

DISS TOWN COUNCIL

MINUTES

Minutes of the meeting of the **Town Council** held in the Council Chamber at Diss Corn Hall on **Wednesday 21st November 2018 at 7:15pm.**

Present: Councillors
S. Browne
M. Crawford
N. Howard
A. Kitchen
C. Liggett
J. Mason
S. Olander
J. Robertson
E. Taylor
T. Wenman (Town Mayor)

In attendance:
Sarah Richards, Town Clerk
Sonya French, Deputy Town Clerk
County/District Councillor Kiddie
Two members of the press
Three members of the public

FC1118/01 **TO CONSIDER APOLOGIES FOR ABSENCE**

There were apologies from Councillors Button, Gibson & F. Wenman. A request, to be relieved of Council duties until the New Year, was received and accepted from Councillor Gibson.

FC1118/02 **DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS**

Minute No.	Councillors Name	Personal/ Other Interest	Pecuniary Interest	Reason
FC1118/07	J. Mason	✓		The Councillor is known to the organisers of the event.

FC1118/03 **MINUTES**

It was

RESOLVED: that the minutes of the meetings of Full Council held on 17th October 2018 were a correct record and were duly signed by the Town Mayor.

FC1118/04 **PUBLIC PARTICIPATION**

Councillors considered a resolution under Standing Orders 3 d., e., f., g. & h. to suspend the meeting to receive reports from the District and County Councillors, on behalf of the Police and to hear comments from members of the public on items to be discussed on the agenda.

County/District Councillor Kiddie:

reported in addition to his written report that his County Council member grant remains at £1k and that the grants of the three councillors for Diss & Roydon can be combined for suitable project. He would be supporting the retention of the Diss Children's Centre, which, given its location in the infant school grounds and built only 10 years ago, would be a difficult site to use for anything else. There was a question about the requested visit from the Police Crime Commissioner, which Councillor Kiddie will continue to follow up.

It was noted that there are continued issues regarding the adherence to the traffic management plan for the Persimmon Homes estate and Councillor Kiddie agreed to speak to planning enforcement & District Councillors about providing regular written reports to Council on matters relating to Diss.

Diss Youth Council:

Councillor Browne reported on behalf of the Diss Youth Council on their activities. They have been involved in

community projects including the planting sessions in the wildlife gardens and were represented at the remembrance parade. It was also noted that Kieran Murphy is their newly elected Chair and that their experience of the Facilities meeting has been cascaded to the other Youth Councillors.

FC1118/05 **ITEMS OF URGENT BUSINESS**

Members were advised that the revised Marston's application has been received and a request for an extension until 14th December approved by the Planning Authority. Given its significance it would be an item for discussion by the Planning committee on 12th December with recommendations to the following Full Council.

(Action: Clerk; by 6.12.18)

FC1118/06 **FINANCE**

a) **Payment of Accounts**

Councillors noted payment of accounts since the last meeting of Full Council.

b) **Banking**

Councillors received bank reconciliations for all accounts.

c) **Summary of Income and Expenditure and Earmarked Reserves**

Councillors received a summary of income, expenditure and Earmarked Reserves for the month ending September 2018.

d) **Quarterly Report**

Councillors received the second quarterly report. The RFO was thanked for her efforts on all reports.

FC1118/07 **GIG IN THE PARK**

Councillors considered feedback on the 2018 Gig in the Park and proposals for a repeat event in July 2019, including measures to solve the acknowledged problems including excessive noise, late finishing time and restrictions on access to the park toilets. More than 2,300 people attended the event in 2018 and the Police acknowledged it was a safe event with no impact on anti-social behaviour in the town. It was

RESOLVED: That the Gig in the Park event be permitted to run in 2019 subject to the following conditions:

- a) that public access to the Park toilets is maintained throughout the event
- b) that a pathway through the Park from Madgett's Walk behind the Pavilion to Park Road is created
- c) that sound levels are monitored throughout the event to the satisfaction of the Noise Monitoring Officer at South Norfolk Council
- d) that acts are contained in marquees and the stage is positioned to minimise sound impact
- e) that event end times are brought forward to 10pm on the Sunday and 11pm on the Friday and Saturday
- f) that an Action Group of Councillors Liggett, Mason & Robertson and the Clerk consider an appropriate upfront fee to be charged to the organiser for use of the Park
- g) that a contract is drawn up between the Town Council and the event organiser to ensure that the agreed conditions are met
- h) the date of the event is agreed as 12th – 14th July 2019
- i) the play area is contained within the event perimeter 12th -14th July and will therefore be accessible only to event ticket holders during that period.

(Action: Clerk / CL / JM / JR; by 30.01.19)

FC1118/08 **SOUTH NORFOLK COUNCIL ASSET DEVOLUTION**

- a) Mere's Mouth Toilets - councillors considered the draft management agreement for the Mere's Mouth toilets. There was discussion around approving the principle of the management agreement regarding future management of the toilets. It was noted that the original proposal was to take over ownership and management of the toilets. The only difference now is that the Town Council is to take responsibility for the toilets, but the District Council retains ownership and responsibility for the building should issues arise as a result of its uncertain foundations. It was noted that discussions between the two parties to date implied that the Town Council would not take responsibility for the structure of the building but the internal operations only. It was agreed that a review of the agreement by the Council's solicitor should clarify the outstanding questions raised by councillors & ensure it fairly represents the Council's position. There was also discussion about the draft refurbishment specification in relation to the known structural issues and that the results of the surveys should tie in with the specification. It was

- RESOLVED:
- a) to approve the principle of a management agreement regarding the Mere's Mouth toilets
 - b) to instruct the Council's solicitor to provide legal advice using Councillor Liggett's questions regarding the draft toilet management agreement
 - c) to forward Councillor Crawford's questions to South Norfolk Council regarding the draft toilet specification.

(Action: Clerk; immediately)

- b) Streetlighting - councillors considered recommendations from the Streetlighting Sub-Group. It was noted that it would be useful to have details of streetlights already owned by the Town Council & a revised streetlight map to also reflect those lights being transferred from the District Council. It was agreed that assurance would be required that all lights being transferred are in working order & electrical certificates for such ought to be provided. There was a discussion around the contract management side, that the lights would need to be relabelled with contractor's details and it was noted that the new technology would potentially include wireless reporting function. It was

RESOLVED:

- a) That the number of lights to be transferred be agreed at 227 excluding the Chapel Street car park (upper)
- b) That the offer of £1,700 for each of the 149 'needed' lights and £800 for each of 69 'not needed' lights be accepted
- c) That the draft footway Lighting Transfer Deed be approved as a basis for the transfer, subject to final agreement of the lighting assets to be transferred and the capital sum.

(Action: TW/Clerk; immediately)

FC1118/09

DISS & DISTRICT NEIGHBOURHOOD PLAN

- a) Councillors received an update from the Council's Neighbourhood Plan sub-group. It was noted that the Steering Group had a very positive last meeting. The population growth & demographics of Diss are being reviewed in relation to housing needs for discussion with consultant bodies. All parishes are keen to move forward focusing on key goals that can be delivered by a Neighbourhood Plan whilst retaining aspirations. It was noted that the Park Road Marston's area could be a suitable site for a medical / health corridor and that there has been strong representation from the public regarding a Park spanning the river Waveney. Clerical support is yet to be agreed & there was discussion around a 9-month target period to deliver the majority of the Plan. The Eye Neighbourhood Plan is comprehensive, and a potential model and both district councils are providing good support.

(Action: SO; immediately)

- b) Councillors considered the Town Council's response to the additional sites put forward for potential development of the Greater Norwich Local Plan. It was noted that the sites put forward far exceed the needs, which is estimated at around 300 between now and 2036. The CPRE response to consultation was acknowledged and it was noted that Diss was not listed as a supporter of their response. It was

- RESOLVED:
- a) that Councillor Taylor and the Clerk would draft a response to the GNLP consultation for review at a future meeting.
 - b) For the NP sub-group to draft a response to the Eye NP consultation for review at a future meeting.

(Action: Clerk / ET / NP Sub-Group; by 12.12.18)

FC1118/10

HERITAGE TRIANGLE PROJECT

- a) Councillors approved the responsibilities of the Town Council regarding the ongoing maintenance of the Corn Hall. It was noted that approval is awaited from DCHT regarding their responsibilities and that the Heritage Triangle Trust has agreed to share the income from boardwalk memorial plaques sales to offset maintenance costs. It was

RESOLVED: a) to approve the responsibilities of the Town Council regarding the ongoing maintenance of the Corn Hall.
b) To approve the responsibilities of the Town Council regarding the ongoing maintenance of the gardens, boardwalk & streetscape.
(Action: Clerk; immediately)

- b) Councillors noted that the end of Project report will be available to Council by the end of March.

FC1118/11 **ITEM FOR NOTING**

Councillors noted progress on decisions made at the last meeting of Council.

FC1118/12 **DATE OF NEXT MEETING**

Councillors noted that the next meeting of Full Council is scheduled for 12th December 2018.

FC1118/13 **PUBLIC BODIES (ADMISSIONS TO MEETINGS)**

Councillors considered a resolution under the Public Bodies Act to exclude members of the public and press in order to discuss the following item which is properly considered to be of a confidential nature.

FC1118/14 **STAFFING**

Councillors considered the permanent appointment of the Town Clerk. It was

RESOLVED: to confirm the permanent appointment of Miss Sarah Richards as Diss Town Clerk.

Meeting Closed: 9.25pm.

Councillor Wenman
TOWN MAYOR