

DISS TOWN COUNCIL

DRAFT MINUTES

Minutes of the meeting of the **Town Council** held in the Council Chamber at Diss Corn Hall on **Wednesday 20th March 2019** at **7.15pm.**

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

In attendance: Sarah Richards, Town Clerk
District Councillors Minshull & Palmer
Two members of the Press
Eight members of the Public

Town Mayor, Councillor T. Wenman handed the Chair to Deputy Town Mayor, Councillor S. Browne.

FC0319B/01 TO CONSIDER APOLOGIES FOR ABSENCE
There were apologies from Councillors Button & Gibson.

FC0319B/02 DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS
There were none.

FC0319B/03 MINUTES
It was

RESOLVED: That the minutes of the meetings of Full Council held on 20th February 2019 & 13th March were a correct record and were duly signed by the Deputy Town Mayor.

FC0319B/04 PUBLIC PARTICIPATION
Members considered a resolution under Standing Orders 3d to 3h to suspend the meeting to receive reports from the County and District Councillors, on behalf of the Police, and to hear comments from members of the public on items to be discussed on the agenda.

District Councillor Minshull advised members that the process of 'purdah', which restricts publicity during the pre-election period, started on 19 March. It was noted that the District Council organised Waste Electrical & Electronic Equipment event, held at the Diss Youth & Community Centre (DYCC), was very popular and that Diss is next in line for new leisure provision now that the Long Stratton Centre has been opened. District Councillor Palmer was thanked for his long commitment to South Norfolk as he was due to stand down in May.

District Councillor Palmer reported that the Nelson Road link is progressing via Greater Anglia with funds made available from Norfolk County Council, that fly tipping issues across the District have been resolved & that the newly installed playground equipment on Fair Green was supported by his Member's Grant.

District and County Councillor Kiddie gave his apologies for this meeting & provided a written report.

There was a question from a member of the public regarding the Mere's Mouth toilets & it was noted that this would be dealt with at the relevant agenda item. It was also noted that Youth Group representatives were involved in the consultation process regarding the plans to reconfigure the first floor of the DYCC with the objective of creating more flexible & usable spaces for existing & potential users of the space.

FC0319B/05 **ITEMS OF URGENT BUSINESS**

The Clerk provided an update on Streetlighting since the extraordinary meeting of Council. Terms based on the basic maintenance contract supplied by Suffolk County Council are being drawn up for takeover from 1st April. A meeting is being scheduled with the contractor & South Norfolk Council (SNC) regarding the practical transfer. There will be no costs associated with highways permits required for light maintenance. Replacement costs are yet to be determined for the lights in Mere Street & updated data e.g. electrical test certificates is awaited from SNC. A provision is being made in the agreement that requires SNC to cover the costs of getting any non-working lights functioning & the lights will continue to function on the same timings until part-night lighting options can be considered. It was noted that any adverts on lighting poles other than for the AA & RAC are considered flyposting & SNC will remove.

FC0319B/06 **FINANCE**

- a) Councillors noted payment of accounts since the last meeting of Full Council.
- b) Councillors received a summary of income, expenditure and Earmarked Reserves for the month ending January 2019.

The next item on the agenda was postponed to await the Heritage Triangle Programme Manager.

FC0319B/07 **SOUTH NORFOLK COUNCIL ASSET DEVOLUTION- MERE'S MOUTH TOILETS**

Councillors received an update the transfer of the Mere's Mouth toilets. A solution has been found to ensure the toilets remain at the Mere's Mouth & thanks were extended to Officers & councillors of the Town & District Councils for their efforts. It was noted that the toilets will be closed for refurbishment in due course. It was reiterated that the time taken to resolve the agreements reflects the Town Council's commitment to achieving the best deal for the Diss ratepayers. It was

RESOLVED: To approve the revised management agreement and agreement for refurbishment works for the Mere's Mouth toilets.

(Action: Clerk; immediately)

FC0319B/08 **COMMUNITY GRANTS**

Councillors received an update from the Community Grants Panel on grant applications received. It was

RESOLVED: to defer this item to a future meeting of the Council.

(Action: NH / JR / FW; 11.04.19)

FC0319B/09 **DISS & DISTRICT NEIGHBOURHOOD PLAN**

Councillors received an update on the Diss & District Neighbourhood Plan. It was noted that the Steering Group now has administrative support & the Group recently met with Parker Planning Services Ltd who are putting together a proposal for the plan for the Group's consideration. In addition to the housing needs assessment support via Aecom, a further application for support with design codes & assessment of site suitability has been submitted with an expected 10-12 week turnaround. The Clerk has also met with the Steering Group's Chair & administrative support to consider contractual terms and technical support. It was noted that David Burn is now the Group's permanent Chair.

FC0319B/10 **ITEMS FOR NOTING**

- a) Elections - Councillors noted the deadline for nomination packs for the May elections is 3rd April. Town Mayor Councillor Wenman encouraged councillors & members of the public to promote the 14 vacancies & provided copies of the nomination packs.

(Action: All; immediately)

- b) Progress Report - Councillors noted progress on decisions made at the last meeting of Council.

At 7.55pm, it was agreed to suspend the meeting to await the arrival of the Heritage Triangle Programme Manager. At 8.05pm, the meeting resumed.

FC0319B/11 **HERITAGE TRIANGLE PROJECT**

Councillors received the final report on the Heritage Triangle Project. The Programme Manager presented the aims of the Project to restore & extend the Corn Hall, develop the streetscape around the 'Triangle', create a new garden & boardwalk across the Mere, research & interpret the history of the area and create a group to manage the future investment. Funding sources & costs of the various elements of the Project totalling £3.35million were explained. The outcomes of the Project were measured by comparing footfall counts in the Triangle at the start (2013) & completion

(2018) of the works, the results to date of the public survey along with other measurables such as empty shops, change in types of shop offerings, upgraded premises in the Triangle & impact on trader income. It was noted that the efforts & support of many, notably funders, volunteers and the people of Diss had contributed to a significant investment for the town, of which all should be proud. The Programme Manager was thanked for her enthusiasm & drive throughout the seven-year project.

FC0319B/12 **DATE OF NEXT MEETING**

Councillors noted that the next meeting of Full Council is scheduled for 17th April 2019.

Meeting Closed: 8.46pm.

Councillor Wenman
TOWN MAYOR