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

**Our Ref:** FC 18.11.2026
**Date:** 12/11/2026

**For Information:**
Diss Express

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

**Telephone:** 01379 643848
**Email:** towncouncil@diss.gov.uk

## Notice of Meeting

Dear Members of the Public and Press,

You are cordially invited to attend a meeting of **Full Council** to be held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 18th November 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 Dispensations1**
   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 21st October 2026 (copy 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 approve retrospectively the bank outgoings for October 2026 (copy herewith).
   b) To note the Income & Expenditure report for October 2026 (copy herewith).
   c) To note the Earmarked Reserves report for October 2026 (copy herewith).
   d) To note the reconciliations of income and expenditure with the Council's bank account statements for July & August 2026 (copies herewith)

7. **Budget 2027-28**
   a) To consider a recommendation following an income & pricing structure review (report reference 46/2627 herewith) to inform the draft budget for 2027/28.
   b) To consider a report (reference 47/2627 herewith) regarding the draft Earmarked Reserves budget for 2027/28.

8. **Norfolk County Council 2027/28 Budget Consultation**
   To consider Norfolk County Council's 2027/28 budget consultation and agree whether the Town Council wishes to submit a response (copy herewith).

9. **Diss Railway Station**
   To consider supporting the principle of providing full step-free access between platforms at Diss Railway Station (copy herewith).

10. **Active Travel Funding**
    To consider a recommendation to submit an Active Travel Connectivity project funding proposal to Norfolk County Council to improve cycling, walking and public transport infrastructure in Diss (report reference 48/2627 herewith).

11. **National Scheme of Delegations for Planning Functions**
    To note the introduction of the National Scheme of Delegation for Planning Functions and its implications for the determination of planning applications (copy herewith).

12. **Park Radio**
    To consider a proposal for standby power and associated infrastructure at the Corn Hall and DYCC to enable Park Radio to maintain broadcasts during a prolonged power and internet outage (copy herewith).

13. **Policies and Governance Documents**
    a) To consider adoption of a new Photography and Filming for Council Communications Policy (copy herewith)
    b) To consider adoption of an agreement for the engagement and management of Council contractors (copy herewith).
    c) To consider adoption of a revised Data and Records Retention Policy (copy herewith).
    d) To note that the Honoured Citizens Award Regulations and Nomination Form have been updated and will be published under delegated authority.

14. **Items for Noting**
    a) The Clerk's updates on activities since the last report (report 49/2627 herewith).
    b) The Facilities & Buildings Manager updates on activities since the last report (report 50/2627 herewith).
    c) To receive a verbal update from the Town Mayor on activities since the last report.
    d) To receive verbal updates from other Council members on recent activities.
    e) To note the Remembrance debrief meeting is scheduled for 23rd November.
    f) To note the minutes of the Events committee meeting on 10th November (copy herewith).
    g) To note progress on decisions made at the last meeting of Council (copy herewith).

15. **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.

16. **Portacabin**
    a) To consider a draft lease agreement with South Norfolk Council regarding the former CADAT portacabin (confidential report 51/2627 herewith).
    b) To consider a draft transfer agreement with CADAT regarding the same (confidential report 51/2627 herewith).

17. **Date of Next Meeting**
    To note that the next meeting of Full Council is scheduled for Wednesday 16th December 2026 at 7.15pm and will be held in the **Ceremony Room** at the Diss Town Council Offices.

**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.

# Diss Town Council

## Minutes

**Draft**

*A minute's silence was held in memory of the late Peter Frewin, a dedicated Army Cadet leader and community champion.*

Minutes of the meeting of the **Town Council** held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 21st October 2026** at **7.15pm**.

| | | |
|---|---|---|
| Present: | Councillors | D. Craggs (Chair), C. Dente, S. Kiddie, A. Kitchen, T. Knights, R. Peaty, J. Welch, P. Wilson, S. Willoughby |
| | In attendance: | S. Villafuerte-Richards (Town Clerk)<br>County Councillor Porteous<br>District Councillors Kiddie & Minshull<br>3 members of the public |

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**FC1026/01 Apologies**

| Councillor's Name | Absent Without Apology | Apologies Received | Reason | Apologies Accepted |
|---|---|---|---|---|
| L. Sinfield | ☐ | ☒ | Holiday | ☒ |
| T. Shava | ☐ | ☒ | Work commitments | ☒ |

**FC1026/02 Declarations of Interest**
There were none.

**FC1026/03 Minutes**
Members received the minutes of the Full Council meeting on Wednesday 23rd September 2026.

**Resolved:** To approve the minutes of the meeting of the Full Council held on Wednesday 23rd September 2026 as a true record. The minutes were signed by the Chair.

**FC1026/04 Public Participation**
Six members of the public were in attendance.

The Council received a written report from County Councillor Porteous, who also provided an update on local highways matters. He referred to ongoing discussions with County Council officers, the forthcoming town tidy event and preparations for Remembrance Sunday. Members also discussed matters relating to the library area and highway signage.

District Councillor Kiddie provided an update on the introduction of weekly food waste collections, due to commence locally on 9 November, and reported on parking enforcement activity within Diss.

District Councillor Minshull reported on progress with the new leisure centre and the proposed new bus station, including the approved £1.25 million investment. He also reported on Community Action Fund grants awarded to projects in Diss and Roydon, proposals concerning council tax for those receiving end-of-life care, increased parking enforcement outside schools, changes affecting the consideration of planning applications and national preparedness guidance.

**FC1026/05 Items of Urgent Business**
There were none.

**FC1026/06 Finance**
a) Members authorised bank outgoings for September 2026 retrospectively.
b) Members noted the Income & Expenditure report for September 2026.
c) Members noted the Earmarked Reserves report for September 2026.
d) Members received and noted the 2nd quarterly financial report.

**FC1026/07 Budget 2027-28**

Members considered report 39/2627 regarding the first draft budget for 2027/28. It was

**Resolved:** To endorse the draft Assets, Infrastructure and Events and Executive budgets for 2027/28 as the basis for further consideration, noting that earmarked reserves, potential savings and income-generating opportunities would be considered further by the Budget Action Group and a revised draft presented to Full Council in November.

**(Action: RFO/Budget Action Group; November 2026)**

**FC1026/08 Mere**

**a) Clear Mere Project**

Members considered the detailed proposal for improving water quality within the Mere following the award of a £10,000 Nature Conservation Fund grant. The project includes native marginal planting, floating wetland modules, specialist ecological advice, water testing, volunteer monitoring and community engagement. Members noted that the application identified a £1,000 fundraising aspiration in addition to the grant, without committing Council match funding, and that funded delivery is due by 31 March. It was

**Resolved:**

1. to accept the £10,000 Nature Conservation Fund grant and approve the Clear Mere project proceeding in principle, based on the application and supporting documentation;
2. to authorise the Town Clerk, in consultation with the Responsible Finance Officer, to complete and return the required grant documentation and oversee grant-funded expenditure and procurement;
3. to authorise the Town Clerk to work with the Friends of Diss Mere and relevant specialists to finalise the project design and delivery arrangements, subject to the necessary ecological, safety, insurance, permission, procurement and landowner requirements being satisfactorily addressed before the relevant works or purchases proceed.

**(Action: Town Clerk/RFO; immediately / by 31.03.26)**

**b) Friends of Diss Mere**

Members received and noted the minutes of the first meeting of the Friends of Diss Mere. It was reported that the meeting had been well attended and that the group would provide updates to the Council as the project progressed. The next meeting was noted as 16 November 2026.

**FC1026/09 Public Spaces Protection Order**

Members considered report 41/2627 regarding South Norfolk Council's consultation on the Public Spaces Protection Order relating to vehicle-related anti-social behaviour. Members noted that the existing Order was due to expire and that the consultation sought views on the existing regulatory controls and their proposed extension for a further three years. It was

**Resolved:** To support the existing regulatory controls and the proposed extension of the Public Spaces Protection Order for a further three years, and to delegate authority to the Town Clerk to submit the agreed response by 27 November 2026.

**(Action: Office Admin; by 27 Nov 2026)**

*County Councillor Porteous left the meeting.*

**FC1026/10 Community Grant Scheme**

Members considered report 42/2627 and the Grant Panel's recommendations regarding applications from Diss & District Community Shed and Diss Fringe Festival.

**a) Diss & District Community Shed**

Members considered the application for start-up costs associated with the Community Shed. It was noted that the project had experienced delays in securing its intended premises and had therefore identified temporary accommodation. Members also noted that the organisation had secured other grant funding and that Council funding should not duplicate expenditure funded from another source. It was

**Resolved:** To award a grant of £1,000 to Diss & District Community Shed towards eligible equipment and start-up costs, with the original £500 rent element reallocated to eligible items from the submitted start-up expenses list.

**b) Diss Fringe Festival**

Members considered the application for a new Diss Fringe Festival, intended to provide performances and activities across a number of venues within the town. Members noted that the event would be led by the Corn Hall and was intended to support activity within the town and encourage footfall. It was

**Resolved:** To award a grant of £4,620 to the Corn Hall on behalf of the Diss Fringe Festival towards the management fee, marketing and website costs.

Both grant recipients will be required to comply with the Council's standard grant conditions, acknowledge the Council's support, provide evidence of expenditure on request and submit appropriate post-project monitoring information.

**(Action: Town Clerk/RFO)**

**FC1026/11 Town Centre Parking Scheme**

Members considered report 43/2627 regarding the developed proposals for the Heritage Triangle, Mere Street and Market Place parking schemes. Members of the public raised several points regarding the revised proposals, particularly the proposed disabled parking arrangements in the Market Place, parking enforcement and the relative priority of the Heritage Triangle. Questions were also raised about the wider scheme, including the Mere Street proposals, their feasibility and the next stages of the process.

In response, it was clarified that the scheme had been under consideration for several years and that progressing the proposals would enable Norfolk County Council to undertake further work on costs, funding and the necessary highways and Traffic Regulation Order processes. Members subsequently agreed that all three elements should progress to the next stage, rather than risk further delay, with detailed costs and any proposed Town Council contribution to be reported back to Council. It was

**Resolved:** To approve the developed proposals shown at Appendix B to progress to the next stage with Norfolk County Council, noting that detailed costs, proposed funding contributions and any requirement for further financial approval would be reported back to Council once confirmed.

**(Action: Clerk; to progress with NCC; immediately)**

**FC1026/12 Policies and Governance Documents**

Members considered the revised and new policies and governance documents presented for approval. It was

**Resolved:** To approve and adopt the following documents, subject to the Street Lighting Policy being amended to reflect the updated number of footway lights for which the Council is responsible and the requirement for the Ministry of Defence to sign the Armed Forces Covenant being removed:

a) Proof of Life Certification Policy;
b) Artificial Intelligence Policy;
c) Street Lighting Policy;
d) Scheme of Delegation;
e) Armed Forces Covenant; and
f) Diss Cemetery – Authorised Vehicle Access Policy.

**(Action: DTC Admin; immediately)**

**FC1026/13 Items for Noting**

a) Members received and noted the Town Clerk's update report (44/2627). The Town Clerk further reported that the DYCC architect was working through the latest detailed comments, with a further meeting proposed for the week commencing 2 November. An updated portacabin lease and comments on the transfer agreement had also been received, with both documents expected to be brought to Council in November.

b) Members received and noted the Facilities & Buildings Manager's update report (45/2627).

c) Members received and noted a verbal update from the Town Mayor on activities since the last report.

d) Members received verbal updates from other Council members on recent activities.

e) Members noted the minutes of the Remembrance Committee meeting held on 5 October 2026. Members were reminded of the request for assistance with the Remembrance event and further offers of help were received.

f) Members noted the minutes of the Events Committee meeting held on 13 October 2026.

g) Members noted progress on decisions made at the previous meeting of Council. Members raised concerns regarding reported rat activity near the footpath between Park Road and the park. It was agreed that the Facilities & Buildings Manager would be informed and the Council's pest-control contractor asked to inspect the area.

**(Action: Facilities & Buildings Manager; immediately)**

**FC1026/14 Date of Next Meeting**

Members noted that the next meeting of the Full Council is scheduled to take place on Wednesday 18th November 2026 at 7.15pm.

Meeting closed: 21.15.

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Councillor D. Craggs
Chair / Town Mayor

# BANK OUTGOINGS OCTOBER 2026

| Date Paid | Payee Name | Bacs Ref | | Amount Paid | Transaction Detail |
|---|---|---|---|---|---|
| 05/10/2026 | Red5 Networks Ltd | DD947 | £ | 150.33 | CCTV Broadband - Skatepark & DYCC, Phone/Broadband Sept 2026 - Council Office |
| 13/10/2026 | WaterPlus Ltd | DD948-50 | £ | 34.79 | Water Supplied September 2026 - Cemetery, Park & Market Place |
| 14/10/2026 | Radius Ltd | DD951 | £ | 28.80 | Monthly Tracker Charges for 3 Maintenance Vans |
| 15/10/2026 | Alliance Disposables Ltd | Bacs3102 | £ | 341.69 | Sanitary Products - All Sites |
| 15/10/2026 | Anglian Tree Solutions Ltd | Bacs3103 | £ | 312.00 | Removing Fallen Willow Branches - Park, Woodchips - Town & Cemetery |
| 15/10/2026 | Broadland District Council | Bacs3104 | £ | 109.00 | Advanced Excel Course - S.Hurst |
| 15/10/2026 | Camguard Fire & Security | Bacs3105 | £ | 174.24 | Annual Service of Emergency Lights at Sports Pavilion |
| 15/10/2026 | Diss Cornhall Trust | Bacs3106 | £ | 50.00 | Council Chamber Hire September 2026 |
| 15/10/2026 | Diss Community Woodland Project | Bacs3107 | £ | 530.00 | Grant (Small Grants Scheme) - 2026/27 |
| 15/10/2026 | DISScovered | Bacs3108 | £ | 650.00 | Grant (Small Grants Scheme) - 2026/27 |
| 15/10/2026 | Diss Museum | Bacs3109 | £ | 129.52 | Reimbursement of Market Electricity July-September 2026 |
| 15/10/2026 | Diss Van Centre | Bacs3110 | £ | 156.00 | Check and Repair Fault lights on VW Caddy |
| 15/10/2026 | Hillside Office Supplies Ltd | Bacs3111 | £ | 12.60 | Stationery - Council Office |
| 15/10/2026 | LR Wyard-Scott Ltd | Bacs3112 | £ | 309.47 | Van Fuel September 2026 |
| 15/10/2026 | Norfolk Parish Training & Support | Bacs3113 | £ | 96.00 | Induction Training - Cllr Willoughby |
| 15/10/2026 | P.Cotrell | Bacs3114 | £ | 59.00 | Bus Shelter & Window Cleaning October 2026 |
| 15/10/2026 | Screwfix Ltd | Bacs3115 | £ | 9.98 | Emergency Pull Cord - Meres Mouth Disabled Toilets |
| 15/10/2026 | South Norfolk Council | Bacs3116 | £ | 5,524.20 | Annual Charges for Dog Waste Bins 2026/27 |
| 15/10/2026 | South Norfolk Council | Bacs3117 | £ | 20.00 | Small Lotteries Licence 2026/27 |
| 15/10/2026 | Top Garden Services | Bacs3118 | £ | 3,000.00 | Ground Maintenance Contract Months 6 and 7 - All Sites |
| 15/10/2026 | Travis Perkins Trading Co Ltd | Bacs3119 | £ | 27.86 | Graffiti Remover - All Sites |
| 15/10/2026 | Veronica Richards | Bacs3120 | £ | 132.37 | Reimbursement for Plants for Town Planters |
| 15/10/2026 | Vmit Ltd | Bacs3121 | £ | 2,308.50 | 3x Lenovo Laptops - Councillors |
| 15/10/2026 | YMCA Norfolk | Bacs3122 | £ | 400.00 | Consultation and Outreach for Youth Works in Diss during June/July 2026 |
| 15/10/2026 | British Gas Trading Ltd | DD952-55 | £ | 194.77 | Electricity September 2026 - Park WC, Meres Mouth WC, Market & Cemetery |
| 19/10/2026 | BNP Paribas Leasing Solutions | DD956 | £ | 483.37 | Photocopier Rent October-December 2026 - Council Office |
| 20/10/2026 | British Gas Trading Ltd | DD957-61 | £ | 1,341.01 | Electricity September 2026 - DYCC, SPG, Fountain, Park & Council Offices |
| 21/10/2026 | Barclaycard | Sep-26 | £ | 292.58 | Life Buoys - Mere, Litter Pickers - General Use, Plants - Town Planters |
| 22/10/2026 | Employees | BACS | £ | 19,778.83 | Salaries Month 7 |
| 26/10/2026 | EE Ltd | DD962 | £ | 79.86 | Mobile Phones x5 - September to October 2026 |
| 30/10/2026 | HM Revenue & Customs | BACS | £ | 6,201.65 | NI/PAYE Month 7 |

| | | | | | |
|---|---|---|---|---|---|
| 30/10/2026 | Norfolk Pension Fund | BACS | £ | 6,152.34 | Pension Contributions Month 7 |
| 30/10/2026 | Alarm Company | Bacs3123 | £ | 92.40 | Annual Maintenance of Intruder Alarm at DYCC |
| 30/10/2026 | Baldwin Skip Hire Ltd | Bacs3124 | £ | 314.75 | Skip Hire - All Sites |
| 30/10/2026 | C&H Cleaning Services Ltd | Bacs3125 | £ | 1,645.88 | Monthly Cleaning at Public Toilets and Council Offices - October 2026 |
| 30/10/2026 | Diss Cornhall Trust | Bacs3126 | £ | 4,620.00 | Grant 2026/27 - on behalf of Diss Fringe Festival |
| 30/10/2026 | Diss Van Centre | Bacs3127 | £ | 371.14 | Replace 4x Glow Plugs of VW Caddy - GM16 OSL |
| 30/10/2026 | Eastern Shires Purchasing Organisation | Bacs3128 | £ | 87.57 | Gas Supplied September 2026 - Council Offices |
| 30/10/2026 | Hillside Office Supplies Ltd | Bacs3129 | £ | 40.68 | Copier Paper - Council Offices |
| 30/10/2026 | Linstead Farm & Garden Machinery | Bacs3130 | £ | 631.00 | Stihl Cordless Vacuum Shredder & High Speed Charger - General Equipment |
| 30/10/2026 | Norfolk Parish Training & Support | Bacs3131 | £ | 96.00 | Induction Training - Cllr Willoughby (Previous Payment returned by Bank) |
| 30/10/2026 | Screwfix Ltd | Bacs3132 | £ | 100.34 | Combination Padlock - DYCC, CO Alarms - Council Office, Cable Ties & Tape - All Sites |
| 30/10/2026 | South Norfolk Council | Bacs3133 | £ | 5,566.00 | Non-Domestic Rates 2nd Installment - All Sites |
| 30/10/2026 | South Norfolk Council | Bacs3134 | £ | 70.00 | Premises Alcohol Licence - Market Place |
| 30/10/2026 | Travis Perkins Trading Co Ltd | Bacs3135 | £ | 182.07 | Safety Boots - A.Willson & S.Woodburn, Hammerite - Cemetery Gates |
| 30/10/2026 | Vmit Ltd | Bacs3136 | £ | 1,730.73 | M365 Additional Licences - Cllr Laptops, M365 Additional CoPilot - Office Staff, October IT Support & Software |
| 30/10/2026 | Unity Trust Plc | Sep-26 | £ | 25.50 | Monthly Bank charges for September 2026 & Bulk Payment Charges for October 2026 |
| | | | **£** | **64,664.82** | |

# Income Expenditure October 2026

| | Budget 26-27 | Actual YTD 26-27 | Percentage Spend |
|---|---|---|---|
| **Agency Services** | | | |
| Total Income | £0 | 0 | 0% |
| Overhead Expenditure | -£100 | £0 | 0% |
| Income Less Expenditure | -£100 | £0 | 0% |
| | | | |
| **Allotments** | | | |
| Total Income | £1,017 | £400 | 39% |
| Overhead Expenditure | -£1,030 | -£30 | 3% |
| Income Less Expenditure | -£13 | £370 | -2846% |
| | | | |
| **Amenities** | | | |
| Total Income | £3,000 | £3,885 | 130% |
| Overhead Expenditure | -£84,297 | -£35,267 | 42% |
| Income Less Expenditure | -£81,297 | -£31,382 | 39% |
| | | | |
| **Mini Recycling Centre Adopter** | | | |
| Total Income | £0 | 0 | 0% |
| | | | |
| **Bank Interest rec'd/Bank Charges** | | | |
| Total Income | £18,000 | £19,146 | 106% |
| Bank Charges | -£550 | -£194 | 35% |
| Income Less Expenditure | £17,450 | £18,952 | 109% |
| | | | |
| **Capital Expenditure - Loans** | -£14,170 | -£7,085 | 50% |
| | | | |
| **Cemetery** | | | |
| Total Income | £37,800 | £19,883 | 53% |
| Overhead Expenditure | -£13,727 | -£8,259 | 60% |
| Income Less Expenditure | £24,073 | £11,624 | 48% |
| | | | |
| **General Equipment** | | | |
| Overhead Expenditure | -£4,618 | -£2,458 | 53% |
| | | | |
| **Christmas Lights** | | | |
| Total Income | £0 | 0 | 0% |
| Overhead Expenditure | -£19,083 | -£4,057 | 21% |
| Income Less Expenditure | -£19,083 | -£4,057 | 21% |
| | | | |
| **Corn Hall** | | | |
| Overhead Expenditure | -£8,655 | -£6,886 | 80% |
| | | | |
| **Council Offices** | | | |
| Total Income | £7,034 | £4,304 | 61% |
| Overhead Expenditure | -£24,417 | -£12,403 | 51% |
| Income Less Expenditure | -£17,383 | -£8,099 | 47% |
| | | | |
| **Other Council Properties** | | | |
| Health & Safety | -£1,500 | -£591 | 39% |
| PK Toilets | -£15,209 | -£6,716 | 44% |
| Mere's Mouth Toilet | -£15,500 | -£7,065 | 46% |
| Staff Uniforms/Replacements | -£500 | £0 | 0% |
| Total Expense | -£32,709 | -£14,372 | 44% |
| | | | |
| **Diss Youth & Community Centre** | | | |
| Total Income | £0 | 0 | 0% |
| Overhead Expenditure | -£24,166 | -£10,869 | 45% |
| Income Less Expenditure | -£24,166 | -£10,869 | 45% |
| | | | |
| **Grants** | | | |
| Grants Expenditure | -£10,000 | -£7,100 | 71% |
| | | | |
| **Highways - Parish Partnership Bid** | | | |
| Income | £0 | 0 | 0% |
| Parish Partnership Bid | £0 | 0 | 0% |
| DDNP Contribution | £0 | -£90 | 0% |
| **Income Less Expenditure** | **£0** | **-£90** | **0%** |

# Income Expenditure October 2026

| | Budget 26-27 | Actual YTD 26-27 | Percentage Spend |
|---|---|---|---|
| **Market** | | | |
| Total Income | £21,000 | £15,874 | 76% |
| Overhead Expenditure | -£3,170 | -£2,347 | 74% |
| Income Less Expenditure | £17,830 | £13,527 | 76% |
| **Promotion** | | | |
| Overhead Expenditure | -£600 | -£178 | 30% |
| **Precept** | | | |
| Total Income | £752,684 | £752,684 | 100% |
| **General Expenditure (inc IT)** | | | |
| Total Income | £0 | £0 | 0% |
| Overhead Expenditure | -£62,315 | -£36,263 | 58% |
| **Sports Ground** | | | |
| Total Income | £9,000 | £4,765 | 53% |
| Overhead Expenditure | -£21,192 | -£6,767 | 32% |
| Income Less Expenditure | -£12,192 | -£2,002 | 16% |
| **Events** | | | |
| Event Income | £0 | £0 | 0% |
| Overhead Expenditure | -£1,300 | -£567 | 44% |
| Income Less Expenditure | **-£1,300** | -£567 | **44%** |
| **Christmas Switch-On Event** | | | |
| Total Income | £4,000 | £270 | 7% |
| Overhead Expenditure | -£5,250 | -£66 | 1% |
| Income Less Expenditure | **-£1,250** | £204 | -16% |
| **Carnival** | | | |
| Total Income | £10,000 | £10,186 | 102% |
| Overhead Expenditure | -£12,750 | -£13,497 | 106% |
| Income Less Expenditure | **-£2,750** | -£3,311 | **120%** |
| **Wages** | | | |
| Recharge | £0 | £5,433 | 0% |
| Recharge | £0 | -£5,445 | 0% |
| Wages Admin | -£216,812 | -£121,400 | 56% |
| Wages Maint | -£202,624 | -£104,934 | 52% |
| Income Less Expenditure | -£419,436 | -£220,901 | 53% |
| **Town Mayors Charity** | | | |
| Total Income | £0 | £270 | 0% |
| Overhead Expenditure | £0 | -£1,643 | 0% |
| Income Less Expenditure | **£0** | -£1,373 | **0%** |
| **CIL** | | | |
| Total Income | £0 | £10,302 | 0% |
| Overhead Expenditure | £0 | £0 | 0% |
| **Sec 106 Income** | £0 | 0 | 0% |
| **Sec 106 Expenditure** | £0 | 0 | 0% |
| **Streetlighting** | | | |
| Total Income | £0 | 0 | 0% |
| Overhead Expenditure | -£18,000 | -£3,049 | 17% |
| Income Less Expenditure | **-£18,000** | -£3,049 | **17%** |
| **Earmarked Reserves Budgeted** | | | |
| Income Less Expenditure | **-£82,000** | £0 | **0%** |
| **Total Income** | **£863,535** | **£847,402** | **98%** |
| **Total Expenditure** | **-£863,535** | **-£443,698** | **51%** |

SUMMARY REPORT OF EARMARKED RESERVES 2026-27

| NC | Committee | Site | EMR | Balance as at 1st April 2026 | Less:Actual Year to date Expense | Balance | Add: Year to date receipts | Balance as at 31st October 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 | £ 8,296.07 | £ 180.00 | £ 8,116.07 | | £ 8,116.07 |
| 340 | Exec | Council Offices | IT Hardware | £ 3,141.36 | £ 503.85 | £ 2,637.51 | | £ 2,637.51 |
| 342 | AIE | Events | Christmas Lights switch on | £ 2,456.21 | | £ 2,456.21 | | £ 2,456.21 |
| 344 | AIE | Events | Carnival | £ 7,058.23 | | £ 7,058.23 | | £ 7,058.23 |
| 350 | AIE | Events | Additional Events | £ 529.58 | | £ 529.58 | | £ 529.58 |
| 370 | AIE | Cemetery | Cemetery Grounds (Inc Monuments) | £ 5,951.80 | | £ 5,951.80 | £ 5,000.00 | £ 10,951.80 |
| 375 | AIE | Corn Hall | Corn Hall | £ 24,455.21 | | £ 24,455.21 | | £ 24,455.21 |
| 384 | AIE | Council Offices | Council Office Building Maint | £ 24,889.58 | | £ 24,889.58 | | £ 24,889.58 |
| 390 | AIE | DYCC | Van Replacement | £ 10,000.00 | | £ 10,000.00 | £ 5,000.00 | £ 15,000.00 |
| 392 | AIE | DYCC | Replacement Ride-On Lawnmower | £ 6,345.00 | | £ 6,345.00 | | £ 6,345.00 |
| 396 | AIE | DYCC | CAB Community Space | £ 10,000.00 | | £ 10,000.00 | | £ 10,000.00 |
| 398 | AIE | DYCC | DYCC | £ 84,860.24 | | £ 84,860.24 | £ 14,000.00 | £ 98,860.24 |
| 400 | AIE | Market | Maintenance Market | £ 21,500.00 | | £ 21,500.00 | | £ 21,500.00 |
| 410 | AIE | Mere | Anglian Gardens | £ 503.00 | | £ 503.00 | £ 1,000.00 | £ 1,503.00 |
| 412 | AIE | Mere | Boardwalk | £ 5,000.00 | | £ 5,000.00 | £ 5,000.00 | £ 10,000.00 |
| 414 | AIE | Mere | Maintenance Mere's Mouth | £ 20,165.00 | | £ 20,165.00 | £ 1,000.00 | £ 21,165.00 |
| 416 | AIE | Mere | Mere Fountain | £ 31,815.00 | £ 745.35 | £ 31,069.65 | | £ 31,069.65 |
| 420 | AIE | Rectory Meadow | Rectory Meadow Fencing | £ 1,808.86 | | £ 1,808.86 | | £ 1,808.86 |
| 422 | AIE | Park | Park General - Beacon Project | £ 16,168.03 | £ 215.00 | £ 15,953.03 | £ 10,000.00 | £ 25,953.03 |
| 424 | AIE | Park | Play Equipment | £ 34,316.82 | | £ 34,316.82 | | £ 34,316.82 |
| 426 | AIE | Park | Park Toilets | £ 15,028.30 | | £ 15,028.30 | | £ 15,028.30 |
| 430 | AIE | SPG | SPG Improvement Project | £ - | | £ - | £ 20,000.00 | £ 20,000.00 |
| 434 | AIE | SPG | SPG Pav maintenance | £ 6,695.57 | | £ 6,695.57 | | £ 6,695.57 |
| 436 | AIE | SPG | SPG - Skateboard Park | £ 53,029.03 | £ 42,273.20 | £ 10,755.83 | £ 5,000.00 | £ 15,755.83 |
| 440 | AIE | St Marys | Closed churchyard repairs | £ 6,434.00 | | £ 6,434.00 | | £ 6,434.00 |
| 445 | AIE | Town | Parish Partnership Works | £ 5,000.00 | | £ 5,000.00 | | £ 5,000.00 |
| 450 | AIE | Facilities | Tree Management | £ 8,600.00 | | £ 8,600.00 | | £ 8,600.00 |
| 455 | AIE | HTP | HTP | £ 4,867.59 | | £ 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 | £ 24,858.33 | | £ 24,858.33 | £ 15,000.00 | £ 39,858.33 |
| 464 | AIE | Town | Community Infrastructure Levy (CIL) | £ 78,085.52 | | £ 78,085.52 | £ 10,301.73 | £ 88,387.25 |
| 466 | AIE | Town | CCTV | £ 3,025.75 | | £ 3,025.75 | | £ 3,025.75 |
| 468 | AIE | Town | D&D Neighbourhood Plan | £ 6,918.68 | £ 89.93 | £ 6,828.75 | | £ 6,828.75 |
| 469 | AIE | Maintenance | 5 Yr Electrical Testing | £ 3,300.00 | | £ 3,300.00 | £ 1,000.00 | £ 4,300.00 |
| 472 | AIE | Town | Parking Scheme | £ 15,000.00 | | £ 15,000.00 | | £ 15,000.00 |
| | | | TOTAL | £ 839,515.40 | £ 44,007.33 | £ 795,508.07 | £ 92,301.73 | £ 887,809.80 |

| | | |
|---|---|---|
| 31.10.2026 | Current Year End balance (Precept) | £ 402,520.00 |
| | General Reserves | £ 310,058.00 |
| | EMR | £ 887,809.80 |
| | Total Funds | £ 1,600,387.80 |

| | | |
|---|---|---|
| | **Streetlighting Funds Breakdown** | |
| | Capital Reserves (ring fenced) | £ 4,096.11 |
| | EMR General | £ 35,762.22 |
| | | £ 39,858.33 |

**TOWN CLERK**
Mrs S Villafuerte-Richards

**DISS TOWN COUNCIL**
Council Offices, 11-12 Market Hill,
Diss, Norfolk, IP22 4JZ.
Telephone/Fax: (01379) 643848

Email: towncouncil@diss.gov.uk
Web: www.diss.gov.uk
Facebook: @DissTC
Twitter: @DissTownCouncil

# BANK RECONCILIATIONS COUNCILLOR CHECK

## July 2026

**Bank Accounts:**

Cashbook 11 - Unity Trust Current Account - 20535144 ✓

Cashbook 12 - Unity Trust Instant Access – 20535160 ✓

Cashbook 13 – Unity Trust 6month Fixed – 80190655 Matured / 80194185 Reinvested ✓

Cashbook 6 - Barclaycard – 547676 07843 38272 ✓

Cashbook 7 - Nationwide Account – 90187011 ✓

Cashbook 8 - Lloyds Current Account – 83534868 ✓

Cashbook 9 - Lloyds 95 day Notice Account – DITOCODGB ✓

I, Councillor Declan Craggs as Internal Control Officer, can confirm that the above bank reconciliations are all correct.

Signed _____ Date 05/11/2026

**TOWN CLERK**
Mrs S Villafuerte-Richards

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# BANK RECONCILIATIONS COUNCILLOR CHECK

## August 2026

**Bank Accounts:**

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I, Councillor Declan Craggs as Internal Control Officer, can confirm that the above bank reconciliations are all correct.

Signed _____ Date 05/11/2026

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Report Number:
**46 / 2627**

| | |
|---|---|
| Report to: | Full Council |
| Date of Meeting: | Wednesday 18th November 2026 |
| Authorship: | Responsible Finance Officer (RFO) |
| Subject: | Income Pricing Review |

**Introduction**

1 As part of the 2027/2028 budget preparation, the Clerk, Lead Administrator and RFO met to review the income and pricing structures for all council-owned properties and sites. These recommended price increases will take effect from 1st April 2027.

2 Due to the closure of the DYCC, this was not included within this review.

**Cemetery**

3 As a full review of Cemetery fees and charges was undertaken during the budget-setting process last year, with significant increases approved by Full Council and implemented from 1 April 2026, it was agreed that no further fee increases would be considered until April 2028.

**Allotments**

4 It was agreed during 2026/27 with the Diss & District Allotment Holders Association (DDAHA) that their rent would have a 10% increase applied in each year. Accordingly, the rent will rise to £635.25 for the 2027 calendar year.

5 The DDAHA also contributed £400 towards the hedge cutting costs in 2026/27, and have agreed a 10% increase on this cost each year also, therefore an increase to £440 in 2027/28.

**Mere Fishing Rights**

6 The Diss & District Angling Club lease fee increased to £1,600 in 2026/27, representing the final year of a pricing agreement established in 2023. We are currently awaiting the accounts and a meeting with the Club Treasurer to discuss a new pricing arrangement for future years. This review will consider improvements to the Mere water quality, alongside other relevant factors, to ensure any future agreement is fair and appropriate for all parties.

**Market Stallage**

7 We have suggested a 5% increase for Friday Traders and weekly Franchise traders to be implemented in April 2027. Our regular traders were informed last year that a stallage fee increase would take effect from April 2027**.**

8 We will also advise our Friday traders that a comprehensive review of the market fees will be undertaken during 2027/28. This review will consider factors such as pitch sizes and the use of vans to provide additional trading space, which are not currently reflected within the existing pricing structure. Any recommendations arising from the review will be considered as part of future fee-setting discussions.

**Council Offices**

9 The hire of office space by the Registrar Service is currently the only income generated from the Council Offices. Following the fee increase implemented in 2026/27, concerns were raised regarding the revised charges. During discussions to address these concerns, it became apparent that the most recent tenancy agreement on record dated back to 1989 and no longer reflected the Registrar Service's current use of the premises.

As a result, a new tenancy agreement has been drafted to accurately reflect the present arrangements. Once this has been agreed by both parties, an appropriate pricing structure will be reviewed and established**.**

## Advertising

10 Due to the prices of MUGA and Market Place advertising spaces being increased in 2026/27, it was decided these would be reviewed again in the 2027/28 budgeting process.

**Park**

11 For the Park, the general hire fees were reviewed during 2026/27, with no further review scheduled until 2027/28. In relation to Car Boot Sales, a comprehensive operational review is required, including an assessment of resource requirements and event frequency, as these factors will directly influence the level of fees needed to ensure the activity remains financially viable.

**Sportsground**

12 Scole Lads Football Club currently has an agreement to hire the football pitches on a per-match basis at a rate of £36 per match. However, the Club has not used the pitches during the current financial year due to difficulties in securing sufficient player numbers to form full teams. Discussions are ongoing regarding a return to the site, which is anticipated shortly. As the Club's future usage requirements are still being established, the hire arrangements and associated fees will be considered as part of these discussions.

13 We are currently charging Merryfields Nursery £46.25 per day, a rate which has not been reviewed since February 2022. It has been proposed that this be increased to £50 per session to better reflect the level of use. Since the last review, the nursery has also been granted exclusive use of a fenced outdoor area, significantly increasing the space available to them without any corresponding increase in charges. The proposed

adjustment therefore represents a modest increase to reflect the additional facilities now being provided. We are also undertaking a space usage audit of the Pavilion given the likely requirements of Scole Lads.

**Recommendation:**

To approve the income increases and the retention of existing prices as outlined in the report above.

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Report Number:
**47 / 2627**

| | |
|---|---|
| Report to: | Full Council |
| Date of Meeting: | Wednesday 18th November 2026 |
| Authorship: | Responsible Finance Officer |
| Subject: | Earmarked Reserves Budget 2027/28 |

## 1. Introduction

1.1 Following the presentation of the first draft of the Council's 2027/28 Budget to Full Council in October 2026, a subsequent meeting of the Budget Action Group (BAG) was held to consider any additional allocations required for the Council's Earmarked Reserves (EMRs).

1.2 The EMRs are funds set aside separately from the Council's day-to-day operating budget and are used to finance specific projects, major capital works, or significant expenditure that would otherwise require savings to be built up over a number of years.

## 2. Earmarked Reserves

2.1 The BAG agreed to allocate funds to the following EMRs, as these assets and facilities may require significant investment in the future, despite there being no major projects currently anticipated. These reserves relate to the Cemetery Chapels, Rectory Meadow fencing, Park Toilets, the Skateboard Park, St Mary's Churchyard repairs, and Street Lighting.

2.2 We are investigating the replacement of one of the Council's vans with an electric vehicle, which is expected to provide greater long-term cost efficiency. Funding has therefore been allocated to the Van Replacement EMR, as the vehicle is anticipated to require replacement during the early part of 2027/28. In addition, it is proposed that the funds currently held within the Ride-On Lawnmower Replacement EMR be transferred to the Van Replacement EMR, as the lawnmower reserve is no longer considered necessary.

2.3 The DYCC, CAB Community Space, Park Play Equipment, and Sportsground Improvement Projects have all been allocated additional funding, as these projects are currently progressing and are expected to advance further during 2027/28. Additional reserves are therefore required to ensure sufficient funding is available to enable these projects to proceed as planned.

2.4 The CCTV and Five-Year Electrical Testing EMRs have both incurred significant expenditure during 2026/27. As a result, additional funding will be required to replenish these reserves and ensure sufficient funds are available to meet future maintenance, testing, and replacement requirements.

2.5 Whilst reviewing theEMR, it was identified that a number of reserves would benefit from additional funding; however, it was not possible to include these allocations within the current budget proposals. It is therefore proposed that any surplus funds remaining from unspent budgets at the year-end be transferred to these reserves as appropriate.

## 3. Recommendation

To endorse the draft Earmarked Reserve Budget for 2027/28, noting that amendments may be made before the final budget-setting meeting.

# Earmarked Reserves

| | Project Description | Current | 2027/28 Budget | Notes |
|---|---|---|---|---|
| 320 | Cemetery Bungalow Sale | £ 268,841.60 | N/A | Only Spend on Buildings |
| 330 | By Election | £ 5,000.00 | £ - | |
| 340 | IT Hardware | £ 2,637.51 | Bal at Y/End | |
| 350 | Additional Events | £ 529.58 | Bal at Y/End | |
| 360 | Property Valuations | £ - | Bal at Y/End | |
| 362 | Legal/Professional Fees | £ - | Bal at Y/End | |
| 370 | Cemetery Grounds (Inc Monuments) | £ 10,951.80 | £ - | |
| 372 | Cemetery Chapels | £ - | £ 5,000.00 | |
| 375 | Cornhall | £ 24,455.21 | £ - | |
| 384 | Council Office refurbishment | £ 24,889.58 | £ - | |
| 390 | Van Replacement | £ 15,000.00 | £ 15,000.00 | |
| 392 | Ride on mower renewal | £ 6,345.00 | £ - | Transfer to Van replace as no longer using Ride-On Lawnmower |
| 396 | CAB Community Space | £ 10,000.00 | £ 2,000.00 | |
| 398 | DYCC | £ 98,860.24 | £ 10,000.00 | |
| 400 | Market Maintenance | £ 21,500.00 | £ - | |
| 410 | Anglian Gardens | £ 1,503.00 | £ - | |
| 412 | Boardwalk | £ 10,000.00 | £ - | |
| 414 | Site Resurfacing | £ 21,165.00 | £ - | Site Resurfacing includes The Entry, Lowes, Meres Mouth |
| 416 | Mere Fountain Renewal | £ 31,069.65 | £ - | |
| 420 | Rectory Meadow Fencing | £ 1,808.86 | £ 1,500.00 | |
| 422 | Park - Beacon & Pavilion | £ 25,953.03 | £ - | |
| 424 | Play Equipment | £ 34,316.82 | £ 15,000.00 | |
| 426 | Park Toilets | £ 15,028.30 | £ 5,000.00 | |
| 430 | SPG Improvements Project | £ 20,000.00 | £ 10,000.00 | |
| 434 | SPG Pavilion/Nursery | £ 6,695.57 | £ 5,000.00 | |
| 436 | Skateboard Park renewals | £ 15,755.83 | £ 5,000.00 | |
| 440 | St Marys Churchyard Repairs | £ 6,434.00 | £ 3,500.00 | |
| 445 | Parish Partnership Bid | £ 5,000.00 | £ - | |
| 450 | Tree Management | £ 8,600.00 | Bal at Y/End | |
| 464 | CIL | £ 79,741.44 | N/A | |
| 466 | CCTV | £ 3,025.75 | £ 3,000.00 | Already committed to be spent in 2026/27 - need further funds |
| 469 | 5 yr Electrical Testing | £ 4,300.00 | £ 1,000.00 | |
| 472 | Residents Parking Scheme | £ 15,000.00 | £ - | |
| | | £ 794,407.77 | | |

RINGFENCED - (not saving up for)

| | | | |
|---|---|---|---|
| 335 | Flock | £ 8,116.07 | £ - |
| 342 | Christmas Lights Event | £ 2,456.21 | Bal at Y/End |
| 344 | Carnival | £ 7,058.23 | Bal at Y/End |
| 455 | HTP Mgt | £ 4,867.59 | N/A |
| 460 | Bus Shelter Maintenance | £ 15,571.04 | £ - |
| 462 | Street Lighting Capital | £ 39,858.33 | £ 15,000.00 |
| 468 | DDNP | £ 6,832.75 | Bal at Y/End |
| | | £ 84,760.22 | |

# Norfolk County Council 2027/28 Budget Consultation

Norfolk County Council launched a six-week consultation on its proposed 2027/28 budget on 26 October 2026. The consultation closes on **7 December 2026**.

The County Council states that it is facing a **£35.927m budget gap** and is seeking views on council tax levels and **86 budget proposals**, representing efficiencies and cost reductions of **£32.273m**. Feedback received will be considered before the County Council makes its final budget decision in February 2027.

Detailed consultation material and response forms are available for proposals including:

- a 5% reduction in the treated highway network/gritted routes;
- a 5% reduction in highway maintenance revenue activities;
- reduced highway verge grass cutting;
- reduced highway weed-killing treatment; and
- a reduction in hazardous household waste disposal events.

A suggested response is attached at **Appendix A** for members' consideration. This covers the proposals listed above, the proposed council tax increases and whether any comments should be submitted on the other budget proposals.

Members are invited to consider the consultation and determine whether to approve the suggested response at Appendix A, subject to any amendments agreed at the meeting, for submission to Norfolk County Council before the closing date.

**Further information and consultation:** https://www.norfolk.gov.uk/budget

## Recommendation

**To consider and approve the suggested consultation response at Appendix A, subject to any amendments agreed at the meeting, and authorise its submission to Norfolk County Council before the consultation closes on 7 December 2026.**

# Norfolk County Council 2027/28 Budget Consultation

# Draft Diss Town Council Response

## Norfolk County Council 2027/28 Budget Consultation

### INF006 – Reduction in treated highway network / gritted routes by 5%

**Response: Disagree**

Diss Town Council recognises the significant financial pressures faced by Norfolk County Council and the need to identify savings. However, the Town Council has concerns about the proposed 5% reduction in the priority gritting network.

The proposal would remove approximately 110 miles from the network, principally from lower-priority roads. Previous consultation identified concerns regarding road safety and access to work, schools, healthcare and other essential services where roads are untreated.

The Town Council therefore considers that road safety and access to essential services should take precedence over the proposed £225,000 annual saving. It welcomes the commitment that no individual route would be removed without a safety assessment and asks that community access, essential services and the wider highway network are fully considered before any route is removed.

### INF007 – Reduction in highway maintenance revenue activities by 5%

**Response: Disagree**

Diss Town Council is concerned that reducing routine highway maintenance could result in the gradual deterioration of highway assets and potentially create greater maintenance requirements in future.

The Town Council recognises that statutory inspections, safety defects, urgent works and higher-risk interventions would continue. However, preventative maintenance can help to avoid minor defects developing into more significant and costly problems.

Particular consideration should be given to drainage and gully maintenance, road signs, vegetation and other works where reducing routine maintenance may result in deterioration or additional future costs. The Town Council therefore does not support the proposed reduction

unless Norfolk County Council can demonstrate that it will not compromise highway safety or represent a false economy over the longer term.

## INF008 – Reduction in highway verge grass cutting

**Response: Neither agree nor disagree**

Diss Town Council recognises the potential £300,000 saving from reducing rural highway verge cutting and notes that safety-critical cutting at junctions and bends would continue.

The Town Council considers it essential that visibility and highway safety remain the priority. The effect of reduced cutting should be monitored, particularly at junctions, bends, signs and other locations where vegetation could affect visibility.

Provided that safety-critical cutting continues to be undertaken when required, the Town Council considers that a reduction in routine cutting may represent a reasonable area in which to seek savings, while recognising the potential effect on amenity.

## INF009 – Reduction in highway weed-killing treatment

**Response: Neither agree nor disagree**

Diss Town Council recognises the financial and environmental arguments for reducing routine weed treatment from two cycles to one each year and notes that a risk-based approach and additional spot treatment would continue where safety concerns arise.

However, the consultation information also records that a previous reduction to one treatment resulted in complaints about increased weed growth and reduced visual amenity, following which the second treatment was reinstated.

The Town Council therefore considers that, if the proposal proceeds, its effects should be monitored carefully. Norfolk County Council should retain sufficient flexibility to undertake additional treatment where excessive weed growth creates safety, infrastructure or significant amenity problems.

## INF010 – Reduction in hazardous household waste disposal events

**Response: Agree**

Diss Town Council considers that reducing the hazardous household waste programme from two annual programmes to one represents a proportionate saving, given that the second annual programme was introduced comparatively recently and residents would continue to have access to an annual disposal service.

The anticipated saving of at least £200,000 is significant. The Town Council supports continued promotion of appropriate alternative disposal arrangements and the “Use it up, Dry it out” approach.

The impact of the change should nevertheless be monitored, particularly the quantity of hazardous waste presented at the remaining annual events and any evidence of inappropriate disposal.

# Council Tax

## Proposal to increase council tax by 3%

**Response: Neither agree nor disagree**

## Proposal to increase council tax by up to 5%

**Response: Neither agree nor disagree**

**Comment applying to both options:**

Diss Town Council recognises the substantial financial pressures facing Norfolk County Council, including the stated £35.927m budget gap, and recognises that council tax provides an important source of funding for essential services.

The Town Council also recognises the financial pressures faced by residents. The consultation indicates that a 3% increase would add approximately £55 per year to the Norfolk County Council charge for a Band D property, while a 5% increase would add approximately £92 per year.

The Town Council therefore considers that any increase should be limited to the level demonstrably required to maintain essential services and a sustainable budget, with particular consideration given to affordability for residents.

# Other Budget Proposals

**No additional comments proposed.**

The consultation provides an opportunity to comment on the wider list of budget proposals. However, no additional comments are proposed where there is insufficient information or no clear direct relevance to Diss Town Council.

**Draft for review prior to consideration by Diss Town Council.**

# Diss Railway Station – Step-Free Access

**Purpose**

To enable Full Council to consider supporting the principle of providing full step-free access between the platforms at Diss Railway Station.

**Background**

Diss Town Council has received correspondence regarding a campaign for the installation of accessible lifts at Diss Railway Station. The campaign was initiated by Waveney Valley Constituency Labour Party and the organisers report that more than 2,000 signatures have been collected in support.

The Council has previously expressed support publicly for improved accessibility at Diss Railway Station, noting the potential benefits for a wide range of station users. The need to improve access between the station platforms has also previously been considered through the Diss active travel feasibility work.

Rather than considering endorsement of a particular campaign, members are invited to consider the Council's own position on the principle of providing full step-free access between platforms at Diss Railway Station.

**Decision required**

Members are asked to consider:

- supporting the principle of providing full step-free access between platforms at Diss Railway Station, recognising the benefits this would provide for disabled and less-mobile passengers, passengers with young children, luggage or cycles, and the wider travelling public; and
- whether the relevant planning authority should be approached regarding the potential use of Section 106 or Community Infrastructure Levy contributions from appropriate development near the station.

Waveney Valley Constituency Labour Party
c/o [redacted]

21 October 2026

Dear Parish Clerk

I am writing to ask if you would take this letter to your next Parish or Town Council meeting to ask if the councillors will endorse a campaign to instal accessible lifts to each platform at Diss Railway Station.

Currently if you have a disability, are elderly, have young children, have luggage or a bicycle etc, you must struggle up one set of stairs and down the other. This is particularly challenging in the winter or in bad weather. I appreciate that assistance may be sought in advance, but this is not always possible, practical or available.

With the growing encouragement of the use of public transport to help tackle climate change and fuel poverty, there has been an increase in footfall at the station. Easy access to both platforms has become even more essential.

The increase in buses going to the station is welcome, but as they only stop on one side of the station, it becomes even more important that people can access or return from the northbound platform step free.

We know that the Government is keen to upgrade access at all railway stations, but on a phased basis as resources become available. We need to demonstrate the need for step-free access to both platforms at Diss Railway Station and show widespread support in our community to enable us to compete for funding.

Over the past year, we have been collecting signatures for a petition to argue our case for lifts to be installed at the station. So far, we have had a very positive reaction and have gathered over 2,000 signatures in support.

We are now writing to interested parties around Diss to ask your support for this campaign. Although it was initiated by Waveney Valley Constituency Labour Party, it is now a community campaign, and we need to show that there is broad backing for accessible lifts to be installed.

We also would be grateful if your Council might suggest to your planning authority that they apply a Section 106 agreement or a Community Infrastructure Levy to developers who build housing or offices within a reasonable distance of Diss Railway Station that would contribute to the costs of the installation of lifts.

A briefing with more information is attached. Please contact me if you have any questions.

I look forward to hearing from you.

Best wishes

Pam Reekie
Secretary of Waveney Valley Labour Party
[redacted]

**Campaign for platform lifts at Diss Railway Station**

# The only station without step-free access on the Norwich to London line

Lede: The need for lifts at the Diss Railway Station is obvious and the local labour party is petitioning to demand that authorities respond

With the first of its kind accessible 'AVA' bridge due to open in Stowmarket by the end of 2026, Diss will become the only station on the Norwich to London Liverpool Street line without step-free access to the opposite platform. There are two platforms: one northbound, the other southbound, which are connected by a footbridge. Currently, anyone who wants to cross the line to the other platform, needs to negotiate a long-step stairway up to the footbridge and down the other side. If you have a disability, are elderly, have young children, have luggage or a bicycle etc, you must struggle up one set of stairs and down the other. This is particularly challenging in the winter or in bad weather. Assistance may be booked in advance, but this is not always possible, practical or available. This could include crossing the line accompanied by staff who are not always available and it also requires a lengthy walk into the car park.

> *"I waited over 20 minutes on the phone, to speak to someone to enquire if it was possible to book assistance, I gave up".*

Diss is situated 20 miles south of Norwich and 94 miles from London Liverpool Street Station. Built in 1849 it has been a vital link for commuters and goods for over 175 years and despite its continuous use very little has been done to upgrade the facilities. Looking at statistics, 615,118 people used the station in 2023-2024, which is a daily average of 1,685, and this is increasing year on year. It is not an underused station.

The station not only serves the people of Diss but all the local market towns and villages – Dickleburgh, Eye, Harleston, Palgrave, Roydon, Scole, to name a few.

> *"I met one man once on the train, who drove from Lowestoft to Diss daily to catch the London train."*

With the growing encouragement to use public transport to help tackle climate change and fuel poverty, the increased return to work after the pandemic, and the resumption of commuting, there has been an increase in footfall at Diss Railway Station. Easy access to both platforms has become even more essential. Stowmarket, the next station south of Diss, will soon have the country's first AVA footbridge with integrated lifts.

Greater Anglia's bid for Access for All (AfA) funding for Diss was unsuccessful in the 2024 – 2029 round of applications. This puts even more pressure on a campaign to prove the need for this vital upgrade for all who are using or would use the station.

The increase in buses going to the station is welcome, but as they only stop on one side of the station, it becomes even more important that people can access the northbound platform step-free.

> *"I personally, whilst campaigning, have seen many elderly people struggle up and down the steps, young mums with toddlers and buggies and a middle-aged lady battle to carry a bicycle over the bridge."*

Over the past few months, members of Waveney Valley Labour Party have been collecting signatures for a petition to argue our case for lifts to be installed at the station. We have been engaging with our district and county councillors, local organisations and our Member of Parliament, Adrian Ramsay. We have held street stalls in Diss, Eye and Harleston where we have spoken to the public and had a very positive reaction, gathering over 2,000 signatures in support of installation of lifts at Diss Railway Station.

Greater Anglia has become one of the first railways to be taken back into public ownership. As part of the goals of protecting our climate, the Government's policy is to encourage everyone to use public transport more. In rural communities it is hard to leave your car at home, but we need to improve access and facilities to inspire people to do just that.

We know that the Government is keen to upgrade access at all Railway Stations, but it must be on a phased basis as resources become available.

With devolved money to the new Mayor for Norfolk and Suffolk we need to demonstrate the need for step-free access to both platforms at Diss Railway Station and show widespread support in our community to enable us to compete for funding.

There have been several new housing developments near Diss Railway Station and more are being built, including those for older people. There also are a range of offices and businesses within walking distance of Diss Railway Station. This has increased footfall and the likely increase in the usage of the railway service. It therefore could be appropriate for the local planning authorities to apply Section 106 agreements or a Community Infrastructure Levy with developers to support the improvement to public transport including lifts at Diss Railway Station.

Although the petition was initiated by Waveney Valley Labour Party, we need to demonstrate broad backing for step-free access at Diss Railway Station and are gathering support from all interested parties.

We have already exceeded our target of 2,000 signatures for our petition and received endorsements from local councillors and businesses. All will be presented to the Department for Transport (hopefully the Minister for Rail, Lord Peter Hendy) and Greater Anglia, with the support of our local MP to urge that they take action to instal lifts at Diss Railway Station.

What can you do to help?

- Please take petition forms and get friends and neighbours to sign it
- Write to local newspapers, your councillors and your MP seeking support
- Come and join us at campaign events
- Endorse the campaign at your local organisation eg business, support group, faith community, interest group

To join the campaign, please contact [redacted]

Pam Reekie
Waveney Valley Constituency Labour Party
[redacted]

**DISS TOWN COUNCIL**
Council Offices, 11-12 Market Hill,
Diss, Norfolk, IP22 4JZ.
Telephone & Fax: (01379) 643848
Email: towncouncil@diss.gov.uk
Website: www.diss.gov.uk

Report Number:
**48 / 2627**

| | |
|---|---|
| Report to: | Full Council |
| Date of Meeting: | 18th November 2026 |
| Authorship: | Projects & Grants Officer |
| Subject: | Active Travel Funding |

## 1. Purpose of Report

To seek Members' endorsement of the Diss Active Travel Connectivity Project and approval to submit an application for grant funding to support its development and potential delivery.

## 2. Background

Diss benefits from existing cycling infrastructure, the Beacon Cycle Route, rail and bus connections and a compact town centre. The proposed project seeks to build on this existing infrastructure through a coordinated package of relatively small-scale improvements aimed at making cycling a more practical, visible and convenient option for everyday journeys.

Norfolk County Council is currently undertaking an Active Travel England-funded feasibility study for the PR5 Local Cycling and Walking Infrastructure Plan route linking Diss Railway Station and Roydon. The proposed Diss project is intended to complement this work and strengthen connections between residential areas, the railway station, town centre and other key destinations.

The project objectives include improving connections between cycling and public transport, supporting sustainable access to education, employment and local services, promoting the Beacon Cycle Route and making better use of existing cycling infrastructure.

## 3. Project Proposals

The concept proposal identifies a number of potential improvements.

### 3.1 Public Cycle Repair and Inflation Stations

Publicly accessible cycle repair and inflation facilities are proposed for consideration at:

- Diss Railway Station
- Diss Bus Station
- Diss High School
- Diss Museum / Market Place

The proposed facilities would provide access to essential cycle maintenance tools and an air pump. The example equipment included with the proposal incorporates screwdrivers, spanners, tyre levers, a multi-tool and an integrated pump suitable for Schrader and Presta valves.

The locations are **indicative at this stage and are not being approved for installation through this report**. Should grant funding be secured, further consultation will be undertaken with the relevant stakeholders before final locations or delivery arrangements are determined.

### 3.2 Bus Station Active Travel Hub

The proposed redevelopment of Diss Bus Station provides a potential opportunity to consider improved integration between cycling, walking and public transport as part of the wider development of the site.

### 3.3 Victoria Road Active Travel Corridor

An existing shared-use cycle route runs along Victoria Road from the Mission Road/Stuston Road junction towards the Tesco roundabout. As this forms part of the public highway network, any improvements would require Norfolk County Council approval and delivery.

### 3.4 Beacon Cycle Route

The project also seeks to improve the visibility and promotion of the Beacon Cycle Route and strengthen its connections with the town centre, public transport and the emerging PR5 route.

### 3.5 Active Travel Wayfinding

A coordinated approach to signage, mapping and branding is proposed for investigation, linking destinations including Diss Railway Station, Diss Bus Station, Market Place, Diss Museum, the Victoria Road cycle corridor and the Beacon Cycle Route.

## 4. Stakeholder Engagement and Delivery

A number of the proposed locations and assets are outside the ownership or control of Diss Town Council. Delivery would therefore depend upon agreement with the relevant stakeholders.

The concept proposal identifies potential engagement with Norfolk County Council, Active Travel England, Greater Anglia, relevant developers, adjacent landowners and other organisations involved in the proposed locations or active travel infrastructure.

At this stage, Members are **not** being asked to approve individual installations or final locations.

If the grant application is successful, the Council will undertake the necessary stakeholder consultation and establish costs, permissions and proposed delivery arrangements before proceeding.

## 5. Financial Implications

Approval of this report will authorise the submission of a grant funding application.

**No Council expenditure is being authorised through this report.**

If grant funding is secured, a further report will be brought to Council before any expenditure or installation is committed.

## 6. Supporting Information

The following documents support the proposal:

- **Appendix A:** Appendix A - Beacon Cycle Map.pdf
- **Appendix B:** Norfolk County Council PR5 feasibility study correspondence
- **Appendix C:** Appendix C - NCC - LCWIP - Diss Miniguide - 05.2023.pdf
- **Appendix D:** Appendix D - Turvec - Bike Repair Station & Pump - Data Sheet
- **Appendix E:** Appendix E - Diss Map - Proposed Cycle Repair Stations - 10.2026

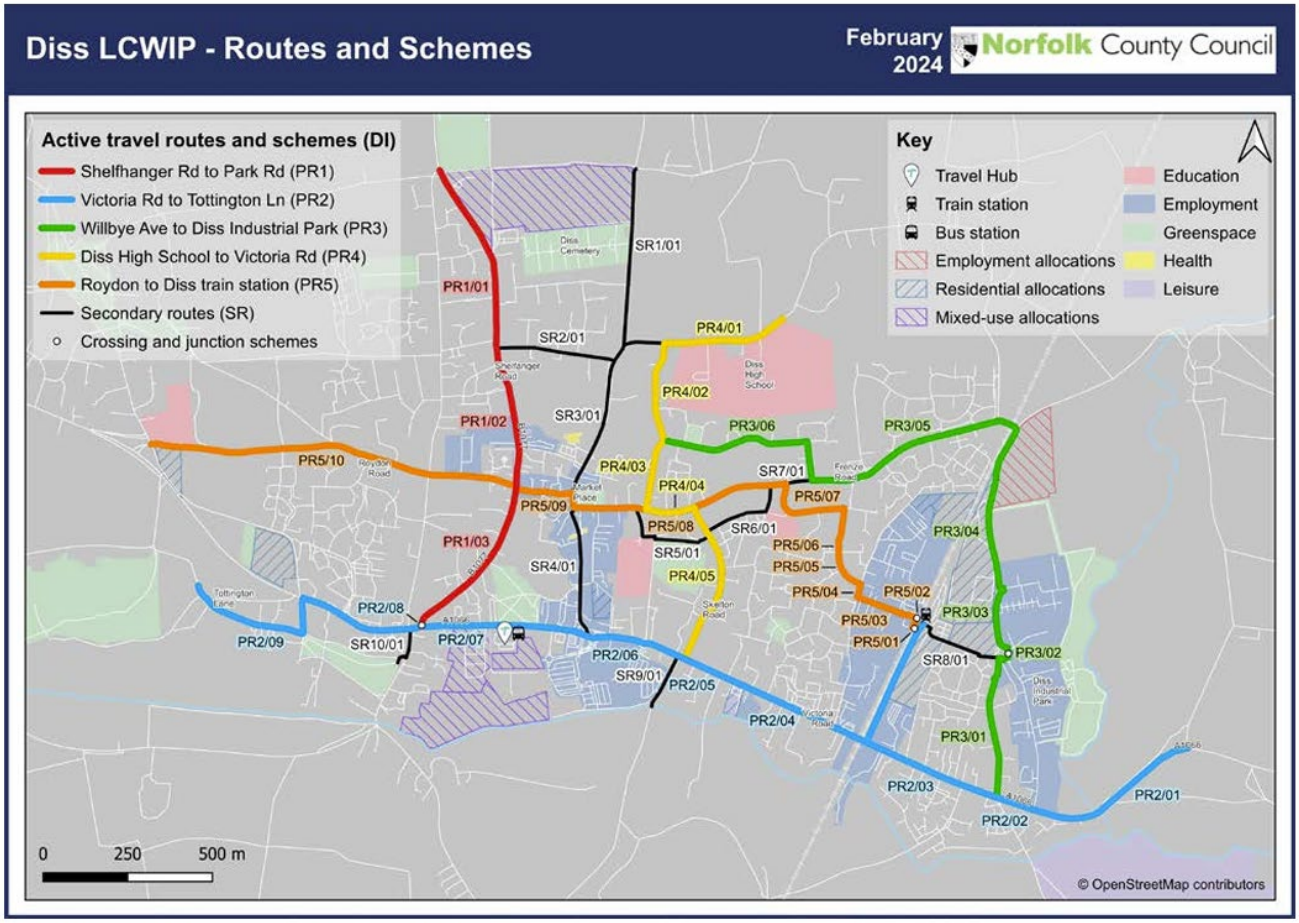
## 7. Recommendation

Members are asked to:

1. Endorse the Diss Active Travel Connectivity Project concept proposal; and
2. Approve the submission of an application for grant funding**.**


Shelfanger
Burston
Bressingham Common
Bressingham
Snow Street
Roydon
Brewers Green
Westbrook Green
Walcot Green
DISS
Mill Green
Bridge Green
Audley End
Shimpling
Stollerie's Fm
Darrow Wood Fm
Lodge Fm
Chestnut Tree Fm
Dairy Fm
Bluepump Fm
Scole Common
Frenze
Angles Way
B1077
A1066
A140
82
83
84
81
80
09
10
11
12
13
14
15

Norfolk County Council are conducting a feasibility study into improving PR5, the Local Cycling and Walking Infrastructure Plan (LCWIP) route from Diss Train Station to Roydon, shown in orange on the map below. This study is being funded by a grant from the Government Active Travel England agency. Work is ongoing on the initial delivery of the route and sign posting should go up in the coming months funded by Greater Anglia.




**Map 18:** Diss active travel network and schemes.

We have identified 4 areas that significantly hinder pedestrian and/or cycle movement along this route:

- Vinces Road (PR5/04)
    - New crossing required to facilitate movement of pedestrians from Gilray Road to Fisher Road.
    - This will be either an uncontrolled pedestrian crossing or zebra crossing dependant on traffic flows from survey data.



- Frenze Road (PR5/08 & SR7/01)
    - Narrow footway on the south side of the road, just west of Field House Gardens, to be widened to meet Inclusive Mobility Guidance ( >1.2m).
    - This will narrow the carriageway resulting in a give and take or priority flow arrangement for vehicles.



- Church Street (PR5/09)

- Investigate a cycling contraflow or shared use footway arrangement to allow cycling in both directions along the one way section of Church Street.



- St Nicholas Street/Denmark Street/Roydon Road
  - Investigate junction improvements to facilitate the crossing of cyclists and pedestrians from St Nicholas Street to Roydon Road.



Once the feasibility study is complete and we have our preferred design we will still need to wait for external funding from Active Travel England or Developer contributions to construct any of these designs. You will be supplied with a copy of the feasibility study when complete.

To aid the design process for the Church Street options, could you please supply a map of the pitches for the market? I will be in Diss on Friday morning to visit some of the sites and observe the market trade and traffic should you wish to meet to discuss any issues or concerns with the four sites.

Kind regards

**Sam Collins**

**Technician, Highways Design Team 1**

Highways, Transport and Waste

Infrastructure

Tel: 01603 306855 | Dept: 0344 800 8020

County Hall, Martineau Lane, Norwich, NR1 2SG

Norfolk County Council

# Diss

Norfolk County Council is creating a Local Cycling and Walking Infrastructure Plan for Norfolk.

**What is a Local Cycling and Walking Infrastructure Plan for Norfolk?**
The Local Cycling and Walking Infrastructure Plan is a list of short, medium and long-term infrastructure schemes which have been identified to help people walk, cycle or wheel (using a wheelchair or mobility aid) more across the County.

The Countywide plan builds on those already created for King's Lynn, Greater Norwich and Great Yarmouth. The potential improvements will create a travel network which will create better connectivity within and between 20 towns across Norfolk and help link towns and rural communities.

**Why do we need one?**
The Government's ambition is for 50% of all journeys in towns and cities to be walked or cycled by 2030. To help more people to choose cycling and walking we want to create a modern, well connected transport network in Norfolk that gives people more alternatives to travelling by car.

**What are the benefits of the plan?**
All schemes proposed are currently not funded, but having a Local Cycling and Walking Infrastructure Plan for Norfolk will be essential to embed these schemes into wider development and to support us in gaining funding from Government to make them happen.

**What are the benefits of active travel?**
Increased levels of walking, cycling and wheeling can provide many benefits such as;

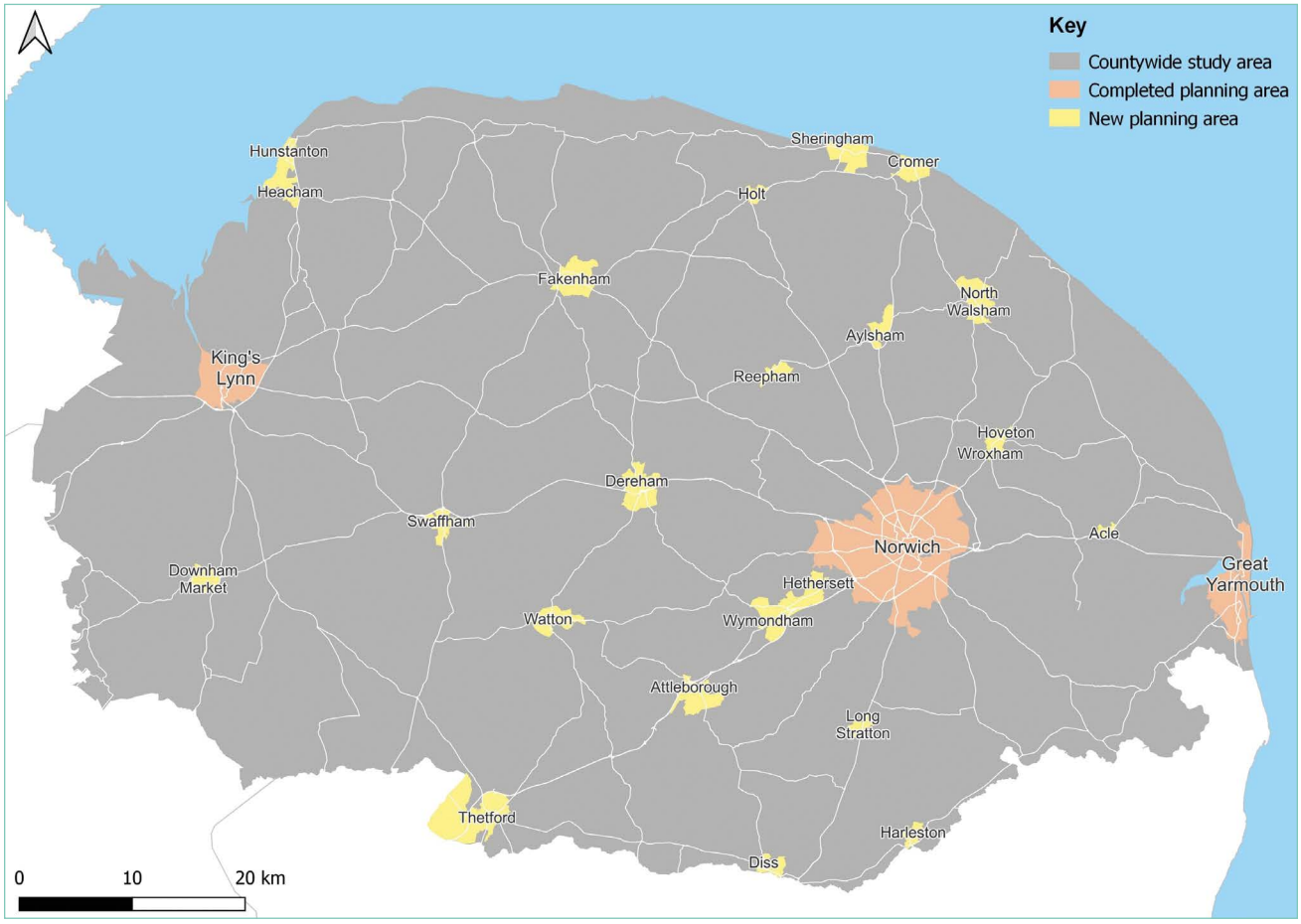
- improving our air quality
- reducing congestion on our roads
- providing access to education, employment and services
- addressing inequalities
- increasing connectivity between people and communities
- improving physical and mental health
- helping to mitigate climate change.

The Local Cycling and Walking Infrastructure Plan for Norfolk contains proposals for potential **active travel networks** for 20 towns across the County.

Each of the proposed networks includes:

- **Priority routes.** These would connect people with places of employment, education, central services, public transport and green spaces.
- **Walking zones.** A Walking Zone is an area within which the priority for schemes will be to enable people to easily walk or wheel at any time to access key services and areas of employment and education / training.

  Such schemes might include increasing or improving road crossings, widening pavements, resurfacing uneven pavements or slowing traffic speeds.




**Map 1:** Countywide Local Cycling and Walking Infrastructure Plan study area map.

Please note all maps in this document contain data from OpenStreetMap® , licensed under the Open Database Commons Open Database License (ODbL).

# Diss

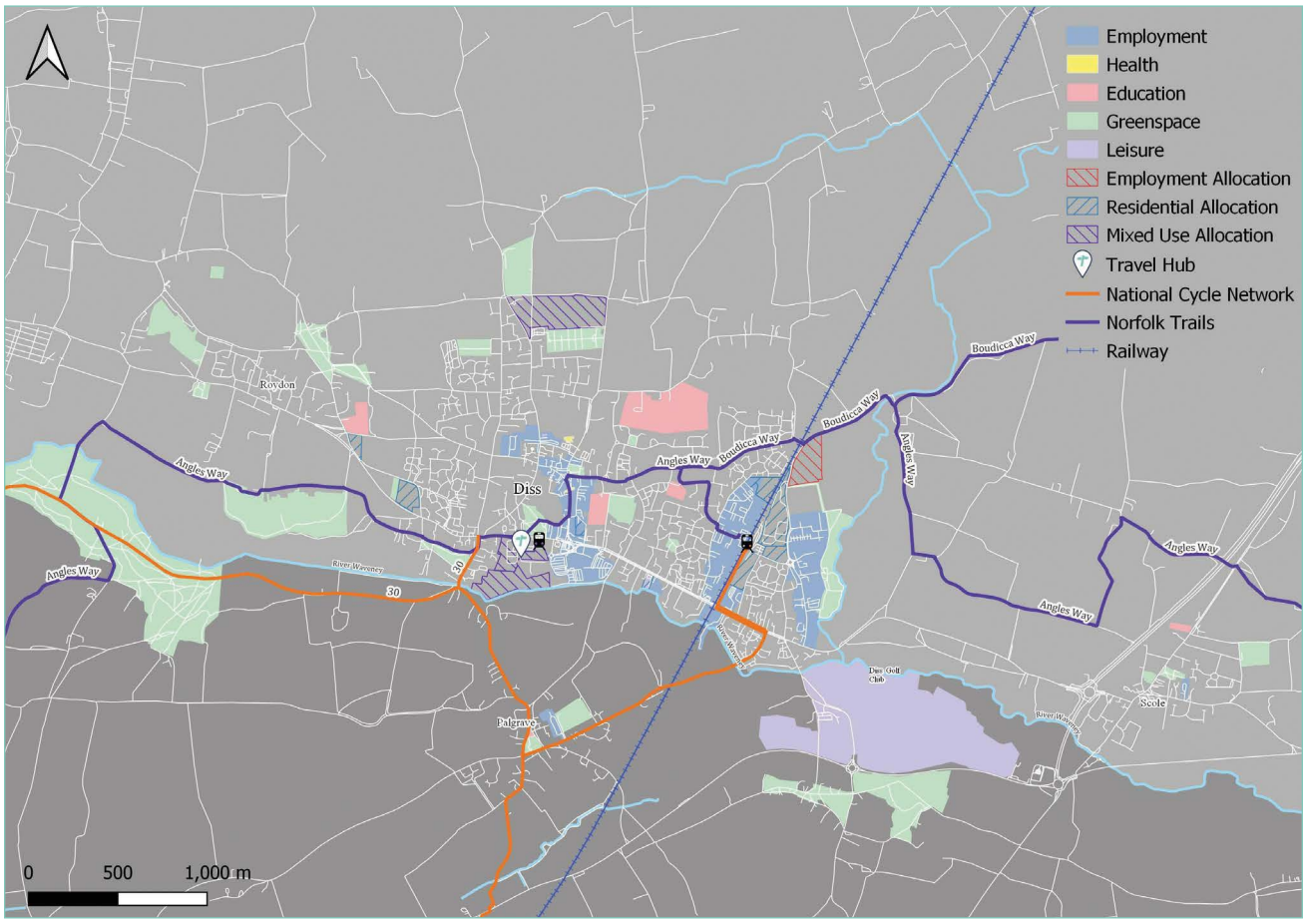
## i. Introduction

Diss is located 40km south of Norwich on the A140. The 2021 Census showed that Diss has a population of approximately 10,700 people with the majority (58.1%) falling into the 16-64 age category[i]. The population is set to increase in coming years with the development of new housing allocations.

Diss train station provides rail services to Norwich and London allowing people to commute to work by train. Two walking trails also directly connect with Diss: Boudicca Way, which heads north and terminates in Norwich, and Angles Way which links east to west from Great Yarmouth to Thetford.

The Sustrans National Cycle Network Route 30 also links with Diss via Denmark Street and connects with rural locations in Suffolk and to Thetford via the National Cycle Network Route 13.

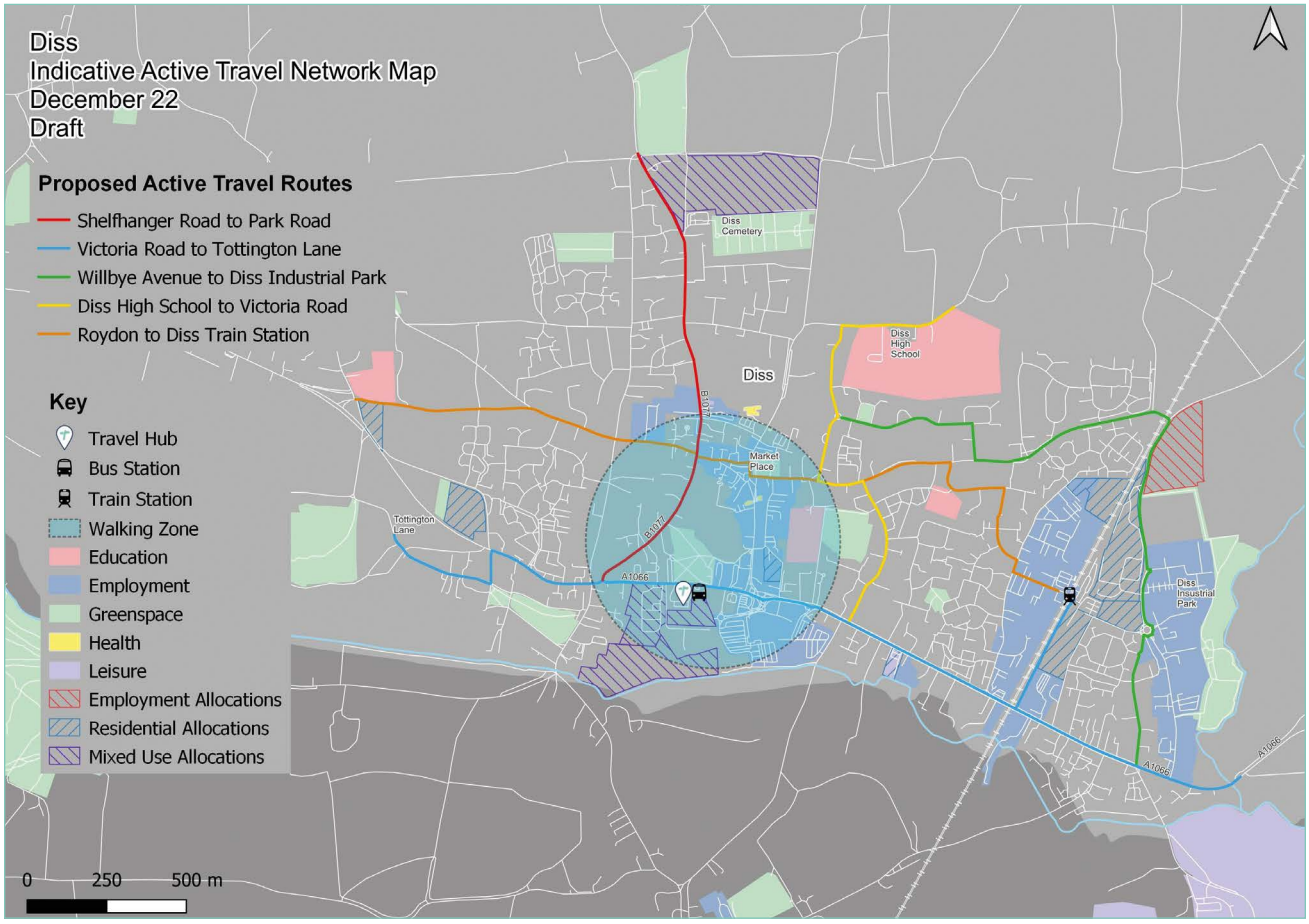
The LCWIP will align with proposals outlined within the Diss & District Neighbourhood Plan (June 2022) and the Diss Network Improvement Strategy.




**Map 2:** Diss area map showing current active travel network.

## ii. Diss indicative active travel network

The indicative active travel network for Diss aims to improve connectivity by linking new and existing residential areas with central employment areas, schools, health services and public transport services. The network also allows access to greenspace to the north of Diss and via a direct link to the National Cycle Network in the south.




**Map 3:** Diss indicative active travel network.

### iii. Active travel route summary

| Route Number | Route | Route Description |
|---|---|---|
| Route 1 (Red) | Shelfanger Road to Park Road | A direct north to south 1.5km route using Shelfanger Road and Denmark Street (B1077) providing connectivity to new developments and greenspace at the most northerly point of Diss. The route also joins with links to central Diss via St Nicholas Street and Park Road and terminates near the National Cycle Route 30 on Denmark Street. |
| Route 2 (Blue) | Victoria Road (A1066) to Tottington Lane | A 4km lateral east to west route providing residents with access to public transport, employment areas (Diss Business Park and town centre) and central key services including supermarkets and leisure facilities. The route also connects with national cycle route 30 on Denmark Street. |
| Route 3 (Green) | Willbye Avenue to Diss Industrial Park | A 2.2km route from the south east of Diss, where Mission Road meets the A1066. The route heads north up Walcot Green, intersecting Angles Way before turning west onto Frenze Hall Road and taking in Willbye Avenue. The route connects residential areas with the new and existing employment area in the east and provides a link with Diss High School. |
| Route 4 (Yellow) | Diss high School to Victoria Road | A 1.6km north to south route connecting residents with Diss High School at Walcot Way. The route also provides wider network connectivity to Victoria Road (A1066) via uplands Way and Skelton Road. |
| Route 5 (Orange) | Roydon to Diss train station | A 2.7km route connecting new and existing residential areas with central services, places of education and public transport. |

## iv. Indicative walking zone

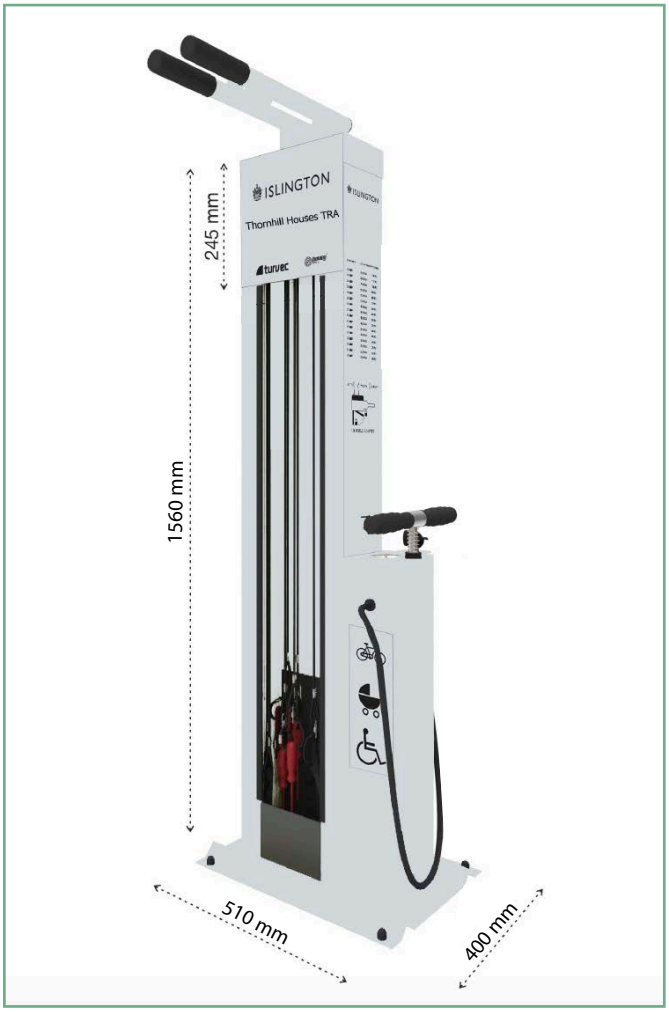
**The Diss walking zone includes the central employment area in the town centre as well as Diss Bus Station on Park Road. Any new schemes will align with Diss & District Neighbourhood Plan (June 2022) and the Diss Network Improvement Strategy.**




**Map 4:** Diss indicative walking zone.

i. Norfolk Insights (2021) Population Report for Norfolk (online).

## Dimensions




## Standard RAL Colours

RAL 9005 | RAL 3020 | RAL 1021

RAL 6005 | RAL 6018 | RAL 7016



## Product details

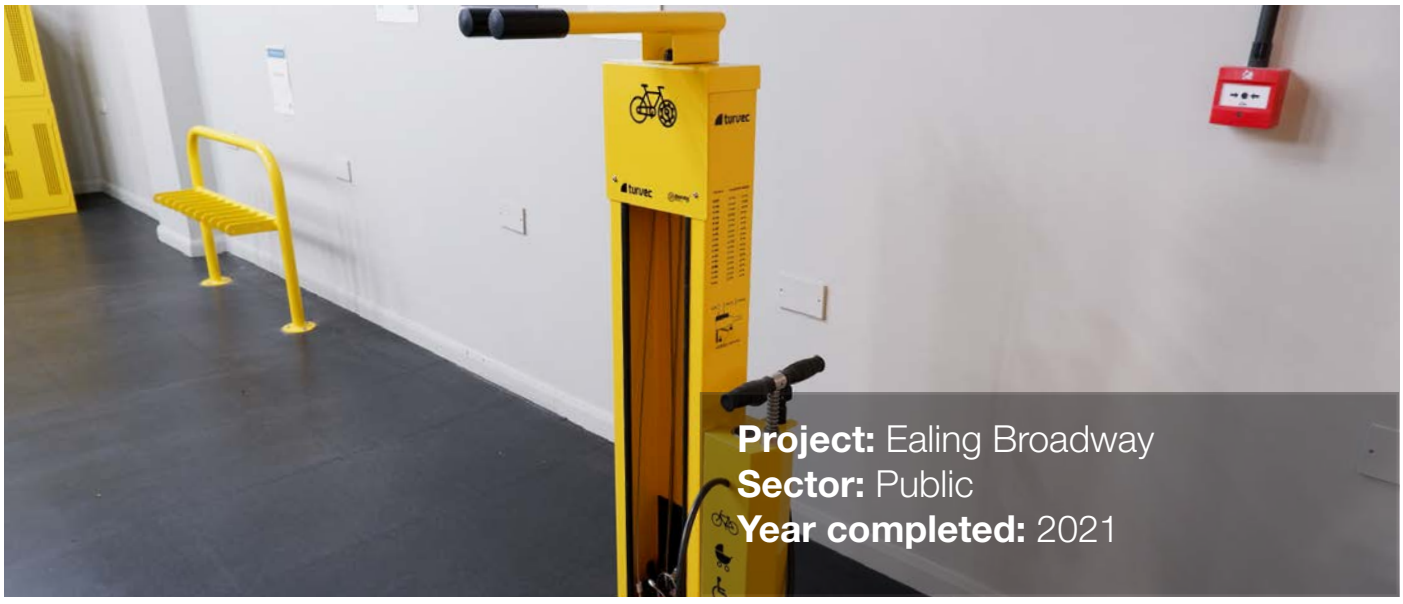
| | |
|---|---|
| **Product name** | Bike Repair Station & Pump LV2 |
| **Product code** | VEC110 |
| **Fixing** | Surface mounted |
| **Standard finish** | Galvanised steel, powder coated to any standard RAL colour, with branding Bespoke RAL colour or stainless steel casing |
| **Optional finish** | Bespoke RAL colour or stainless steel casing |
| **Tools included** | Phillips screwdriver, flat screwdriver, TORX/HEX multitool key set, adjustable spanner, flat spanner 8x10mm, flat spanner 13x15mm, tyre levers<br><br>All tools are stainless steel, attached with rubber coated stainless steel ropes |
| **Pump** | Integrated pump with pressure gauge up to 10 bar. Schrader and presta valve for all bike types |
| **Branding** | Incorporate any company or council logo |
| **Station door** | Keyturn door available on request |
| **Weight** | ~65-90 kg |
| **Dimensions** | 1560 x 510 x 400 mm |
| **Installation** | All units are delivered pre-assembled and ready to install |




**Project:** Meadowhall Shopping Centre
**Sector:** Public
**Year completed:** 2021




**Project:** 80 Charlotte St
**Sector:** Commercial
**Year completed:** 2021



**Project:** Ealing Broadway
**Sector:** Public
**Year completed:** 2021

| | Diss | |
|---|---|---|
| | **Author:** D. Master Profile | 0 50 100 150 200m<br>**Scale:** 1:7500 @ A4 |
| | **Date:** 23/10/2026 | |

PARISH ONLINE




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# National Scheme of Delegation for Planning Functions

The Government has introduced a new **National Scheme of Delegation for Planning Functions**, which all relevant local planning authorities in England are required to follow. The purpose of the new arrangements is to provide greater consistency nationally over which applications are determined by planning officers and which may be considered by a Planning Committee. Read the Governments Statutory Guidance Planning Committees and the National Scheme of Delegation of Planning Functions: Guidance for local planning authorities in England - GOV.UK

The new arrangements divide planning applications into two broad categories: Schedule 1 and Schedule 2.

**Schedule 1 applications**

Schedule 1 covers specified types of applications which must be determined by planning officers under delegated powers and cannot be referred to Planning Committee through the usual local referral arrangements. These include many of the smaller and more routine types of planning application

***Your consultation letter will include the following paragraph :***

***"This application falls within "Schedule 1" of the scheme of delegation and as such will be determined under delegated powers."***

**Schedule 2 applications**

Other specified applications fall within Schedule 2. Importantly, being a Schedule 2 application does not mean that it will automatically be considered by Planning Committee.

The starting point, or presumption, under the new arrangements is that a Schedule 2 application will also be determined by planning officers under delegated powers. Referral to Planning Committee is the exception and can only take place through the statutory **Gateway process**

For an application to be referred to Planning Committee, the Nominated Member and Nominated Officer must jointly agree that referral is appropriate and that the application raises either:

- one or more economic, social or environmental issues of significance to the local area; and/or
- one or more significant planning matters, having regard to the Development Plan and other material considerations.

The Gateway is therefore a test for whether committee consideration is justified, rather than an automatic route to Planning Committee. The number of representations received, local support or opposition, controversy surrounding an application or a request from a Local Member will not, by themselves, mean that an application must be referred to Committee

A District Councillor may request that a Schedule 2 application is considered through the Gateway process, setting out why they consider that the statutory Gateway criteria are met. A request initiates consideration through the Gateway; it does not itself result in the application going to Planning Committee.

***Your consultation letter will include the following paragraph :***

***"This application falls within "Schedule 2" of the scheme of delegation and as such will be determined under delegated powers unless referred to the Gateway, where it will be considered by the Nominated Member and Nominated Officer to assess whether it will be determined by the Planning Committee."***

**Our local arrangements**

As part of implementing the national scheme, the Council has identified the following categories of Schedule 2 application which will automatically be considered through the Gateway process:

- **A.** Full or outline residential development of 100 dwellings or more;
- **B.** Reserved Matters applications relating to 500 or more dwellings, or 50,000 square metres or more of non-residential floorspace;
- **C.** A variation of a previous planning application (section 73 / RVC application type) linked to a Schedule 2 permission where the variation would materially affect the planning balance, infrastructure delivery, mitigation or policy position; and
- **D.** A request or application to modify or discharge a planning obligation (section 106A) connected with a Schedule 2 approval where the change would significantly and adversely affect affordable housing, infrastructure, mitigation, viability assumptions or policy compliance.

Automatic consideration at Gateway does not mean automatic referral to Planning Committee. The Nominated Member and Nominated Officer must still apply the statutory Gateway Test and jointly agree that committee consideration is appropriate. This reflects the underlying presumption that Schedule 2 applications will normally remain delegated to officers.

***Your consultation letter will include the following paragraph :***

***"This application falls within the "Schedule 2 Gateway applications" category which are automatically referred to the Gateway of the scheme of delegation and as such will be considered by the Nominated Member and Nominated Officer to assess whether it will be determined by the Planning Committee."***

**What does this mean for Parish and Town Councils?**

The change is principally about who makes the final planning decision. It does not change the importance of the consultation process or the consideration of material planning matters raised in representations.

Parish and Town Councils should therefore continue to review applications and provide their consultation responses in the usual way, focusing wherever possible on the material planning considerations relevant to the proposal.

To help make the new arrangements clear, we have updated our consultation letters which you will receive from 2 November 2026 and which will identify whether an application falls within Schedule 1 or Schedule 2 and explain the relevant decision route.

**From:** James - Park Radio
**To:** Sarah Richards; Robert Ludkin
**Subject:** Park Radio Resilience.
**Date:** 04 November 2026 16:04:08
**Attachments:** image003.png

Sarah and Robert,

We have been approached by local government to make Park Radio resilient for the possibility of a minimum 72-hour black out of internet and power and what would be needed to be able to continue to broadcast government information to the local people across the Waveney Valley in the event of this happening. (get your wind-up radios at the ready!)

We have given a ballpark figure and await funds to be made available, we have been given a target date to have the works completed by beginning of December.

So have found a suitable generator for this use, it will be a 'stand-by' generator, so will only fire up and run when the power goes off to the building and once power is restored it will then automatically go off again, so not running constantly, unless a long-term power outage.

Scope of works required at Corn Hall (All outside of the heritage building and all on new build)
Generator to fit into the gated courtyard (fuel supply locked away) Noise level 70db when running, size 100 x 60 x80cm
ATS (automatic transfer switch) to be installed into the plant room and connected into the supply for FLP1 (which feeds the upstairs Park Radio ring main)
15mm cable hole drilled through wall from courtyard into the plant room.
All other electrical work internal.
Small pole mounted upstairs on brick wall at rear of building beside the washroom window facing DYCC, to mount satellite dish and line-of-sight to transmitter at DYCC (to get studio data to the transmitter if no broadband)

Scope of works required at DYCC
Small generator outside on the floor by the shed no additional works required.

Receiving end of line-of-sight kit fitted halfway up the mast.

Apologies, I wasn't not informing you, but presumed (wrongfully) that you might have been informed of the request, and at this moment in time, all the work carried out has been exploratory, until we get the funds and the green light.

Any question please let me know.

James.

James Grint
**Station Director & Presenter**

**South Norfolk Covid-19 Community Heroes Award 2020**
**South Norfolk Community Award Winners 2019**
**Greater Anglia : Diss Station Adopter Award Winners 2018**
Quality local radio for Diss, Eye and Harleston
Direct Dial 01379 21 00 00

Email : james@parkradio.co.uk

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Date Reviewed Sep 2026
Next Review Date Sep 2030

# PHOTOGRAPHY AND FILMING FOR COUNCIL COMMUNICATIONS POLICY

**1. Purpose and scope**

1.1 This policy sets out Diss Town Council's approach to photographs, video and audio-visual recordings created for Council communications. It is intended to protect people's privacy, dignity and safety while enabling the Council to communicate its work and activities.

1.2 It applies to identifiable subjects, including employees, councillors, volunteers, contractors, event participants and members of the public. Additional safeguards apply where children or adults at risk may be photographed or filmed.

1.3 It covers material created for the Council's website, social-media accounts, newsletters, press releases, recruitment, campaigns, presentations, public displays and other communications, whether produced by Council staff or by someone acting on the Council's behalf.

1.4 It does not prevent recording required for operational, evidential, training, health and safety, democratic, legal or archival purposes. Such material must be managed according to its purpose and the Council's relevant policies and legal duties.

**2. Core principles**

2.1 The Council will:

- use photographs and recordings only for a clear and legitimate Council purpose;
- be open about how identifiable material is intended to be used;
- collect and publish no more personal information than is necessary;
- respect reasonable requests not to be deliberately featured;
- provide a practical alternative where someone does not wish to be identifiable;
- consider privacy, dignity, safeguarding, safety and security before publication;
- avoid unnecessarily revealing live locations, routines or working patterns; and
- respond promptly and proportionately to concerns about planned or published material.

2.2 Wherever practicable, communications should focus on the activity, service, equipment or outcome rather than unnecessarily identifying individuals.

**3. Notification, agreement and participation**

3.1 Where a person is to be deliberately and recognisably featured, they should normally be told:

- the purpose of the photograph or recording;

- where it is expected to be published;
- whether their name, role or other identifying information will be used; and
- whether the material may be retained or reused.

3.2 Employees, councillors, volunteers and contractors should not be required to take part in planned promotional content. Agreement should be informed and recorded where appropriate. Declining must not result in unfair treatment or disadvantage.
3.3 Suitable alternatives include photographing the activity without identifying the individual, using a wider or rear view, showing hands or equipment, or photographing the completed work.
3.4 Agreement to one use does not automatically authorise every future or materially different use. Before reuse, the Council must check that the purpose remains appropriate and that no restriction, objection or withdrawal has been recorded.
3.5 Withdrawal of agreement applies to future use. The Council will take reasonable steps in relation to material under its control but may be unable to recover copies already shared, downloaded or republished by others.

**4. Public events, children and adults at risk**
4.1 At public events, the Council may use clear advance information and on-site notices to explain that photography or filming will take place, its purpose and how concerns can be raised. Where practicable, people should be given a reasonable way to avoid being deliberately photographed or filmed.
4.2 A person appearing incidentally in a crowd or background should be treated proportionately. A closer or individually focused image requires greater care than a general scene.
4.3 Children must not be deliberately and recognisably featured without suitable consent from a person with parental responsibility and, where appropriate, the child's agreement. Names, locations and other identifying details must be limited and safeguarding risks considered.
4.4 Particular care must be taken where an adult may be at risk or may not be able to give informed agreement. Advice must be sought from the Town Clerk before publication if there is uncertainty.

**5. Safety, privacy and content checks**
5.1 Photography or filming must not distract anyone undertaking a safety-critical task or interfere with safe working. Required protective equipment and safe systems of work must remain in place; unsafe activities must never be staged for a photograph or recording.
5.2 Before publication, the authorised person must check that the content does not unnecessarily disclose:
- personal contact details, private information or personal social-media accounts;
- live locations, lone working, regular routes, routines or predictable working patterns;
- vehicle registrations, keys, access arrangements or security measures;
- documents, computer screens, personal data or confidential information; or
- the location of valuable equipment or non-public areas.

5.3 Names, job titles, tags and captions must be accurate, necessary and appropriate. Humorous or informal wording must not embarrass, undermine or place unwanted attention on the subject.
5.4 Where a risk is identified, the content must be amended, delayed, replaced or not published.

**6. Approval, publication and management**
6.1 Only persons authorised by the Town Clerk may publish material through official Council channels. Before publication, the short check in Appendix A, or an equivalent recorded check, must be completed.
6.2 Photographs, recordings and any associated permissions or restrictions must be stored in an approved Council location, with access limited to those who need it.

6.3 Material must not be kept indefinitely merely because it may be useful. Retention and deletion must follow the Council's approved retention arrangements. Reusable material must be reviewed periodically to confirm that continued use remains accurate and appropriate.
6.4 A subject may raise a concern with the Town Clerk or the person responsible for data protection. The Council will review the purpose, continuing need, lawful basis, safety and privacy implications, and whether the material should be removed, edited, restricted or retained.
6.5 Comments on Council-managed accounts must be moderated in accordance with the Council's arrangements. Abuse, threats, harassment or disclosure of personal information must be addressed promptly and escalated where necessary.

**7. Responsibilities and incidents**

7.1 The Town Clerk is responsible for implementing this policy, authorising publishers and deciding or approving action following significant concerns or incidents.
7.2 Anyone creating or publishing material on the Council's behalf must explain the intended use where required, complete the relevant checks, obtain approval, avoid unnecessary personal information and store material appropriately.
7.3 Subjects and other persons involved should raise concerns as soon as reasonably practicable. Staff and contractors must not publish material obtained through their work unless authorised.
7.4 Accidental or unauthorised publication must be reported immediately to the Town Clerk or the person responsible for data protection. The Council will take proportionate action, including removal or restriction, preservation of evidence, assessment of any personal-data breach and procedural review.

**8. Related documents and review**

8.1 This policy should be read with the Council's current Communications Policy, Data Protection Policy and privacy information, Data and Records Retention Policy, Health and Safety Policy, Lone Working Policy, safeguarding arrangements and social-media moderation arrangements.
8.2 The policy will be reviewed every four years, or earlier following a significant incident, material legal or regulatory change, substantial change in communication practice, or significant concern.

**APPENDIX A: SHORT PRE-PUBLICATION CHECK**

Complete this check, or record equivalent checks, before publishing identifiable material.

| ✓ | Check | Question |
|---|---|---|
| ☐ | **Purpose** | Is there a clear Council purpose and an appropriate basis for using the material? |
| ☐ | **Awareness** | Have deliberately featured subjects been told the intended use and channel? |
| ☐ | **Agreement** | Has agreement been recorded where required, including suitable arrangements for children or adults at risk? |
| ☐ | **Objections** | Has anyone declined, withdrawn agreement or raised a concern? |
| ☐ | **Privacy** | Have unnecessary names, personal details, tags, screens and documents been removed? |
| ☐ | **Safety** | Does the material avoid unsafe practice and unnecessary disclosure of live locations, lone working, routines or security information? |
| ☐ | **Caption** | Is the caption accurate, necessary and unlikely to embarrass or place unwanted attention on a subject? |
| ☐ | **Approval** | Is publication through an approved Council channel and authorised by the appropriate person? |

| | | |
|---|---|---|
| ☐ | **Storage** | Will the material and any associated permissions or restrictions be stored in an approved location? |
| ☐ | **Reuse** | Is any intended retention or reuse appropriate and understood? |

**Content / event**
**Proposed channel and date**
**Checked by and date**
**Approved by**

Following a concern raised by an employee about the possible personal safety implications of being identifiable on social media, a Photography and Filming for Council Communications Policy has been prepared. While the policy arose from an employee-related concern, its scope has been broadened to provide a consistent approach to the photographing and filming of employees, councillors, volunteers, contractors, event participants and members of the public. It confirms that participation in planned promotional content should be informed and voluntary, provides for suitable alternatives where an individual does not wish to be identifiable, and introduces proportionate checks covering data protection, privacy, safeguarding, personal safety, live locations, working patterns and safe working practices before content is published.

Date Reviewed Sep 2026
Next Review Date Sep 2030

Council Offices, 11-12 Market Hill,
Diss, Norfolk, IP22 4JZ.
Telephone and Fax: (01379) 643848
Email: towncouncil@diss.gov.uk
Website: www.diss.gov.uk

# CONTRACTOR SERVICES AGREEMENT

## Contract Details

**Contract reference:** [INSERT]

**Service/works:** [INSERT]

**Contractor:** [INSERT FULL LEGAL NAME]

**Contract period:** [INSERT START DATE] to [INSERT END DATE]

**Contract sum:** £[INSERT] excluding VAT

**Council contract manager:** [INSERT ROLE/NAME]

## 1. Parties

This Agreement is made between:

**Diss Town Council**, 11-12 Market Hill, Diss, Norfolk, IP22 4JZ, referred to in this Agreement as “the Council”; and

**[INSERT CONTRACTOR’S FULL LEGAL NAME, ADDRESS, POSTCODE AND COMPANY NUMBER, IF APPLICABLE]**, referred to in this Agreement as “the Contractor”.

## 2. Purpose and Contract Documents

2.1 The Contractor shall provide the services or works described in Schedule 1 in accordance with this Agreement and all applicable legal requirements.

2.2 The Contract comprises this Agreement and its completed schedules, together with any document expressly listed in Schedule 5.

2.3 If there is an inconsistency between the contract documents, the following order of precedence shall apply unless otherwise agreed in writing:

a. this Agreement;

b. Schedule 1;

c. the remaining schedules; and

d. the Contractor’s accepted tender submission or quotation.

# 3. Contract Term

3.1 The Contract shall commence on **[INSERT DATE]** and end on **[INSERT DATE]**, unless terminated earlier in accordance with this Agreement.

3.2 Any seasonal service period, completion date, extension option or break provision shall be stated in Schedule 1.

3.3 No extension or renewal shall take effect unless confirmed in writing by an authorised representative of the Council.

# 4. Services and Performance

4.1 The Contractor shall provide all labour, supervision, vehicles, plant, equipment, fuel, consumables and materials required to deliver the services, except where Schedule 1 expressly states otherwise.

4.2 The Contractor shall deliver the services professionally, safely and within the standards, frequencies and timescales specified in Schedule 1.

4.3 The Contractor shall use competent and appropriately trained personnel and shall remain responsible for the acts and omissions of its employees, agents and subcontractors.

4.4 The Contractor shall not make any material change to the agreed scope or method of delivery without the Council’s prior written agreement.

# 5. Contractor Documentation and Approval

5.1 Before work commences, the Contractor shall provide the information specified in Schedule 3, proportionate to the nature and risk of the work.

5.2 The required information may include:

a. current insurance evidence;

b. risk assessments and method statements;

c. qualifications and licences;

d. evidence of competence;

e. equipment inspection records; and

f. any other evidence relevant to the services.

5.3 The Council may withhold permission to commence work until satisfactory information has been received and reviewed.

5.4 Review or acceptance of documentation by the Council does not remove or reduce the Contractor's responsibility for the safe and lawful delivery of the services.

# 6. Health and Safety

6.1 The Contractor shall comply with applicable health and safety legislation and with its approved risk assessments, method statements and safe systems of work.

6.2 The Contractor shall provide competent supervision, suitable equipment and appropriate personal protective equipment.

6.3 The Contractor shall protect Council employees, councillors, visitors, other contractors and members of the public who may be affected by its work.

6.4 The Contractor shall immediately report the following to the Council contract manager:

a. accidents;

b. near misses;

c. dangerous occurrences;

d. property damage; and

e. environmental incidents.

6.5 The Council may require work to stop immediately where an activity presents a significant or imminent risk.

6.6 Work shall not recommence until suitable controls have been implemented.

# 7. Site Information and Induction

7.1 The Council shall provide relevant information within its knowledge or control concerning:

a. known site hazards;

b. site access;

c. emergency arrangements;

d. welfare arrangements;

e. public access; and

f. other relevant site-specific matters.

7.2 The Contractor and its relevant personnel shall complete any site induction required by the Council and comply with reasonable site rules.

7.3 The Contractor shall communicate relevant site and safety information to its employees and approved subcontractors.

# 8. Environmental and Public Protection

8.1 The Contractor shall take reasonable measures to:

a. prevent pollution;

b. minimise unnecessary noise, dust and disturbance;

c. protect wildlife, trees, habitats and planted areas; and

d. dispose of waste lawfully.

8.2 Work areas shall be kept safe, tidy and secure, with suitable barriers, signs or exclusion zones used where required.

8.3 The Contractor shall suspend an activity where public safety cannot be adequately maintained.

# 9. Personnel and Subcontracting

9.1 The Contractor shall ensure that its personnel behave professionally and comply with any safeguarding requirements specified in Schedule 1 or Schedule 3.

9.2 The Contractor shall not subcontract a material part of the services without the Council's prior written agreement.

9.3 Approval of a subcontractor does not relieve the Contractor of any obligation or liability under this Agreement.

# 10. Insurance

10.1 The Contractor shall maintain the insurance cover specified in Schedule 3 throughout the Contract.

10.2 Evidence of current insurance cover shall be provided before work commences and whenever reasonably requested by the Council.

10.3 The Contractor shall notify the Council promptly of any cancellation, lapse or material change to the required insurance cover.

# 11. Monitoring and Defects

11.1 The Council may monitor and inspect the services at reasonable times.

11.2 The Contractor shall promptly address any failure to meet the agreed specification or standards.

11.3 The Contractor shall rectify notified defects within the period specified in Schedule 1, or sooner where safety is affected.

11.4 Monitoring by the Council does not amount to supervision of the Contractor's working methods and does not transfer responsibility for delivery to the Council.

# 12. Contract Records and Reporting

12.1 The Contractor shall maintain accurate records reasonably necessary to demonstrate delivery of the services.

12.2 Any required reports, visit records, certificates, photographs, online portal updates or completion evidence shall be specified in Schedule 1.

12.3 The Contractor shall provide relevant records to the Council on reasonable request.

# 13. Price, Invoicing and Payment

13.1 The Contract Sum and pricing basis are stated in Schedule 2.

13.2 The Contractor shall submit valid invoices in accordance with the invoicing arrangements specified in Schedule 2.

13.3 The Council shall pay valid and undisputed invoices within 30 days of receipt.

13.4 The Council may withhold or reduce payment for services that are:

a. not delivered;

b. incomplete;

c. defective; or

d. not delivered in accordance with this Agreement.

13.5 Where payment is withheld or reduced, the Council shall notify the Contractor of the reason.

# 14. Variations

14.1 No addition, omission or alteration to the services shall be binding unless agreed or instructed in writing by an authorised representative of the Council.

14.2 A written variation shall record any effect on:

a. the Contract Sum;

b. the work programme;

c. the specification; or

d. the completion date.

14.3 The Contractor shall not undertake additional chargeable work without prior written authority.

14.4 Clause 14.3 does not prevent the Contractor taking immediate action reasonably necessary to prevent injury or serious damage, provided that the Council is notified as soon as reasonably practicable.

# 15. Confidentiality and Data Protection

15.1 The Contractor shall keep confidential any non-public information obtained through the Contract and shall use it only to deliver the services.

15.2 The Contractor shall comply with applicable data protection requirements when processing personal data in connection with the Contract.

15.3 Any specific information security, records-management or data-processing requirements shall be stated in Schedule 3 or in a separate written agreement.

# 16. Safeguarding

16.1 Where the services involve children or adults at risk, the Contractor shall comply with the safeguarding requirements specified by the Council.

16.2 The Contractor shall report safeguarding concerns promptly through the reporting route identified by the Council.

16.3 Any required checks, policies, training or conduct requirements shall be stated in Schedule 3.

# 17. Default, Suspension and Termination

17.1 The Council may require the Contractor to remedy a breach of this Agreement within a reasonable stated period.

17.2 The Council may suspend work where there are serious:

a. health and safety concerns;

b. safeguarding concerns;

c. legal or regulatory concerns;

d. environmental concerns; or

e. performance failures.

17.3 The Council may terminate the Contract by written notice where the Contractor:

a. commits a material breach that cannot be remedied;

b. fails to remedy a breach within the period stated by the Council;

c. becomes insolvent;

d. commits fraud or corruption; or

e. commits other serious unlawful conduct.

17.4 Either party may terminate the Contract by giving **[INSERT] months'** written notice, where this termination option is intended to apply.

17.5 Any contract-specific break clauses or termination provisions shall be stated in Schedule 2.

# 18. Complaints and Disputes

18.1 The Contractor shall investigate service complaints promptly and provide information reasonably requested by the Council.

18.2 The parties shall first seek to resolve any dispute through discussion between their nominated contract representatives.

18.3 If the dispute remains unresolved, it shall be referred to the Town Clerk and an authorised senior representative of the Contractor before either party begins formal proceedings.

# 19. Notices

19.1 Formal notices under this Agreement shall be in writing and sent to the addresses or email addresses stated in Schedule 4.

19.2 Each party shall notify the other promptly of any change to its notice details.

# 20. General

20.1 This Agreement and the documents identified under clause 2 contain the entire agreement between the parties in relation to the services.

20.2 A failure or delay in enforcing a term of this Agreement does not waive that term.

20.3 If any provision is found to be invalid or unenforceable, the remaining provisions shall continue in effect.

20.4 This Agreement shall be governed by the law of England and Wales.

20.5 The courts of England and Wales shall have jurisdiction in relation to this Agreement.

# 21. Signatures

## Signed for and on behalf of Diss Town Council

**Name:** _____

**Position:** _____

**Signature:** _____

**Date:** _____

**Signed for and on behalf of the Contractor**

**Name:** _____

**Position:** _____

**Signature:** _____

**Date:** _____

# SCHEDULE 1: SERVICE SPECIFICATION

*Complete this schedule for each contract and delete this guidance before issue.*

## 1. Description of services or works

[INSERT]

## 2. Sites and locations

[INSERT]

## 3. Deliverables and required standards

[INSERT]

## 4. Frequencies, programme and completion dates

[INSERT]

## 5. Access arrangements and working hours

[INSERT]

## 6. Items or information to be provided by the Council

[INSERT/NONE]

## 7. Reporting and completion evidence

[INSERT]

## 8. Defect correction period

[INSERT]

## 9. Seasonal service periods, extension options or break points

[INSERT/NONE]

## 10. Additional legal, environmental, safeguarding or operational requirements

[INSERT/NONE]

# SCHEDULE 2: PRICE AND PAYMENT

*Complete this schedule for each contract and delete this guidance before issue.*

## 1. Contract Sum

£[INSERT] excluding VAT.

## 2. Pricing basis

[FIXED PRICE/SCHEDULE OF RATES/OTHER]

## 3. Invoice frequency and submission route

[INSERT]

## 4. Supporting evidence required with invoices

[INSERT/NONE]

## 5. Approved rates for variations

[INSERT/NOT APPLICABLE]

## 6. Price review mechanism

[INSERT/NONE]

## 7. Contract-specific break or termination provisions

[INSERT/NONE]

# SCHEDULE 3: CONTRACTOR DOCUMENTATION AND COMPLIANCE REQUIREMENTS

*Mark each item as Required, Not Required or Not Applicable before issue.*

**Public liability insurance:** [STATUS]

**Minimum cover:** £5m

**Employers' liability insurance:** [STATUS]

**Minimum cover:** £10m

**Professional indemnity insurance:** [STATUS]

**Minimum cover:** £[INSERT]

**Product liability insurance:** [STATUS]

**Minimum cover:** £[INSERT]

**Risk assessments and method statements:** [STATUS]

**Qualifications, licences and competence evidence:** [STATUS/DETAILS]

**Plant or equipment inspection records:** [STATUS/DETAILS]

**Traffic management information:** [STATUS/DETAILS]

**Waste-carrier or waste-disposal evidence:** [STATUS/DETAILS]

**Safeguarding requirements:** [STATUS/DETAILS]

**Data protection or information security requirements:** [STATUS/DETAILS]

**Environmental controls or licences:** [STATUS/DETAILS]

**Other evidence:** [INSERT/NONE]

# SCHEDULE 4: CONTRACT MANAGEMENT AND NOTICES

*Complete this schedule for each contract and delete this guidance before issue.*

**Council contract manager:** [INSERT]

**Council operational contact:** [INSERT]

**Contractor contract manager:** [INSERT]

**Contractor site supervisor:** [INSERT]

**Council address for formal notices:**

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

**Council email for formal notices:** [INSERT]

**Contractor address for formal notices:** [INSERT]

**Contractor email for formal notices:** [INSERT]

**Emergency or out-of-hours contact arrangements:** [INSERT/NOT APPLICABLE]

# SCHEDULE 5: DOCUMENTS FORMING PART OF THE CONTRACT

*List only documents intended to have contractual effect. Include the title, date and version number of each document.*

1. This Contractor Services Agreement and its completed schedules.
2. [INSERT SERVICE SPECIFICATION, INVITATION TO QUOTE OR TENDER DOCUMENT]
3. [INSERT CONTRACTOR'S TENDER SUBMISSION OR QUOTATION]
4. [INSERT WRITTEN CLARIFICATIONS OR AGREED DEPARTURES]
5. [INSERT OTHER CONTRACT DOCUMENTS/NONE]

The Contractor Approval Checklist and Contractor Site Information and Induction Form support the management of the Contract but do not form part of the Contract unless expressly listed above.

Last Reviewed: Sep 2026
Next Review Date: Sep 2030

# DATA AND RECORDS RETENTION POLICY

## 1. Policy Statement

Diss Town Council is committed to managing its records in an efficient, consistent, secure and lawful manner.

The Council recognises that records are a valuable asset and are required to support transparency, accountability, effective decision-making, legal compliance and the provision of Council services.

The Council will retain records only for as long as necessary to meet legal, regulatory, operational and historical requirements and will ensure that records are disposed of securely when no longer required.

This policy applies to all Council records regardless of format, including paper records, electronic documents, emails, photographs, scanned records, databases, audio recordings and information stored within Council-approved cloud services.

---

## 2. Purpose

The purpose of this policy is to:

- Ensure records are managed consistently throughout their lifecycle.
- Comply with legal and statutory obligations.
- Protect personal and confidential information.
- Support transparency and accountability.
- Reduce unnecessary storage and administrative burden.
- Ensure records of historical significance are appropriately preserved.
- Establish clear arrangements for retention, archiving and disposal.

---

## 3. Scope

This policy applies to:

- Councillors;
- Employees;
- Volunteers;
- Contractors acting on behalf of the Council; and
- All records created, received or maintained in connection with Council business.

The policy applies equally to records stored:

- In physical form;
- On Council devices;
- Within Microsoft 365 services;
- In SharePoint;
- In OneDrive;
- Within approved software systems; and
- In archive storage.

---

## 4. Legal Framework

This policy supports compliance with:

- UK General Data Protection Regulation (UK GDPR);
- Data Protection Act 2018;
- Freedom of Information Act 2000;
- Environmental Information Regulations 2004;
- Limitation Act 1980;
- Local Government Act 1972;
- Local Audit and Accountability Act 2014; and
- Other relevant legislation and statutory guidance.

---

## 5. Principles of Records Management

The Council will ensure that records are:

### 5.1 Accurate

Records shall be maintained accurately and updated where necessary.

### 5.2 Accessible

Records shall be organised to allow prompt retrieval when required for operational, legal or statutory purposes.

### 5.3 Secure

Appropriate technical and organisational measures shall be used to protect records from:

- Unauthorised access;
- Loss;
- Damage;
- Alteration; and
- Unauthorised disclosure.

### 5.4 Retained Appropriately

Records shall be retained only for legitimate business, legal or historical purposes.

### 5.5 Disposed of Securely

Records no longer required shall be securely destroyed in accordance with this policy and the approved retention schedule.

---

## 6. Responsibilities

### 6.1 Full Council

The Council is responsible for:

- Adopting this policy;
- Ensuring adequate resources are available to implement it; and
- Reviewing the policy periodically.

### 6.2 Town Clerk

The Town Clerk is responsible for:

- Overall implementation of this policy;
- Maintaining the retention schedule;
- Authorising disposal and archiving arrangements where appropriate;
- Ensuring staff are aware of retention requirements; and
- Monitoring compliance.

### 6.3 Employees

Employees are responsible for:

- Creating and maintaining accurate records;
- Managing records in accordance with this policy;
- Following retention requirements; and
- Reporting any information governance concerns.

### 6.4 Councillors

Councillors shall ensure Council records held by them are managed appropriately and disposed of securely when no longer required.

---

## 7. Storage and Security

Council records shall be stored within approved Council systems and locations.

Personal or confidential records shall be protected through appropriate access controls, permissions and security measures.

Where records contain personal data, storage and processing must comply with the Council's Data Protection Policy and Information Security Policy.

Council records should not routinely be stored within personal email accounts, personal cloud storage services or unauthorised systems.

---

## 8. Electronic Records

Electronic records shall be stored within approved Council systems wherever practicable.

These may include:

- Microsoft 365;
- SharePoint;
- OneDrive;
- Finance systems;
- Cemetery management systems;
- Asset management systems; and
- Other approved Council platforms.

Reasonable measures shall be taken to ensure electronic records remain accessible for the duration of their retention period.

---

## 9. Email Management

Emails that form part of the Council's official business record shall be retained in accordance with the approved retention schedule.

Staff should ensure important emails are retained within appropriate Council filing systems where necessary.

Routine, duplicated, transitory or non-business emails should be deleted when no longer required.

---

## 10. Retention of Records

Records shall be retained in accordance with the Council's approved Records Retention Schedule.

Retention periods are based upon:

- Legislative requirements;
- Regulatory requirements;
- Operational needs;
- Financial obligations;
- Limitation periods for legal claims; and
- Historical significance.

The retention schedule shall form Appendix A to this policy.

---

## 11. Disposal of Records

Records shall not be retained indefinitely without justification.

Once the applicable retention period has expired, records shall be:

- Securely destroyed;
- Permanently deleted; or
- Archived where there is an identified historical, legal or administrative requirement.

Paper records containing confidential information shall be shredded or disposed of through an approved confidential waste service.

Electronic records shall be securely deleted in accordance with Council procedures.

Where litigation, audits, investigations, insurance claims or information requests are ongoing, disposal shall be suspended until the matter is concluded.

---

## 12. Archiving

Records of historical significance may be permanently retained as part of the Council archive.

Examples may include:

- Signed minutes;
- Deeds;
- Legal agreements of continuing significance;
- Historic photographs;
- Significant project records; and
- Documents that contribute to the history of Diss.

Archived records should be clearly identified and stored appropriately.

---

## 13. Freedom of Information and Subject Access Requests

Records required for:

- Freedom of Information requests;
- Environmental Information Regulations requests;
- Subject Access Requests;
- Internal reviews;
- Investigations; or
- Legal proceedings

shall be preserved until the matter has been fully concluded.

No records shall be altered, deleted or destroyed where their retention may be required for such purposes.

---

## 14. Breaches

Failure to comply with this policy may constitute a breach of the Council's Information Governance arrangements and may result in disciplinary action where appropriate.

Serious breaches must be reported to the Town Clerk immediately.

---

## 15. Monitoring and Review

The Town Clerk shall periodically review the effectiveness of this policy and the accompanying retention schedule.

This policy shall be reviewed every four years or sooner if required by legislative, regulatory or operational changes.

## Appendix A - Records Retention Schedule

**This Retention Schedule forms part of the Diss Town Council Data and Records Retention Policy and should be read alongside that policy.**

Where a statutory requirement exists, the statutory period shall take precedence over this schedule.

Records subject to ongoing litigation, insurance claims, audits, investigations, Freedom of Information requests, Environmental Information Regulations requests or Subject Access Requests must not be destroyed until the matter has been fully concluded.

---

## A1. Governance and Democratic Records

| Record Type | Retention Period | Disposal Action |
|---|---|---|
| Signed Council and Committee Minutes | Permanent | Archive |
| Agendas and supporting reports | 6 years | Secure disposal |
| Councillor declarations of acceptance of office | Term of office + 6 years | Secure disposal |
| Register of Members' Interests | Current version plus 6 years after ceasing office | Secure disposal |
| Code of Conduct complaints | 6 years after closure | Secure disposal |
| Election documents received from Returning Officer | As directed by Returning Officer | Secure disposal |
| Parish Poll records | 6 years | Secure disposal |
| Committee papers not incorporated into formal records | 6 years | Secure disposal |

## A2. Financial Records

| Record Type | Retention Period | Disposal Action |
|---|---|---|
| Annual accounts and AGAR documentation | Permanent | Archive |
| VAT records | 6 years plus current year | Secure disposal |
| Bank statements | 6 years plus current year | Secure disposal |
| Invoices received | 6 years plus current year | Secure disposal |
| Paid invoices issued | 6 years plus current year | Secure disposal |
| Payroll records | 6 years | Secure disposal |
| Pension records | 12 years after employment ends | Secure disposal |
| Expense claims | 6 years plus current year | Secure disposal |
| Grant application records | 6 years after final decision | Secure disposal |
| Insurance claims files | 7 years after closure | Secure disposal |

| | | |
|---|---|---|
| Asset Register | Permanent | Archive |

## A3. Personnel and Employment Records

| Record Type | Retention Period | Disposal Action |
|---|---|---|
| Personnel files | 6 years after employment ends | Confidential destruction |
| Contracts of employment | 6 years after employment ends | Confidential destruction |
| Recruitment records (successful applicant) | Transfer to personnel file | N/A |
| Recruitment records (unsuccessful applicants) | 12 months | Confidential destruction |
| Right to work checks | Employment plus 2 years | Confidential destruction |
| Training records | Employment plus 6 years | Confidential destruction |
| Disciplinary records | 6 years after closure | Confidential destruction |
| Grievance records | 6 years after closure | Confidential destruction |
| Sickness records | 6 years after employment ends | Confidential destruction |
| Occupational health records | 6 years after employment ends | Confidential destruction |

## A4. Health and Safety Records

| Record Type | Retention Period | Disposal Action |
|---|---|---|
| Accident books and accident reports | 3 years from last entry (adults) | Confidential destruction |
| RIDDOR reports | 3 years from date of report | Confidential destruction |
| Risk assessments | Current plus 6 years | Secure disposal |
| COSHH assessments | Current plus 6 years | Secure disposal |
| Fire Risk Assessments | Current plus 6 years | Secure disposal |
| Asbestos surveys and registers | Permanent while premises held | Archive |
| Equipment inspection records | 6 years | Secure disposal |
| PAT testing records | 6 years | Secure disposal |
| Training records relating to H&S | Employment plus 6 years | Secure disposal |

## A5. Property, Buildings and Asset Records

| Record Type | Retention Period | Disposal Action |
|---|---|---|
| Property deeds | Permanent | Archive |
| Leases and licences | Term plus 12 years | Archive where significant |
| Building plans | Permanent | Archive |
| Planning permissions relating to Council assets | Permanent | Archive |
| Maintenance records | 6 years | Secure disposal |
| Inspection records | 6 years | Secure disposal |
| Utility records | 6 years | Secure disposal |
| Vehicle records | Life of vehicle plus 6 years | Secure disposal |

## A6. Contracts and Procurement

| Record Type | Retention Period | Disposal Action |
|---|---|---|
| Tender documents (successful) | Contract term plus 6 years | Secure disposal |
| Tender documents (unsuccessful) | 2 years | Secure disposal |
| Procurement evaluations | 6 years after award | Secure disposal |
| Contracts and service agreements | Contract term plus 6 years | Secure disposal |
| Contractor insurance documentation | Contract term plus 6 years | Secure disposal |

## A7. Cemetery Records

| Record Type | Retention Period | Disposal Action |
|---|---|---|
| Burial registers | Permanent | Archive |
| Grave ownership records | Permanent | Archive |
| Burial applications | Permanent | Archive |
| Memorial permits | Permanent | Archive |
| Cemetery maps and plans | Permanent | Archive |
| Cemetery administration records | Permanent where linked to graves | Archive |

## A8. Market Records

| Record Type | Retention Period | Disposal Action |
|---|---|---|
| Trader applications | Duration of licence plus 6 years | Secure disposal |
| Market agreements | Duration of agreement plus 6 years | Secure disposal |
| Market payment records | 6 years plus current year | Secure disposal |
| Enforcement records | 6 years after closure | Secure disposal |

## A9. Data Protection and Information Governance

| Record Type | Retention Period | Disposal Action |
|---|---|---|
| Subject Access Request files | 3 years after closure | Confidential destruction |
| Freedom of Information requests | 3 years after closure | Secure disposal |
| Environmental Information Regulation requests | 3 years after closure | Secure disposal |
| Personal data breach records | 6 years after closure | Confidential destruction |
| Information Asset Register | Current plus 6 years | Archive |
| Data Protection Impact Assessments | Life of activity plus 6 years | Secure disposal |
| Privacy notices | Current plus 6 years | Archive |

## A10. CCTV Records

| Record Type | Retention Period | Disposal Action |
|---|---|---|
| Routine CCTV footage | 30 days unless required for investigation | Secure deletion |
| CCTV footage retained for investigation | Conclusion of investigation plus 6 years | Secure deletion |
| CCTV maintenance records | 6 years | Secure disposal |

## A11. Communications and Public Relations

| Record Type | Retention Period | Disposal Action |
|---|---|---|
| Press releases | Permanent | Archive |
| Newsletters | Permanent | Archive |
| Public consultation responses | 6 years after project completion | Secure disposal |
| Website records of historical significance | Permanent | Archive |
| Routine social media content | As required operationally | Secure deletion |

## A12. Electronic Records and Emails

| Record Type | Retention Period | Disposal Action |
|---|---|---|
| Routine administrative emails | Up to 2 years | Secure deletion |
| Emails forming part of official Council business | Retain in line with relevant record category | Secure deletion |
| Duplicated electronic records | Until superseded | Secure deletion |
| Back-up copies | In accordance with ICT arrangements | Automated deletion |

| | | |
|---|---|---|
| Shared drive and SharePoint records | In line with relevant record category | Secure deletion |

## A13. Historic Archives

The following shall normally be retained permanently:

- Signed Council and Committee Minutes.
- Annual accounts and AGAR records.
- Burial registers.
- Property deeds.
- Civic and ceremonial records.
- Historic photographs.
- Significant project and town history records.
- Documents identified by the Town Clerk as having permanent historical value.

Committee Note

The Council's record management and document retention arrangements have been reviewed to reflect current legislation, GDPR requirements and modern working practices. The review identified duplication across existing policies and retention schedules, together with a number of outdated provisions. A new consolidated Data & Records Retention Policy and accompanying Records Retention Schedule have therefore been prepared, bringing all record retention, archiving and disposal requirements into a single framework. The revised documents align with current information governance legislation, support the Council's use of Microsoft 365 and electronic records, and provide clear retention periods across all areas of Council activity. The changes are primarily administrative and compliance-related and will improve consistency, reduce duplication and provide clearer guidance for officers and councillors.

**DISS TOWN COUNCIL**
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Report Number:
**49 / 2627**

| | |
|---|---|
| Report to: | Full Council |
| Date of Meeting: | 18th November 2026 |
| Authorship: | Town Clerk |
| Subject: | Update |

**Introduction**

1. These updates cover matters not already included on the agenda or in the progress report.

**Leisure & Community Centre**

4. The leisure centre development is progressing, including proposed works to the DTC-owned boundary at Madgett's Walk. Further clarification is required on the appropriate legal arrangement and future maintenance responsibilities, with SNC to provide detailed boundary and landscaping proposals and meet DTC's associated legal costs.

5. Separately, local GP practices are considering expanding their provision, potentially creating an opportunity for health facilities alongside the emerging DYCC redevelopment. An early discussion with the practices is being sought to establish their accommodation requirements while allowing the DYCC design work to continue without unnecessary delay.

**DYCC Redevelopment**

2. The working group met with Beech Architects early November. They presented initial layouts, floorplans, site arrangements and massing studies. Overall feedback from officers & councillors was very positive. Beech will now refine plans based on the discussion before wider consultation & a follow up meeting has been scheduled for 30th November.

3. Key discussion points included:

   a) Building layout and room relationships
   b) Community space provision
   c) Sports hall size
   d) Council office accommodation
   e) Maintenance team facilities
   f) Car parking and bin storage arrangements
   g) Sustainability measures including solar PV, batteries and heat pumps
   h) Potential discussions with local GP surgeries regarding a future health hub
   i) Approach and timing for wider consultation

**Bus Station Redevelopment**

6. The bus station redevelopment remains on track for a planning application in December, with detailed discussions continuing around highways requirements, temporary bus arrangements, tree impacts and drainage. DTC will liaise with SNC about incorporating a proposed cycle repair station within the scheme.

7. When Cllr Welch and I met with Central Connect yesterday, we discussed the temporary bus arrangements that may be required during the redevelopment of Diss bus station. Concerns were raised about the potential impact of the current routing option on the operation of the Friday Market, and alternative arrangements were discussed, including the possibility of some

services terminating at the railway station with a minibus/shuttle connection to the town centre. These are at an early stage and would require further consideration and funding.

8. Central Connect have considered potential improvements to local bus services, including a possible new Diss – Thetford service serving Shelfanger, Winfarthing and the Shelfanger Road development, with Easter 2027 identified as the earliest realistic start date subject to funding and Norfolk County Council approval. Routes 1 and 84 are also being reviewed, while an improved and more frequent Sunday service towards Norwich is expected from January 2027 through Bus Service Improvement Plan funding.

**Diss Mere**

9. We continue to press the Lead Local Flood Authority for a satisfactory resolution on the Mere drainage issues with the relevant landowners.

10. The Diss Heritage Trust has been actively contacting relevant organisations about the long-term future of the Diss Mere drain, including the Norfolk Lead Local Flood Authority, South Norfolk Council, the River Waveney Trust, Friends of Diss Mere, the Internal Drainage Board and Adrian Ramsay MP. The Trust has put forward an alternative route which it considers could provide a simpler and more resilient long-term drainage solution, highlighting the proposed leisure centre development as a potential opportunity to incorporate improvements to this infrastructure and reduce future risks to the Mere.

**Diss Strategic Liaison Forum**

11. The third meeting bringing together Town, Parish, District & County Councillors is being rescheduled due to availability of members.

**Park Pavilion**

12. Following confirmation that the sauna proposal at the Pavilion on the Park will not progress, attention has returned to the future of the Pavilion and surrounding area. The forthcoming Friends of Diss Mere community survey will seek views on the Pavilion, alongside preparation of a visual showing potential improvements and initial architectural advice, after which the Working Party will be reconvened. Opportunities to utilise the nearby contractor's corporate social responsibility offer will also be explored.

**Emergency Planning & Business Continuity**

13. Following recent Government announcements on emergency preparedness and resilience, the Council's Emergency Plan is being reviewed and updated to ensure it remains current and fit for purpose. In parallel, officers are developing a Business Continuity and Office Recovery Plan covering how priority Council services would be maintained and restored following a significant disruption, including arrangements for staffing, IT and communications, alternative premises and key suppliers/contractors. The revised documents will be brought forward for approval once completed.

**Remembrance**

14. This year's Remembrance Parade, Drumhead Ceremony and Church Service were very well attended and have attracted excellent feedback, with particular praise for the smooth organisation, improved formation arrangements on the Market Place and effective traffic management. The ceremony ran to time, and the involvement of nine young people in reading names from the War Memorial was especially well received, with the Deputy Lieutenant specifically asking that her thanks be passed on to them. Feedback from local organisations and residents described the event as fitting, moving and a great success for the town. Thanks are extended to the Planning Committee, volunteers, staff and all participating organisations whose support made the event possible. A debrief will take place later this month to capture any minor improvements for 2027.

**Recommendation**
To note the contents of this report.

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Report Number:
**50.2627**

| | |
|---|---|
| Report to: | Full Council |
| Date of Meeting: | 18th November 2026 |
| Authorship: | Facilities & Buildings Manager |
| Subject: | Maintenance works update |

Please find below an update on maintenance works completed and ongoing since the last Full Council Meeting:

1. **Public Toilets – Winter Trial Arrangement**
   From 1 November until Easter, the Council is trialling revised opening arrangements for the public toilets in the Park. During this period, the gender-neutral accessible toilet will remain open, while the ladies' and gentlemen's facilities will be closed. The trial is intended to reduce operating costs and will allow the Council to assess usage, maintenance requirements and public feedback before considering future arrangements.

2. **Cemetery Tree Damage**
   During the recent storms, a tree within the Cemetery was brought down by high winds. Fortunately, no one was injured, and although the tree fell onto a headstone in Section I, the memorial was not damaged. The affected area was promptly made safe. The Council has since appointed a new tree contractor to undertake future tree inspections, routine maintenance and emergency works as required.

3. **Meres Mouth Toilet Plumbing Repairs**
   Several leaks occurred within the pipework at the Meres Mouth public toilets during the reporting period. These issues were addressed quickly through the efforts of the maintenance team, together with support from a local plumbing contractor, ensuring the facilities remained operational with minimal disruption to users.

4. **Speed Sign Repairs**
   Following a significant fault, one of the town's speed awareness signs required extensive repairs. The sign has now been returned, reinstalled and is fully operational once again.

5. **Graffiti Removal**
   The Council continues to experience persistent incidents of offensive and unacceptable graffiti within the Meres Mouth toilets. Due to the nature of the content, regular inspections and cleaning are required by the team to ensure the facilities remain safe, welcoming and appropriate for public use.

6. **Electrical Inspection and Testing**
   The statutory five-year electrical inspection and testing programme has now been completed across all Council-owned sites and facilities. The Council is currently awaiting the detailed inspection reports and recommendations arising from the testing process.

7. **General Maintenance and Improvement Works**
   The team continues to undertake a wide range of improvement and upkeep works throughout the town. This includes repainting fences, maintaining the Remembrance Gardens, leaf clearance, grounds maintenance, and general repairs. These ongoing activities help ensure that Council assets remain safe, attractive, and well-presented for residents and visitors alike.

8. **New Suction Blower**
   The Council's new suction blower has now been delivered and commissioned. The litter and cleansing team are using the equipment during their daily duties, which is assisting with the efficient removal of leaves and debris from public areas across the town.

9. **Council Vehicle Repairs**
   One of the Council's maintenance vans experienced a mechanical fault and required several visits to the garage before the issue was fully diagnosed and resolved. The vehicle has now been returned and is back in service.

10. **CCTV Repairs Outstanding**
    Four CCTV cameras remain out of operation and are currently awaiting repair. I continue to liaise with the relevant contractor to secure a resolution and restore full coverage as soon as possible.

11. **Flock Area Lighting Issues**
    Following recent periods of rainfall, the lighting around The Flock has developed a fault. Water ingress is believed to be causing the system to trip, which in turn is affecting the main street lighting along Madgett's Walk. Investigations are ongoing to identify the exact cause and implement a permanent solution.

12. **Preparation for Upcoming Events**
    A considerable amount of staff time has been devoted to the planning and preparation of several forthcoming events taking place in Diss over the coming weeks. This work includes site assessments, infrastructure planning, coordination with external organisations and ensuring all necessary arrangements are in place for successful and safe events.

## Conclusion

Overall, it has been another busy month for the Maintenance Team, balancing routine maintenance, reactive repairs and ongoing improvement projects across the Town. Despite challenges arising from storm damage, equipment failures and vandalism, the team has worked diligently to ensure Council facilities remain safe, functional and presentable. As we move into a particularly busy period of events and seasonal maintenance activities, efforts will continue to focus on maintaining high standards throughout Diss for the benefit of residents, businesses and visitors alike.

# Diss Town Council

## Minutes

## DRAFT

Minutes of the meeting of the **Events Committee** held in the **Ceremony Room** at **Diss Town Council Offices** on **Tuesday 10th November 2026** at **7pm**.

In attendance: K. Jaynes, S. Villafuerte-Richards, S. Brazier, E. Forsdyke, Cllr. P Wilson, R. Ludkin, Cllr L. Sinfield (Vice-Chair), Cllr T. Knights, Cllr T. Shava, J. Grint, Cllr D. Craggs (ex-officio).

***Cllr Sinfield chaired the meeting in the absence of the Chair.***

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**E1126/01** **Apologies**
Apologies were received from Cllr Willoughby (prior) & Cllr Dente (Chair) at 7.15pm.

**E1126/02** **Minutes**
Members reviewed the minutes of the meeting held on Tuesday 13th October 2026. It was

**Resolved:** to amend the minutes to remove Bob Rogers from Item 1 and approve the minutes of the events meeting held on Tuesday 13th October 2026 as a true record and were signed by the Chair.
**(Action: KJ to make amendment and un-draft minutes on website, by 11.11.26)**

**E1126/03** **Declarations of Interest**
There were none.

**E1126/04** **Public Participation**
Two members of the public were present: Sophie Scott (The Corn Hall) and Andrew Rackham.

**E1126/05** **Items of Urgent Business**
There were no items of urgent business.

**E1126/06** **Infrastructure**
Members received an update on infrastructure.

The Christmas Lights have been installed around the Heritage Triangle with installation continuing along Mere Street. RL has visited all businesses to confirm their electricity supplies would be switched on in time for the official switch-on.

Members discussed the quote for staging, sound and a promo screen. It was confirmed that the revised cost of £1500 would include use of the promo screen. Members agreed to the increased cost. KJ to amend on infrastructure spreadsheet. RL to send p/o to JG.
**(Action: KJ & RL, this week)**

Pending confirmation from James regarding laser projection of carol lyrics, it was also agreed that 100 copies of the carol lyrics would be printed in addition to the back-up smaller digital screen, which may not be seen from a distance.
**(Action: DTC admin, by 03.12.26)**

James to be sent the list of carols to enable the lyrics to be prepared for display on the evening.
**(Action: Clerk, this week)**

RL would also confirm whether the £100 donation towards first aid provision remained the same and establish whether there is a fee for South Norfolk Council for the use of the green room.
**(Action: RL, this week)**

**E1126/07** **Stalls**

a) Members received an update on stalls. Zaket Potato has been added to the list of stalls. However, due to the size of pitch required, the site plan had been amended to accommodate the stall near the Museum. Members raised concerns about the potential for queues in this area, particularly as the parade would be unloading nearby in preparation for performers to access the stage, queuing

for the grotto & Stowmarket band would be positioned near the Christmas tree also close to the Museum.

Andy Rackham also raised a concern around the diesel generator noise level in this location. Members agreed that, for safety reasons, Zaket Potato should instead be relocated to Mere's Mouth. Members agreed this would be promoted via announcements, the digital screen & on social media. SV-R will contact Zak to discuss change of plan. KJ to send SV-R latest correspondence to follow up and update master spreadsheet accordingly.

**(Action: KJ/ SV-R, immediately)**

The contractor's generator will need to be positioned outside the Dolphin House due to lack of space around Museum. KJ to add to site plan.

**(Action: KJ, immediately)**

b) Members received a copy of the site plan for the Market Place. It was noted that amendments were required following a site visit by RL and JG last week. KJ to liaise with RL on site plan changes.

**(Action: KJ/RL, this week)**

Members agreed that the concert band would be situated in place of Zaket Potato on the site plan for the 5 carols at 5. KJ to amend the site plan and inform the band and Reverend of the arrangement.

**(Action: KJ, this week)**

**E1126/08 Entertainment**

Members received an update on entertainment.

Members confirmed a donation of £40 for the Rotary Club Sleigh. The Rotary Club has requested permission to bring their own charity collection buckets and collect donations whilst the parade is moving. Members confirmed they are happy for this to take place.

**(Action: KJ, this week)**

RL to contact Dave Hines to establish whether he would be able to tow Santa's sleigh using his jeep. Otherwise, the sleigh (Santa) will be at front of the parade pulled by a vehicle, followed by the jeep carrying Mayor & Dinsdale, followed by the panto cast, elves and Carla Balls' group walking behind.

**(Action: RL/ KJ, this week)**

Soundhouse will temporarily stop their vehicle in front of the Market Place bollards at approximately 5pm to unload their equipment. The drum kit will be set up in Park Radio's trailer before being moved into position on stage. JG to correspond with the band regarding arrival times/set up and parking.

**(Action: JG, this week)**

The elf costumes are currently awaiting repairs and Ryan (Spark Live) will drop them at the office as soon as they're ready.

**E1126/09 Publicity**

a) Members received an update on publicity and discussed a promo plan including social media, radio and press coverage.

KJ will increase social media promotion between now and the event. Declan mentioned it on Park Radio this week and offered to do a future interview on Park Radio. KJ can accompany. KJ to liaise with Park Radio for a suitable date.

**(Action: KJ/DC, by end of next week)**

JG requested a few lines about the event for use on a radio advert. KJ to email promo information.

**(Action: KJ, by end of next week)**

b) Members reviewed and approved the draft event poster. KJ will share on promo channels (website, social media, press contacts) and print 50 copies for distribution.

**(Action: KJ / CW, by 17.11.26)**

**E1126/10 Finance**

a) Members received an update on finances for Diss Christmas Lights Switch-On 2026. Although no financial update had been included in the agenda pack, it was confirmed that no additional funding was required at this stage.

Members discussed the purchase of a Christmas tree costume for TK to wear during the event, specifically to assist with entries into Santa's Grotto from 3.30pm-5.30pm and 6.15pm – 7.15pm. It was agreed that DTC admin will order the costume online in the next week.

**(Action: Clerk / DTC Admin, by 17.11.26)**

b) Members agreed a £75 donation to Diss Museum towards heating costs and usage of the space as Santa's Grotto – KJ to update relevant spreadsheets and arrange donation with RFO.

**(Action: KJ/RFO, by end of next week)**

**E1126/11 Volunteers**

Members reviewed the staff/volunteers schedule for the day.

Emily and George are happy to be entertainment coordinators as per the schedule.

KJ to remove Bob Rogers from schedule.

**(Action: KJ, immediately)**

Cllr Shava and Sue Brazier can help 12pm-2pm with stalls arriving and guiding them to their pitches – site plans will be printed for them.

**(Action: DTC Admin, week of event)**

Liz and Sue will assist security stewards with parade crowd control.TK will assist Dinsdale at 5.30pm in getting to the rear of No.8 for the parade and help him on/off vehicle and stage as required for the switch-on. She will also walk in parade. KJ to update schedule.

**(Action: KJ, this week)**

Security arriving at 3.30pm. Sarah and Robert will brief on arrival. KJ to include security arrival time on schedule.

**(Action: KJ, this week)**

**E1126/12 Businesses**

Members received an update on businesses and indoor spaces in the town centre that will be open for the event.

It was noted that only a small number of businesses had responded to KJ's email sent the previous week. TK will visit the shops face-to-face next week with DC and hand out posters – KJ will have ready for collection by Monday. If any other businesses email in the meantime, KJ will let TK and DC know.

**(Action: TK/DC/KJ, by 18.11.26)**

**E1126/13 Committee Tasks**

Members reviewed and discussed the outstanding tasks on the committee task list.

Sue Brazier offered to come in and wrap books for Santa's Grotto – she will bring in some spare wrapping paper. Age-appropriate stickers will be added to the books.

KJ to update the outstanding tasks on the task list following discussions tonight, including James' increased fee.

**(Action: KJ, this week)**

**E1126/14 Member Forum**

Andy Rackham asked if event volunteers will be receiving food vouchers to use with the vendors at the event– members agreed the event timings wouldn't require this.

**E1126/15 Date of Future Meetings**

Members noted the de-brief meeting of this committee is scheduled for Tuesday 8th December 2026.

Meeting closed: 20:14

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L. Sinfield
Vice-Chair

**Progress Report**

| Committee | Minute Ref | Subject | Action | Assigned to | Timescale | Update |
|---|---|---|---|---|---|---|
| **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 | 31.10.25 | Solicitor has been appointed for key legal tasks with all lease reviews to follows. This will be dealt with after more pressing legal matters. No update. |
| | FC1025/05 | Street Cleaning Equipment / UEV | Members were keen to understand the cost implications for street cleaning equipment to be supplied by the District Council to help support town cleanliness. | Clerk / Grants & Projects Officer | Aug-26 | Funding outcome for £15k bid expected in the New Year. Cllr Craggs visited Thetford TC to review an EcoCity model. He agreed that it wasn't effective at resolving the town's challenges. Thetford has also trialled a Maxwind Pro which they believe to be better quality, maneuverability & finish however this is the model we trialled & rejected over a year ago. We continue to liaise with George regarding possible options. |
| | FC0226/12 | Memorial Safety Testing | 2.That permission be sought from the Parochial Parish Council.<br>3.That a Memorial Testing Policy be drafted for submission with the faculty.<br>4.That an application be made for a List B faculty for the testing of memorials in St Mary's Churchyard. | Cemetery Lead | 30.06.26 | Memorial testing being scheduled from January 2027 post busier Christmas period. |
| | FC0326/10c | Items for Noting | Add the biodiversity initiatives (native species planting, nunnery wall area, and related work) to the draft biodiversity plan | Clerk | 30.07.26 | This will be reviewed and updated in light of Norfolk Wildlife Trust's recommendations. For future meeting. |
| | FC0326/13 | CADAT Porta Cabin | a) Approve the proposed Heads of Terms for the former CADAT porta cabin, subject to negotiation with South Norfolk District Council.<br>b) Work with the Chair of the Executive Committee and Town Mayor to negotiate terms with the District Council.<br>c) Arrange for footfall counters to be installed on the three entrances to the Mere's Mouth toilets from | Clerk / RP / DC / FBM. | 31.05.26 | On agenda. |
| | FC0426/11 | Street lighting – Shelfanger Road development | To approve the installation of a reduced number of streetlights for the Shelfanger Road development, with final positions to be agreed, prioritising locations nearest pedestrian footpaths. | Cllrs Craggs / Peaty | 31.05.26 | Clerk has confirmed decision and provided indicative drawing of positioning of the 6 lights to Amey for review. Also updated Roydon PC & Norfolk Homes. No update. |
| | ATM0426/06 | Diss Railway Station | Reference was made to the need for improved accessibility, including lifts. It was noted that Network Rail progress had been slow and that previous usage figures had been cited as insufficient to justify investment. The matter was noted as being under review by Norfolk County Council. Diss Town Council will consider reviewing the proposals. | Clerk | 31.07.26 | On agenda |
| | FC0526/08e | Finance | Appoint Councillors T. Shava and J. Welch as signatories on the Unity Trust Bank account, in accordance with Financial Regulations | RFO | Immediately | Following further consideration of the practical requirements of the role, alternative councillors will be proposed as Unity Trust Bank signatories to ensure suitable availability for payment authorisation. |
| | FC0626/09 | Diss Youth & Community Centre | Confirm the appointment of Contractor 2 and progress RIBA Stages 0–2 for the Diss Youth & Community Centre project | Clerk/G&PA | | Update in Clerk's report |
| | FC0726/07 | Diss Park Sauna Proposals | to facilitate discussions and report back to Council | Clerk | 23.09.26 | Following further investigation, Sauna Box has paused its proposal to establish a community sauna at the Pavilion on the Park, having concluded that the site is not currently commercially viable. Key constraints include an estimated £25,000 cost to connect to foul drainage, the limitations of the existing septic tank and restricted electrical capacity. Community research has also prompted Sauna Box to reconsider its pricing and operating model. Alternative options may be explored in future, including collaboration with South Norfolk Council at the leisure centre or a more community-led model.<br><br>Action: DTC to revisit the previously considered options for the future use of the Pavilion and convene a meeting of the Pavilion Working Party to consider the way forward. |
| | FC0726/12a | Diss Carnival 2027 | Events Committee to develop proposals for the return of Diss Carnival in 2028 and a more sustainable long-term delivery model. | Events Committee | Jan-27 | |
| | FC0726/13c | Items for Noting | Review of the Facilities & Buildings Team's deployment across the town to be undertaken in liaison with George Waterman. | DC | 21.10.26 | |
| | FC0926/08a | Community Grant Scheme | Issue the grant award of up to £1,000 to DISScovered, reduced by any external funding secured towards the heaters. | Clerk | Immediately | £650 paid pending outcome of winter pressures grant funding from SNC. |
| | FC0926/09 | Tree Works | Appoint Contractor 2 and complete the contractual documentation and final schedule of works. | Clerk / FBM | Immediately | Contractor now appointed - FBM overseeing contract. |
| | FC0926/10a | Youth Provision | Appoint Contractor B, subject to the agreed safeguarding, insurance, compliance, venue, contract, programme and funding checks. | Clerk / Projects & Grants | Immediately | Subject to confirmation of venue for Friday evenings & review of SLA, provision should start late November. |
| | FC0926/11 | Community Climate Action Plan | Participate as a partner in developing the Community Climate Action Plan. | Clerk | Ongoing | |
| | FC0926/13 | Diss Park | Arrange replacement of the trampoline bed and review proportionate protective measures, including CCTV coverage. | FBM | Immediately | Install scheduled for 9.11.26 |
| | FC0926/16 | Christmas Lights Switch-On | Progress the approved officer recommendations; refer traffic-cone hire to the next Events Committee meeting. | Events Committee | As Required | Completed |
| | FC1026/07 | Budget 2027/28 | Review earmarked reserves, potential savings and income-generating opportunities, and prepare a revised draft budget for Full Council. | RFO / Budget Action Group | November 2026 | On agenda |
| | FC1026/08a | Clear Mere Project | Complete the grant documentation; oversee grant-funded expenditure and procurement; and finalise and progress delivery arrangements with the Friends of Diss Mere and relevant specialists. | Clerk / RFO | As required / grant | Complete / in progress |
| | FC1026/09 | Public Spaces Protection Order | Submit the agreed consultation response supporting the existing vehicle-related anti-social behaviour controls and their extension for a further three years. | Office Admin | Immediately | Completed 10/11/26 – consultation response submitted to South Norfolk Council by email. |
| | FC1026/10a | Diss & District Community Shed | Issue the £1,000 grant award towards eligible equipment and start-up costs, with the rent element reallocated to eligible items from the submitted expenses list. | Clerk / RFO | Immediately | Office use section of form completed 27.10.26. Bank details sent to RFO for payment. |
| | FC1026/10b | Diss Fringe Festival | Issue the £4,620 grant award towards the management fee, marketing and website costs, subject to the Council's standard grant conditions. | Clerk / RFO | Immediately | Office use section of form completed 27.10.26. Paid in Full by RFO |
| | FC1026/11 | Town Centre Parking Scheme | Progress the approved proposals with Norfolk County Council and report confirmed costs, funding contributions and any further financial approval required back to Council. | Clerk | As required | Updated NCC following meeting. Stakeholder consultation now underway following by a wider consultation. |
| | FC1026/12 | Policies and Governance Documents | Make the agreed amendments to the Street Lighting Policy and Armed Forces Covenant, then publish the approved documents. | DTC Admin | Immediately | Completed. Street Lighting Policy will be updated when new lights are adopted. |
| | FC1026/13g | Pest Control | Inform the Facilities & Buildings Manager and ask the Council's pest-control contractor to inspect the area near the footpath between Park Road and the park. | Facilities & Buildings Manager | Immediately | 3 new bait boxes due to be installed to replace those that went missing on Madgett's Walk on 14.11.26 at which time the issue along the Park / leisure centre boundary will be investigated. |