

# Diss Town Council

## Minutes

**Draft**

Minutes of the meeting of the **Town Council** held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 23<sup>rd</sup> April 2025** at **7.15pm**.

Present: Councillors: D. Collins, D. Craggs, C. Dente, A. Goulder, S. Kiddie, K. Murphy (Chair), J. Robertson, R. Peaty, L. Sinfield, E. Taylor, J. Welch.

In attendance: Sarah Villafuerte-Richards (Town Clerk/CEO)  
County / District Councillor Kiddie  
District Councillor Minshull  
12 members of the public

### FC0425/01 Apologies

Councillor's Name	Apologies Received	Absent Without Apology	Reason / Approval
S. Browne	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Car accident
A. Kitchen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No reason provided

### FC0425/02 Declarations of Interest

Minute No.	Councillor's Name	Personal/Other Interest	Pecuniary Interest	Reason
FC04025/06	K. Murphy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Member of South Norfolk Council's Development Management Committee.

### FC0425/03 Minutes

Members received the minutes of the extraordinary meeting of Full Council meeting on Wednesday 2<sup>nd</sup> April 2025. It was

**Resolved:** To approve the minutes of the meeting of the extraordinary meeting of Full Council held on Wednesday 2<sup>nd</sup> April 2025 as a true record and were signed by the Chair.

### FC0425/04 Public Participation

There were 14 members of the public in attendance. County Councillor Kiddie reported on pothole filling (Walcot Green) and planned pavement resurfacing from Sunnyside to Catholic church scheduled for May. He advised that Vehicle Activated Safety signage would be installed on pre-positioned poles around high school and that they are trialling commercial food waste collections prior to domestic next year, which includes a fleet of new vehicles. a large order for 'silver' food caddies for weekly collections & a depot upgrade.

District cllr Minshull reported on Council's WTF campaign, which has increased the reporting of fly tipping incidents. There is a new £10k grant available for Nature Recovery & carbon sequestration. Their business builder programme aims to support and promote small and medium-sized enterprises, and they are creating specialist jobs in the area to retain workers. Given the change to the central government's policy determining that the 5-year land supply is no longer protected, an option being considered is building a new town housing 40,000, which will allow for proper infrastructure rather than piecemeal. The swimming pool has received 22.5k visitors since opening in January and is proving very popular. The Local Government Reorganisation will take effect in 2028, leaving 2-3 years of SNDC and a shadow period in 2027. The powers to invoke new projects will then pass to the new Council. SNDC is continuing to explore all options under the one and two unitaries.

Several members of the public spoke about the Norfolk Homes planning application (minute reference FC0425/06) following the preceding public meeting. Concerns reiterated included drainage, and it was noted that the Planning Chair intends to attend the Development Management

Committee when this application is considered, and that members of the public can also attend to put forward their views.

One member of the public raised concerns regarding the lack of lines and signs around the Heritage Triangle and the dangerous parking and driving issues it causes. It was noted that the Town Council is working with the District Council and County Council (project lead) to reinstate yellow lines but it will take time to go through the legal process.

**FC0425/05 Items of Urgent Business**

There were no items of urgent business raised.

**FC0425/06 Shelfanger Road Planning Application**

Members considered planning application reference 2025/0960 from Norfolk Homes Ltd. regarding the Land East of Shelfanger Road and West of Heywood Road, Diss. It was agreed that the Town Council would recommend refusal of the application based on the following points:

**Traffic and road Safety** – speed limit management signage & double yellow lines to prevent roadside parking.

**Design Guide** - various sections need compliance that cover a wide and diverse range of issues

**Flood Risk** - the site has historically flooded. Despite the proposed provision of 5 attenuation basins weather patterns may well alter function to ponds creating child safety hazards.

**LEAP Children's play** - is located too close to 3 attenuation basins and access requires crossing of a busy road. Should be relocated or more formal and structured crossing / safety measures installed.

**Lighting** - none is provided. NCC & Police guidance supports lighting for security /pedestrian and cycleways

**Lighting on Shelfanger Rd & Burstton Rd** is not provided despite safety issues of variable traffic speeds & bends.

**Drainage** - Victorian sewers must be replaced to avoid spill over to homes and gardens. It was

**Resolved:** for the Chair and Vice-Chair of Planning to work with the Clerk to update the proposed recommendation included in the planning pack to reflect the additional public comments relevant to planning & for the Planning Committee Chair to attend the Development Management Committee at South Norfolk Council.

**(Action: ET / AG / Clerk; by 04.05.25)**

**FC0425/07 Finance**

- a) Members noted bank outgoings for March 2025.
- b) Members noted the Income & Expenditure report for March 2025.
- c) Members noted the Earmarked Reserves report for March 2025.

**FC0425/08 Quarterly Report**

Members received the 4th quarterly finance report (reference 05/2526). It was

**Resolved:** To amend the Financial Reserves policy clause 7.2 to maintain 4-5 months of precept.

**(Action: Finance Officer; immediately)**

**FC0425/09 Financial Regulations**

Members considered the new model Financial Regulations based on the National Association of Local Councils' template. These have been completely rewritten as there were too many changes to track changes. They have been adapted to suit Diss Town Council based on the previous version and there is no impact on the financial operations of the Council other than a requirement to advertise large contracts via Find A Tender. It was

**Resolved:** to adopt the new model Financial Regulations based on the National Association of Local Councils' template.

**(Action: Clerk; immediately)**

**FC0425/10 Roles and Responsibilities**

Members reviewed the revised roles and responsibilities document considered at the last meeting of Council. It was

**Resolved:** to approve the revised roles and responsibilities document.

**(Action: Clerk; immediately)**

- FC0425/11 Clerk's Report**  
Members received the Clerk's report on activities since the last report. It was noted that the Park Radio Ltd sublease should be signed in next few weeks.
- FC0425/12 Progress Report**  
Members noted progress on decisions made at the last meeting of Council.
- FC0425/13 Date of Next Meeting**  
Members noted that the next meeting of the Full Council is scheduled to take place on Wednesday 21<sup>st</sup> May 2025 at 7.15pm.
- FC0425/14 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 following items which are properly considered to be of a confidential nature
- FC0425/15 John Grose**  
Members received a *confidential* update from South Norfolk District Council on the plans for the redevelopment of the John Grose site. The Officer has been meeting regularly with the Town Council's DYCC Action Group and he summarised the plans for the forthcoming public consultation starting on Friday and running until the end of May, which DTC councillors will support. There will be a micro website attached to the project which the public can comment on and they are hoping to capture as much information as possible from a wide range of residents.
- The development will include a gym (relocated from the swimming pool site with data supporting its demand), soft play area which will help with financial viability and came out strongly from the recent Heritage consultation as needed, café, multi-use studio and community space.
- They are aiming for BREEAM Excellence, signifying a building project's commitment to long-term sustainability and reducing environmental impact. Materials are subject to change and will be in keeping with the conservation area and they will work with DTC around the opportunity to improve the Mere drainage.
- They are continuing to progress the south of Park Rd project engaging with the various stakeholders.
- FC0425/16 Sports Ground**  
Members considered a *confidential* update regarding the novation agreement for the Sports Ground. The other party would like clause 4.2 removed, given the unlikely event that the Sports Ground will be developed for anything other than sports-related activity in the next five years. It was
- Resolved:** to arrange for the novation agreement for the Sports Ground with the removal of clause 4.2 to be signed as per Standing Orders 23.  
(Action: Clerk; immediately)

Meeting closed: 9.42pm.

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Councillor K. Murphy  
Chair / Town Mayor