk will conduct the initial disciplinary hearing.

Membership: 3

Quorum: 3

## **Sub-Committees**

The Town Council has two sub-committees as follows:

### **Planning Sub-Committee**

A sub-committee of Assets & Infrastructure, this sub-committee considers planning applications relevant to Diss and in accordance with the Council's planning policy and procedures. N.B. The Town Council is a consultee on planning applications only and the Planning Authority (District Council) ultimately decides the outcome of planning applications.

Membership: 6 Minimum

Quorum: 3

Frequency of meetings: as required

### **Events Sub-Committee**

Reporting to Full Council, this sub-committee organises the town's annual Carnival parade and fun day, the town's annual Christmas Lights Switch-On event and oversees events on Council Owned land.

## **Sub-Groups**

The Town Council has two sub-groups as follows:

### **Diss & District Neighbourhood Plan Monitoring and Review Group**

Reporting to Full Council, the Council representatives of the Group are responsible for working alongside the member parishes to ensure the

management of the Plan.

Membership: 3 (only two members have voting rights)

Frequency of meetings: Quarterly

### **Community Grant Scheme Panel**

The Panel is responsible for reviewing grant applications and making recommendations to Full Council. It will be made up of the Chair and Vice-Chair of the Executive Committee with one deputising for the other and three other members.

Membership: 4

Frequency of meetings: as required

## **Delegations**

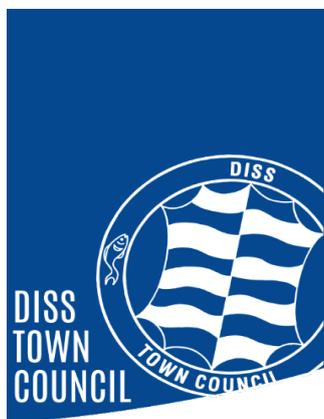
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- b) In the absence of the Council Leader, consultation must be with the Chair or Vice-Chair of the appropriate committee.

*[Last reviewed at Full Council on 2<sup>nd</sup> April 2025]*



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Website: [www.diss.gov.uk](http://www.diss.gov.uk)

Report Number:  
**49 / 2526**

Report to:	Full Council
Date of Meeting:	18 <sup>th</sup> March 2026
Authorship:	Admin Officer / Town Clerk
Subject:	Schedule of Council / Committee Meetings 2026/27

### Introduction

- Members are asked to consider and approve the proposed Schedule of Council and Committee Meetings for the 2026/27 municipal year (Appendix).
- The proposed schedule has been prepared to ensure that statutory meetings are held within the required timeframes and that meetings are arranged to support effective governance and operational planning.

### Meeting Frequency

- The proposed schedule maintains the current frequency of meetings as follows:
  - Full Council – monthly
  - Events Sub-Committee – monthly
  - Executive Committee – four meetings per year
  - Assets & Infrastructure Committee – four meetings per year
  - Annual Town Meeting – once per year.
- There is a break in August.
- Additional meetings may be convened when required.

### Day of Meetings

- Full Council, Executive Committee and Assets & Infrastructure Committee meetings are scheduled to take place on Wednesdays.
- Events Sub-Committee meetings are scheduled to take place on Tuesdays.

### School Holidays

- In preparing the proposed schedule, consideration has been given to published school holiday dates for England to minimise meetings during these periods where possible.

### Statutory Requirements

- The Annual Town Meeting must be held between 1 March and 1 June, as required by legislation.
- The Annual Meeting of the Council must take place within the statutory period in May.
- Meetings of Full Council are scheduled following committee meetings where practicable to allow items referred by committees to be considered in a timely manner.

## **Conclusion**

12. The proposed Schedule of Council and Committee Meetings for 2026/27 has been developed to:
- a. Support effective reporting and decision-making;
  - b. Align with statutory requirements;
  - c. Maintain consistency with Committee Terms of Reference;
  - d. Minimise meetings scheduled during school holiday periods where possible; and
  - e. Provide sufficient flexibility for additional meetings where required.

<b>Recommendation</b>
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To approve the Schedule of Council and Committee Meetings for 2026/27 as per the Appendix.
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# Schedule of Council / Committee Meetings 2026/27

	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan 2027	Feb	Mar	Apr
<b>Full Council</b>	22 <sup>nd</sup>	20 <sup>th</sup>	24 <sup>th</sup>	28 <sup>th</sup>		23 <sup>rd</sup>	21 <sup>st</sup>	18 <sup>th</sup>	16 <sup>th</sup>	13 <sup>th</sup>	10 <sup>th</sup>	17 <sup>th</sup>	20 <sup>th</sup>
<b>Executive Committee</b>			17 <sup>th</sup>			9 <sup>th</sup>			9 <sup>th</sup>			3 <sup>rd</sup>	
<b>Assets &amp; Infrastructure Committee</b>	8 <sup>th</sup>			8 <sup>th</sup>			7 <sup>th</sup>			27 <sup>th</sup>			7 <sup>th</sup>
<b>Events Sub-Committee</b>	14 <sup>th</sup>	12 <sup>th</sup>	2 <sup>nd</sup> / 9 <sup>th</sup> *	22 <sup>nd</sup>		15 <sup>th</sup>	13 <sup>th</sup>	10 <sup>th</sup>	8 <sup>th</sup> *	19 <sup>th</sup>	23 <sup>rd</sup>	16 <sup>th</sup>	14 <sup>th</sup>
<b>Annual Town Meeting (electors)</b>	29 <sup>th</sup>												28 <sup>th</sup>

## Notes

Full Council, Executive and Assets & Infrastructure meetings will be held on Wednesdays at 7.15pm.

Events Sub-Committee meetings will be held on Tuesdays at 7pm.

Planning meetings usually precede scheduled committee dates above and usually start between 6.30pm & 6.45pm.

The Annual Town Meetings (for electors) are scheduled for 6pm on Wednesday 29<sup>th</sup> April 2026 and 28<sup>th</sup> April 2027 at a venue to be confirmed.

The annual meeting of the Diss Surveyors Allotment Charity (all members are Trustees) will precede the June meeting at a time to be advised.

\*These meetings are event debriefs of Carnival (June) and Christmas Lights Switch-On (December).

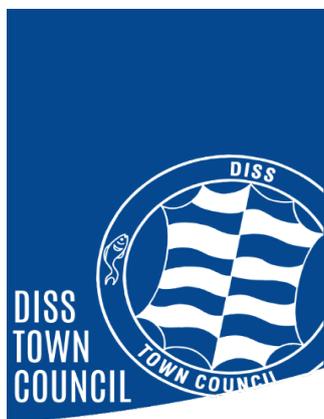
Only those dates shown in red fall within published school holiday periods.



## **Councillor Allowance Policy**

1. Diss Town Council has agreed to pay an annual allowance to elected councillors. The scheme operates in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003.
2. Co-opted members are not eligible to receive this allowance.
3. All councillors are entitled to a standard flat-rate allowance, intended to cover time commitment, telephone costs, and general duties.
4. Councillors undertaking substantial additional responsibilities - such as Committee Chairs, the Council Leader, and the Mayor - are eligible for a higher allowance. This enhanced rate includes a Special Responsibility Allowance.
5. All allowances are taxable and subject to deductions required by HM Revenue and Customs (HMRC).
5. The current annual allowance rates offered to Members-elect are:

Standard Councillor:	£110
Committee Chair:	£190
Mayor/Council Leader:	£318
6. Members may claim only one allowance. The Committee Chair, Council Leader, and Mayor rates are inclusive of the Standard Councillor allowance and are not paid as additional sums.
7. In February 2026, the Council resolved that only members who achieve at least 75% attendance at Full Council meetings and their respective committees will be eligible to claim the allowance.
8. Councillors who do not meet the eligibility criteria may appeal the decision to the Council Leader.
9. In addition to the allowance, elected and co-opted members may claim reimbursement for approved travel and subsistence expenses incurred while undertaking official duties. These payments are reimbursements and do not constitute a salary.



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Report Number:  
**50 / 2526**

Report to:	Full Council
Date of Meeting:	18 <sup>th</sup> March 2026
Authorship:	Town Clerk
Subject:	Update

### Introduction

1. These updates are on matters not already included on the progress report.

### Staffing

2. Our Marketing & Events Administrator is on a phased return to work, which started on 10<sup>th</sup> March following a family incident. She will be working 8 hours per week (contracted 24) remotely until the end of March and focusing on the forthcoming Diss Matters content.
3. This means considerable additional pressure on the administrative team and me as we manage the Carnival related tasks and Annual Town Meeting on 29<sup>th</sup> April specifically.
4. We have had to close the office to public enquiries on two occasions, and I have spoken to one administrative staff member regarding temporary additional hours. The wide ranging and complex nature of the work undertaken does not support the use of temporary agency staff.

### Training

5. We will be inviting all members and staff to carry out mandatory GDPR training and are currently looking at a Thursday morning post Carnival in June. It is expected that everyone attends for legal compliance.

### Events

6. The events sub-committee has now met three times and preparations for this year's Game On themed Carnival on Sunday 7<sup>th</sup> June are going well. We have approved around 35-40 stall applications, received six procession entrant applications and six sponsors and agreed to book infrastructure and a varied programme of entertainment. We have also agreed to support a Dinsdale duck trail around the town (watch this space). The sub-committee is very well supported with around 16 members, and we hope to have allocated all three Coordinator roles following the last meeting. We will be looking for volunteers to help at the Council's biggest event of the year so please do support us as much as you can.

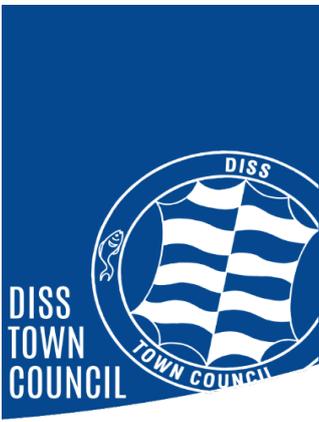
7. The date for the Christmas Lights Switch-On will be either Friday 4<sup>th</sup> or Saturday 5<sup>th</sup> December pending a decision at the next meeting.

## **Stakeholder engagement**

8. South Norfolk District Council has requested contact details for our solicitor to begin works on the Heads of Terms for the land transfer relating to the Leisure & Community Centre development.
9. Cllr Craggs and I met with another interested candidate in our councillor vacancy and who has attended several meetings to date. I am hopeful that a former councillor may well apply as his circumstances and reasons for leaving have changed.
10. I met with a representative of the Heritage Trust to discuss Market Towns funding. They have been unable to get buy in from other empty building owners and therefore proposed using their grant to install 'permanent' graphics on four or the six Post Office windows with the remaining two used for temporary event related displays. This proposal was considered by the events committee this week and agreed.
11. At the beginning of February, cllr Craggs and I did another tour of the Woodland Walk now the signage is in place. Find out more in Diss Matters.
12. Cllr Craggs and I will be attending the Sustainable Communities Conference tomorrow at the Corn Hall hosted by Adrian Ramsay MP. The agenda focuses on Nature Recovery and Community Energy with two Panel discussions and workshops. I extended the invitation to relevant groups including the Diss Community Woodland Partnership and Friends of Parish Fields who will be in attendance.
13. Linked to this is an approach I have just received from a DesignerMaker21 who is thinking about applying for funding for a community project exploring all aspects of the mere and what can be done to restore its natural ecosystem & improve water quality. We plan to meet tomorrow to discuss.
14. Cllrs Craggs & Peaty, our Facilities & Buildings Manager and I will be meeting with the Managing Director of Norfolk Homes next week to discuss the substation positioning and S106 agreement regarding the Cemetery extension.

<b>Recommendation</b>
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To note the contents of this report.
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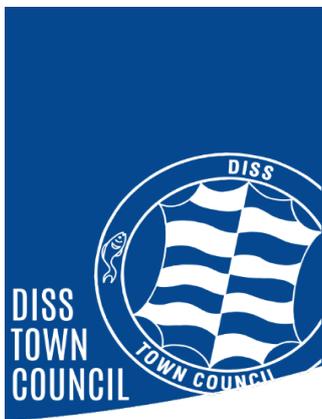
Report Number:  
**51 / 2526**

Report to:	Full Council
Date of Meeting:	18 <sup>th</sup> March 2026
Authorship:	Town Mayor
Subject:	March 2026 Update

1. Since my last report, I have been pleased to represent the town at the following community events and engagements.
2. Corn Hall Mayoral Chain Design Competition  
I was asked to help judge the winning entry for the mayoral chain design competition. During the visit we reviewed the submissions and chose the design that will now be incorporated into the mayoral chains. It was wonderful to see the creativity and craftsmanship demonstrated in the entries.
3. Scouts Pantomime  
I was invited by the local Scouts to attend their pantomime in February. It was a very enjoyable performance and a great opportunity to see the enthusiasm and confidence of the young people involved.
4. Park Radio Interview  
I joined Park Radio for an interview where we discussed several local topics, including the upcoming Diss Carnival, the skate park project which has successfully received National Lottery funding, and the recent co-option of two new councillors to the Town Council.

### **Recommendation**

To note the contents of this report.



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Report Number:  
**52 / 2526**

Report to:	Full Council
Date of Meeting:	18 <sup>th</sup> March 2026
Authorship:	Facilities & Buildings Manager
Subject:	Maintenance works update

### Projects started and completed:

1. Works on Diss Park to improve access for events via the park Road car park including car boot sales have been completed and are screened off whilst grass seed grows.
2. Removal of metal planters in the Heritage Triangle and some wooden planters around town all now complete.
3. Installed two new recycled plastic planters with built in water storage tanks, which await the planting scheme in March and two further planters to be positioned.
4. All the black & white finger posts have now been repainted around town.
5. Works to upgrade Park Toilet lighting to Led lamps has now been completed.
6. Skate Park upgrade underway. Contractors back on site.
7. Tree survey completed so now ready awaiting response to queries before going out to tender for works identified.
8. Potholes in the Sports Ground car park and access areas filled.
9. The Flock artwork & Town sign has been cleaned with recommendation for twice a year cleans from contractor.
10. Installed new bin to one of the bus shelters on Victoria Road and on post to the footpath between Champneys Road and Masefield Road and on the Council garden viewing platform.
11. Replaced water boiler in the Mere's Mouth toilets which were closed until the replacement was fitted.
12. Continue to investigate and resolve the challenges with the Flock lighting due to the water levels of the surface area around Meres Mouth and seeking quotes to sort this to get the lights working again.
13. Monitoring moles at the Cemetery.
14. Installed bark chippings along the Lowes.
15. Installed new hand drier in the male toilet on the park.
16. Attended two online Health and Safety talks hosted by Worknest – resulting in updating Council procedures and looking at risk assessments in place especially for Council events.

### Constraints

1. Challenging weather conditions have impacted outdoor work.
2. One member of outdoor team was on annual / unpaid leave for February.
3. Ford Ranger has been in and out of garage for investigative work – should be able to sell this following arrival of new electric vehicle.
4. Considerable litter and mess around the town & particularly Park Pavilion.

## Progress Report

Committee	Minute Ref	Subject	Action	Assigned to	Timescale	Comments or further action
FULL COUNCIL	FC0325/14	Rectory Meadow	3. That the lease between Diss Town Council and Diss Cricket Club is reviewed to reflect any changes.	Clerk / FBM		Solicitor has been appointed for key legal tasks with all lease reviews to follows.
	FC0325/17	Gas Contract Renewal	3. To review the gas contract in September 2026 aiming for an 18-month contract, so they and at the same time as the electricity.	RFO	30.08.26	
	FC1025/05	Urgent Business/Street Cleaner	Members were keen to understand the cost implications for a street cleaner to be supplied by the District Council to help support town cleanliness.	Clerk / Grants & Projects Officer	19.11.25	Update awaited from SNDC regarding funding for street cleaner but purchase will be in the new financial year. No update.
	FC1125/05	Councillor Vacancies	Members were encouraged to speak to people about the councillor vacancy opportunity	All	Immediately	
	FC0126/08	Council Sites (DYCC)	to further investigate the various options for developing a new building on the DYCC site as described on slides 7 & 15.	DYCC AG		DYCC AG met with an independent architectural advisor on 09.03.26 who has provided a costed proposal for translating our strategic objectives into architectural proposals that confirm how the project could be delivered in practice covering RIBA stages 0-2 to refine, develop and establish the project brief, test the feasibility, and develop concept design options demonstrating how the facility could be delivered. We will seek comparative quotes for consideration by the April meeting.
	FC0226/08	Co-Option	To complete inductions and arrange completion of Register of Interests	Admin/Clerk	11.03.26	Initial induction completed. Register of Interest form sent to Monitoring Officer by cllr Shava.
	FC0226/09	Councillor Allowance Review	Update and publish the revised allowance conditions	RFO	28.02.26	New policy on agenda
	FC0226/10	Internal Controls	Implement the approved internal control measures	RFO	31.03.26	In progress
	FC0226/11	Community Grant Scheme	That a grant award of £3.5k is made to the Diss Corn Hall Trust to support DissCover Book Festival 2026. issue grant award confirmation and arrange release of funds	Clerk/RFO	Immediately	Completed Feb 2026
	FC0226/12	Memorial Safety Testing	1. That the quote from Contractor 1 to undertake memorial testing at Diss Cemetery and St Mary's Churchyard at a cost of £4,310, plus £4.50 per label for unsafe memorials, allocated from Earmarked Reserves – Cemetery Grounds (including monuments), be approved. 2. That permission be sought from the Parochial Parish Council. 3. That a Memorial Testing Policy be drafted for submission with the faculty. 4. That an application be made for a List B faculty for the testing of memorials in St Mary's Churchyard.	Cemetery Lead	31.03.26	1. Completed 16.02.26
	FC0226/13	Diss and District Neighbourhood Plan	to liaise with the other Diss & District Neighbourhood Plan parishes to propose submitting a grant application for a review of the DDNP.	Clerk	Immediately	Meeting scheduled with DDNP MRG 25.03.26
	FC0226/14	Events	1. That the Stallholder Terms & Conditions for use at Council run events be approved. 2. That the Bar Tender Document for use at Council run events be approved. 3. That the Entertainer Agreement for use at Council run events be approved.	DTC Office	Immediately	Completed February
	FC0226/18	Legal Support Services	That Clapham & Collinge Solicitors be appointed to carry out Diss Town Council's legal work on a fixed price basis, and that their service be reviewed following the completion of the two specified tasks.	Clerk	Immediately	Solicitor has been appointed for key legal tasks with all lease reviews to follows.
	EFC0326/06	New Planning Applications and Development Control Matters	To inform SNC Planning of our responses to Planning Applications	Admin	By 06.03.26	Completed 05.03.26
	EFC0326/07	Citizens Advice Portacabin	Agree 2 year SNDC lease on former CA portacabin (Shelfanger Rd) on CADAT terms; secure SNDC approval, legal review and commence mobilisation.	Clerk	Immediately	On agenda
	EFC0326/08	Skate Park – additional works & re opening	Authorise extra £3,242.50 (ex VAT) for half pipe remedials & black skate lite order; instruct contractor; plan user led re opening comms.	Clerk	Immediately	Works underway