

TOWN CLERK
Miss S Richards, CILCA

DISS TOWN COUNCIL
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Diss, Norfolk, IP22 4JZ.

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Please ask for: Sarah Richards
Our ref: EX 03.06.20
Date: 28/05/2020

NOTICE OF MEETING

Dear Members of the Public and Press,

You are cordially invited to attend a meeting of **Executive Committee** to be held **online** on **Wednesday 3rd June 2020** at **8pm** to consider the business detailed below. Anyone wishing to attend the meeting should contact the Town Clerk using the details above prior to the start of the meeting for the link.

Town Clerk

A G E N D A

1. **Apologies**
To receive and consider apologies for absence.
2. **Nomination of Substitute Representatives**
To note nominated substitute representatives attending in place of those who have sent their apologies.
3. **Declarations of Interest and Requests for Dispensations**
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.
4. **Minutes**
To confirm as a true record, the minutes of the Executive Committee held on 4th March 2020 (copy herewith).
5. **Public Participation**
To consider 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 (*members of the public are entitled to speak for a maximum of three minutes*).
6. **Items of URGENT business**
To discuss any item(s) of business which the 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*).
7. **Policies**
To approve a revised Annual Leave Policy (copy herewith).
8. **Diss & District Neighbourhood Plan**
To review the update on the Diss & District Neighbourhood Plan and provide feedback on the key elements prior to public consultation during July (copy herewith).

9. Progress Report

To note progress on decisions made at the last meeting of the Executive Committee (copy herewith).

10. Member Forum

To consider information or issues relevant to this committee from members for brief discussion, action or inclusion on a future agenda.

11. Date of Next Meeting

To note that the next meeting of the Executive Committee is scheduled for 2nd September 2020.

12. Public Bodies (Admissions to Meetings)

To consider a resolution under the Public Bodies (Admissions to Meetings) Act 1960 and Standing Orders 1c 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.

13. Staffing

- a) To receive a confidential report (reference 06/2021 herewith) regarding a request for a reduction in working hours.
- b) To receive a confidential report (reference 07/2021 herewith) regarding a request for a reduction in working hours

COMMITTEE MEMBERSHIP:	FOR INFORMATION:
Councillors:	Town Clerk
S. Browne (ex-officio)	Deputy Town Clerk
M. Gingell	Responsible Finance Officer
N. Howard	
S. Kiddie	Councillors:
J. Mason (Vice-Chair)	D. Collins
S. Olander (ex-officio)	A. Kitchen
D. Poulter	S. Warren
J. Robertson	J. Welch
E. Taylor	
	Diss Express / Mercury

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 supplied to councillors only. They are available (unless marked confidential) for public inspection at the Council Offices during normal opening hours or on our website at www.diss.gov.uk/your-council/our-committees/

Please note that the Council Chamber is on the first floor of the Corn Hall. Anyone wishing to attend the meeting who will require access to the lift should contact the Deputy / Town Clerk prior to the start of the meeting.

MINUTES**DRAFT**

Minutes of the meeting of the Executive Committee held in the Council Chamber at **Diss Corn Hall** on **Wednesday 4th March 2020 at 7:15pm.**

Present: Councillors S. Browne (ex-officio)
M. Gingell
N. Howard (Chair)
J. Mason (Vice-Chair)
S. Olander (ex-officio)
D. Poulter
J. Robertson
E. Taylor
J. Welch

In attendance: Miss S. Richards (Town Clerk)

EX0320/01 APOLOGIES

Apologies were received and accepted from Councillor Kiddie.

EX0320/02 NOMINATION OF SUBSTITUTE REPRESENTATIVES

Councillor Welch substituted for Councillor Kiddie.

EX0320/03 DECLARATIONS OF INTEREST

There were none.

EX0320/04 MINUTES OF THE LAST MEETING

It was

RESOLVED: to approve the minutes of the Executive Committee held on 4th December 2019 as a true record of the meeting.

EX0320/05 PUBLIC PARTICIPATION

There were no members of the public in attendance.

EX0320/06 ITEMS OF URGENT BUSINESS

There were none.

EX0320/07 POLICIES

- a) Members considered a new Maternity / Adoption / Paternity / Parental Leave policy. It was noted that three additional clauses have been added to p2 under the Parental Bereavement leave heading to account for Jack's law coming into force from 6th April. It was also agreed that to qualify for parental leave under clause 2 was a and b, c or d and under clauses 5 & 6, that a total of 18 weeks' parental leave would be afforded to anyone with legal parental responsibility including an adoptive parent up to each child's 18th birthday. It was

RESOLVED: to adopt the Maternity / Adoption / Paternity / Parental Leave policy with three additional clauses under Parental Bereavement Leave and amends to clauses 2 and 5/6 under Parental Leave Procedure.

(Action: Clerk; immediately)

- b) Members considered a new Whistleblowing policy. It was noted that the Deputy Town Clerk would cover for the Clerk if absent. It was

RESOLVED: to adopt the Whistleblowing policy as presented.

(Action: Clerk; immediately)

- c) Members considered a revised TOIL policy. There was discussion regarding what constituted 'the appropriate rate' under clause 6. It was

RESOLVED: to adopt the Staff TOIL policy with the removal of clause 6 and associated amend to clause 5.

(Action: Clerk; immediately)

EX0320/08 **COMMUNITY GRANT SCHEME**

- a) Members considered a review of the Council's Community Grant Scheme. Councillors thanked Councillor Gingell for his work on reviewing the grant scheme. There were comments regarding the application form questions and requirement for two types of grant. It was noted that the additional questions on the application form will help to inform decision making and the evaluation form provides a clear justification for awarding grants. Members discussed the Diss Surveyors Allotment Charity grant awards and it was noted that funds had historically been used for larger capital projects, which provided a lasting legacy for Diss. It was noted that the RFO is investigating with the Charity Commission whether the policy allows for expenditure above the interest gained. Members also agreed that the new proposed procedure will allow members to more easily assess the benefits of different projects. It was

RESOLVED: to appoint Councillors Gingell, Poulter and Olander to work with the Clerk to finalise the grant application form and guidance notes with delegated authority to the Clerk to approve the new Community Grant Scheme to take affect from 1st April 2020.

(Action: MG / DP / SO / Clerk; by 31.03.20)

- b) Members considered a grant application for £4k from MTM Youth Services. It was noted that most of the new proposed criteria had been met by this application. Members agreed that a project working with disaffected young people would have additional positive benefits with the wider youth audience. It was noted that this project is a proven model, that 150hrs across a year is sufficient time and that the applicant requires financial support. Members discussed the requested amount given the total grant budget of £20k, but it was agreed that the outcomes would only be achievable with full financial support. There was discussion around the two deadlines for applications and it was agreed that the benefits of such are that the Council can better manage expenditure and it provides a more flexible system for applicants. It was

RESOLVED: to grant £4k to MTM Youth Services for its youth and community work.

(Action: Clerk / RFO; 30.04.20)

- c) Members considered a grant application for £10k from Menta, a not-for-profit company providing business advice, skills training and networking opportunities for local communities. There was discussion about the background to the company and its financial status. It was noted there was little financial data provided with the application.

RESOLVED: to decline the grant request from Menta.

(Action: Clerk; immediately)

EX0320/09 **PROGRESS REPORT**

Members noted progress on decisions made at the last meeting of the Executive Committee. It was agreed that the dates against the Town Mayor's Protocol and Resilience Plan would be amended accordingly.

(Action: Clerk; immediately)

EX0320/10 **MEMBER FORUM**

There was no information or issues relevant to this committee from members for brief discussion, action or inclusion on a future agenda.

EX0320/11 **DATE OF NEXT MEETING**

Councillors noted that the next meeting of the Executive Committee is scheduled for 6th May 2020.

EX0320/12 **PUBLIC BODIES (ADMISSIONS TO MEETINGS)**

Members considered a resolution under the Public Bodies (Admissions to Meetings) Act 1960 and Standing Orders 1c 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.

EX0320/13 **STAFFING**

Members received a confidential report regarding staffing matters.

NUNNERY WALL

Members considered confidential correspondence regarding the Nunnery Wall adjacent to Diss Park. The history of the wall and its ownership since 1972 was summarised and it was noted that despite works to repair the wall over this time, the Town Council has only been consulted in relation to recent proposed works by the current applicant. The previous owner of the Nunnery has not replied to the Council solicitor's request for a signed statement confirming that they understood the wall belonged to the Nunnery.

It was noted that the Council's resolution in December 2018 to contribute 50% towards the works to re-build the wall was passed on the condition the wall was re-built on a like for like basis. Planning consent has now been given to re-build the wall at a lower height. The applicant has not been able to provide legal evidence to confirm that the wall is not in his ownership despite a request for the deeds of the Nunnery. There was also discussion regarding getting the water fountain working. It was

RESOLVED: to refer to Full Council a recommendation from the Executive Committee to confirm that the Council does not agree to fund the re-build of the boundary wall between the Nunnery and Diss Park nor sign an agreement given it does not own it.

(Action: Clerk; by 12.03.20)

Meeting Closed at 8.54pm.

Chairman: Councillor Howard

DISS TOWN COUNCIL ANNUAL LEAVE POLICY

Statement

1. Employees are entitled to the annual leave set out in their Contract of Employment. Diss Town Council recognises the importance of employees taking their statutory annual leave to ensure the Council complies with working time legislation and to help ensure an effective work-life balance. However, annual leave arrangements are subject to prior approval by Line Managers, who must consider the operational needs of the Council.

Purpose

2. The purpose of this policy is to ensure that annual leave is managed fairly and consistently across the Council, with due regard to the operational needs of the Council and to inform employees of the procedure for applying for and approving annual leave.

Annual leave entitlement

3. The basic leave entitlement for a full-time member of staff is 29 working days per annum, which includes the normal bank and public holidays. Part-time employees receive a pro-rated entitlement according to their hours of work.
4. The Council also recognises long service and career progression and therefore after five years continuous service, employees will be granted an additional five days annual leave (pro rata for part-time employees). This will be awarded when you have five years' continuous service prior to the commencement of the leave year.
5. In addition to the normal bank and public holidays, employees are entitled to two additional statutory days (pro rata for part-time employees).

Working part-time

6. If an employee's entitlement to bank holidays exceeds the number days that fall on her/his normal working days (typically because s/he does not work on Mondays) s/he will be able to take the excess as leave.
7. If an employee's entitlement to bank holidays is less than the number of bank holidays that fall on her/his normal working days, (typically because her/his normal working days include Mondays) then s/he can make up the difference by using her/his leave entitlement. With agreement from her/his Line Manager (or the Council Leader in the case of the Clerk), s/he may be able to work additional hours to make up the deficit or take unpaid leave.

Leave year

8. The leave year runs from 1st April to 31st March. It is important that staff take their statutory annual leave to ensure the Council complies with working time legislation. It is the employee's responsibility to manage her/his leave in such a way that s/he

can take it during the leave year. Her/his annual leave entitlement will be pro-rated in her/his first and last year of employment with the Council.

Carrying over leave

9. Where it has not been possible for employees to take all their leave in the current leave year, provided that the statutory minimum of 28 days has already been taken and only with prior consent from their Line Manager, they may carry forward a maximum of five days leave to the next year. Any holiday entitlement carried forward must be taken by 31st May that year.

Requesting leave

10. Employees should request leave from their Line Manager (or the Council Leader in the case of the Clerk), with as much notice as possible. This will allow the Council to plan workloads. Before granting leave the following will be considered.
 - The team's workload,
 - The need for office or team cover, and,
 - Whether other staff have or are likely to ask for the same time off (e.g. a popular holiday time).
11. The Line Manager will balance employees needs against the needs of other staff before agreeing to leave. Every effort will be made to accommodate requests for annual leave. However, during peak operating periods or when planned major events are taking place, approval of leave requests will be at the Manager's discretion.
12. Where multiple requests are received in the same operational area for leave during the same period, it may not be possible to approval all requests. In such circumstances, approval will be granted based on the date the request is received. In subsequent years where the same employees request the same period, a rota arrangement will be applied.
13. If employees take leave without such permission it will be treated as unauthorised absence and dealt with under the Disciplinary & Dismissal Policy.
14. Leave requests of more than one week should be submitted at least one month before the dates requested.
15. Requests for annual leave should be made no more than 12 months in advance of the planned leave.
16. The maximum single period of leave, under normal circumstances, will be two weeks. Requests for longer periods of leave will require the approval of the Town Clerk.
17. Employees must advise their Manager of any changes to booked leave. This includes changes to dates of holidays or cancellation of a planned holiday, which will require further management approval or consequent changes to holiday relief cover arrangements.

Sickness during leave

18. If an employee becomes ill during a period of paid annual leave, it is permissible to treat the days of incapacity as sickness absence instead of annual leave subject to compliance with the Council's Sickness and Absence policy. It is important that the employee contacts his/her Line Manager on the first day of sickness and keeps the Council up to date during the period of sickness.
19. This will enable the Council to arrange alternative leave dates, subject to operational demands.
20. If an employee falls ill whilst on annual leave travelling abroad, they must produce acceptable documentation signed by an accredited medical practitioner, together with the employee's name and contact details. This should also state whether the employee is fit to travel. If declared unfit to travel, the certificate must give an indication of the date the employee is likely to travel, if this is after the last authorised day of leave. When employees return to the UK, they are required to submit a Fit Note by their UK doctor to return to work.
21. Employees will continue to accrue annual leave (excluding bank holidays) at their normal rate whilst on sick leave in accordance with legislation.
22. Where, as a direct result of long term sickness absence, employees have been prevented from taking their holiday entitlement, it may be possible for an employee to carry forward / be paid (dependent on the amount of annual leave) the statutory element of their remaining annual leave entitlement into the next annual leave year; management reserves the right to specify when that leave must be taken.

Leaving employment during the year

23. If an employee leaves her/his employment with the Council, s/he can take the statutory entitlement s/he has accrued up to the time s/he leaves during her/his notice period, provided s/he has given the notice period required under the terms of her/his Contract of Employment.
24. If an employee does not take the statutory holiday entitlement s/he has accrued, s/he has the right to be paid for the accrual.
25. If the employee has taken more leave than her/his accrual entitlement, s/he will be expected to reimburse the Council by deduction from her/his final salary payment.

Procedure for obtaining approval of annual leave

26. All requests for annual leave should be made in writing on the annual leave request form (Appendix) at the earliest reasonable opportunity and submitted to the employee's Line Manager.
27. The Line Manager will consider the application, having regard for the needs of the Council and leave already in place before a final decision is made.

28. If approval is granted, the annual leave form should be completed, signed, and dated by the Manager and forwarded to the Finance / Administrative Assistant so that a record can be kept.
29. Only on receipt of a signed leave form, authorised by the Line Manager, should the member of staff commit her or himself to any leave plans, particularly where a deposit must be paid.
30. If leave is refused, the Manager will notify the member of staff immediately.
31. All leave requests will usually be dealt with and a response given within five working days.
32. If an employee wishes to make a complaint regarding the application of the procedure, s/he should do so in accordance with the Council's Grievance Policy.

To be approved by the Executive Committee on 3rd June 2020. To be reviewed in line with the Policy Handbook in November 2022.



Employee Annual Leave Appendix Request Form

Please use this form to book holidays including Time Off In Lieu (TOIL)

Name:	
Position:	

Date(s) Requested	Number of Days (please state if TOIL or for a MEDICAL APPOINTMENT)

Leave request approved

Yes ☐

No ☐

If No, reason for refusal

Employee’s Signature Date

Line Manager’s Signature Date

Procedures for requesting Annual Leave

1. All requests for annual leave must be submitted to your Line Manager using this form. The Line Manager will decide whether your leave request will be granted based on operational requirements. Leave requests will not be refused without good reason.
2. Leave requests of more than two days should be submitted at least one month before the dates requested. In order to be fair to all staff leave requests will not be considered more than 9 months in advance.
3. All leave requests will usually be dealt with and a response given within 5 working days.

Diss & District Neighbourhood Plan Town Council Update

1. Purpose

This report provides a general update on progress with the Neighbourhood Plan for Diss and District and requests that the Town Council provide feedback on key elements prior to consultation with the community.

2. Progress Update

With input from professionals, a comprehensive evidence base has been produced for the Neighbourhood Plan which has helped identify key issues for it to address. This includes a housing needs assessment, evidence of publicly available data such as from the Census and site assessment work. This sits alongside work already undertaken with the community.

All of the documents produced thus far are available on the Neighbourhood Plan website: www.ddnp.info

With the support of local residents, each parish has undertaken an appraisal to review walking and cycling links, important local green spaces, key views and historic assets.

Housing growth will be delivered within the Neighbourhood Plan area, primarily in and around Diss, which expects to see site allocations for an additional 400 homes. Site allocations to deliver housing growth are also required in the South Norfolk parishes of Scole, Roydon and Burston and Shimpling. To ensure maximum influence over this growth, in particular its location, the Neighbourhood Plan Steering Group would like to allocate sites for housing within the plan.

3. Walking and cycling network

The Neighbourhood Plan will identify the key walking and cycling network and direct priorities for its improvement. The priorities will be considered when development comes forward and some could be delivered as part of housing schemes. In addition, there may be funding available locally to support the network's delivery.

Identification of the walking and cycling network in Diss has drawn on work undertaken by Norfolk County Council for their Diss Network Improvement Strategy.

Diss Walking and Cycling Network

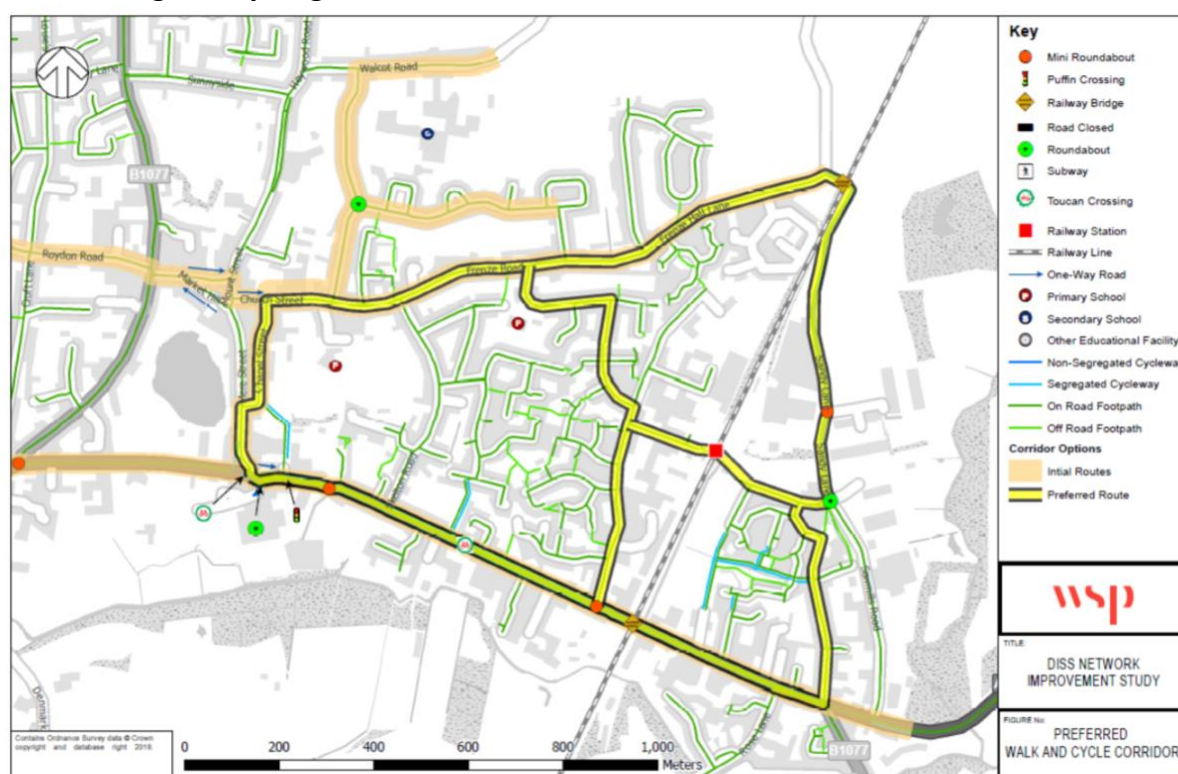


Figure 7.15 Walking and Cycling Corridor

The list below includes priority infrastructure improvements for Diss. Further work is underway to link this with development and determine whether any of the potential allocations could help to deliver these priorities. The Neighbourhood Plan group has also identified a series of measures that will improve connectivity between Diss town centre and surrounding villages.

Location	Improvement
Skelton Road cycle route	Improved route from the junction of Skelton Road and Frenze Road, connecting with the A1066.
Frenze Road cycle route	New on or off-road cycle lane at the beginning of the junction with The Entry to Walcot Rise.
Field House Gardens	Widening existing footpath & adding wayfinding signs
Vince's Road	New crossing point to improve access to the Railway Station
Railway Station	New cycle parking and signage
A1066 Cycleway	Continuation of existing shared use cycleway, from Diss Leisure Centre to connect with the pedestrian crossing opposite Diss Methodist Church.
Diss Town centre	Improvements to wayfinding, general signage and cycle parking

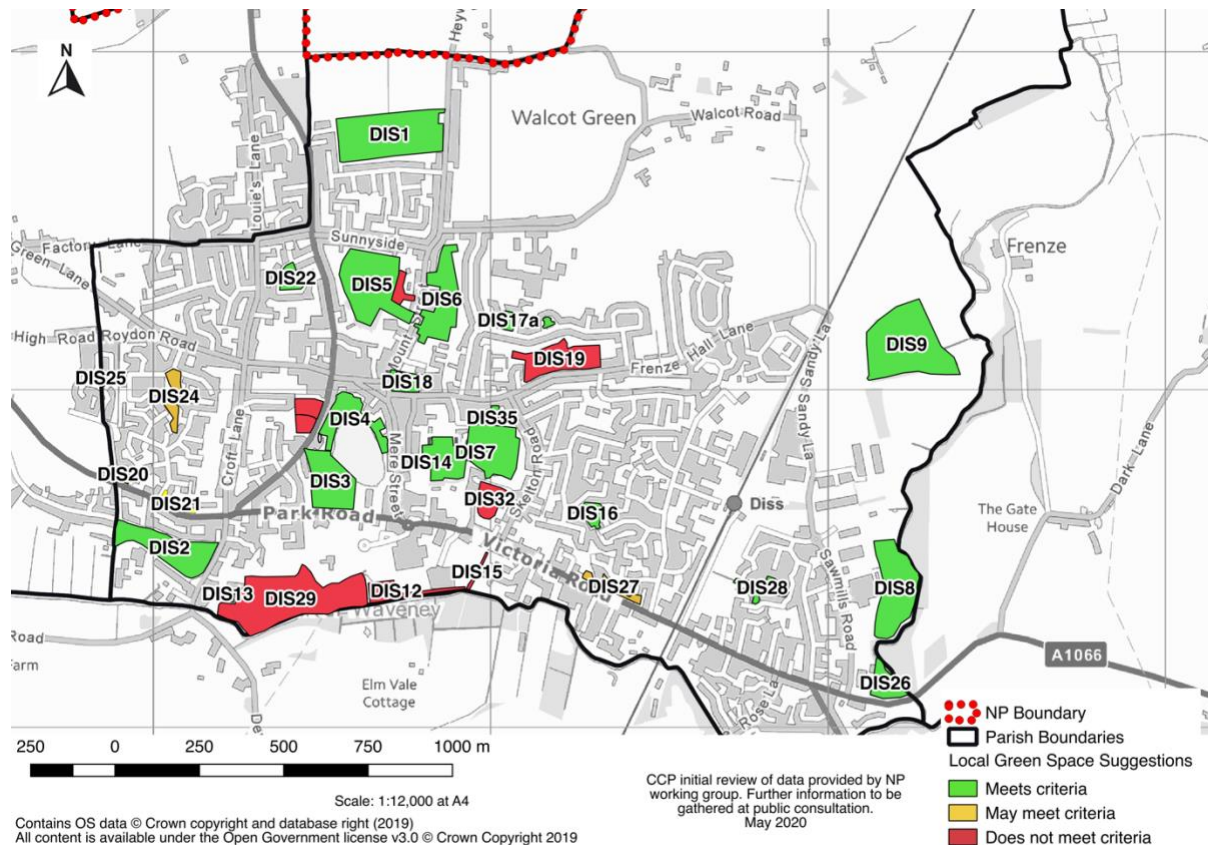
Location	Improvement
Walcot Green (north)	Extend shared-use cycleway past Prince William Way until junction of Frenze Hall Lane and Walcot Green
Sandy Lane	New signage
Sawmills Road	Extend shared use cycleway from Sawmills Road to the A1066
Walcot Green	Creation of a new walking/cycling network linking to existing paths
Station Road	Signage and advisory cycle route along Station Road to improve access to the Rail Station

4. Local Green Spaces

The Neighbourhood Plan will designate some green areas that are especially important to the community as Local Green Spaces. These need to be particularly special as the blanket designation of all/most green areas is not appropriate and may cause the Neighbourhood Plan to fail at examination or be subject to future legal challenges. Areas designated as Local Green Space will receive protection from future development.

To be designated, green spaces need to meet a set of national criteria which requires them to be demonstrably special to the local community and not extensive tracts of land – ie not just open countryside. Examples of green areas that could be designated include playing fields, boating lakes, allotments, or community gardens. Green spaces which are highway land, such as verges, or linear paths like Public Rights of Way should not be designated.

The following green areas have been identified as potential Local Green Spaces by the working group in Diss. These have been through an initial review by Collective Community Planning to consider whether they meet the criteria at first glance. Further work to determine that they hold particular local significance to the community, through consultation, will be undertaken prior to determining the final list. It is recommended that a smaller number than those put forward are ultimately designated as it should only be those special out of the ordinary spaces which are designated; the more spaces that the plan tries to designate, the less likely they will be considered as out of the ordinary during the examination or in a legal challenge. The Town Council may wish to remove some of the 21 spaces that meet/may meet the criteria prior to public consultation so as to avoid raising public expectations that all of the spaces will be designated.



Meets criteria

- DIS1: Diss Cemetery
- DIS2: Fair Green
- DIS3: Diss Park
- DIS4: Banks of the Mere
- DIS6: Mount Street Gardens
- DIS7: Rectory Meadows
- DIS8: Frenze Beck
- DIS9: Frenze Pond
- DIS16: Pursehouse Way Greenspace
- DIS17: Wilbye Avenue Greenspace
- DIS18: St Mary's Churchyard
- DIS22: Scholar's Walk Greenspace
- DIS25: Long Meadow Drive Greenspace
- DIS26: Desira Wood
- DIS28: Ensign Way Greenspace
- DIS34: Quaker Burial Ground

May meet criteria

- DIS5: Parish Fields (GNLP preferred alternative so need to be careful that designation is not seen to be seeking to prevent development)
- DIS20: Denmark Lane Greenspace
- DIS21: Stanley Road Greenspace
- DIS24: De Lucy Close Greenspace

DIS27: Dennyholme Greenspace

Does not meet criteria

DIS12: Riverside walk and morrison's Fen (linear corridor)

DIS15: The Lows (linear corridor)

DIS19: Frenze Road Gardens (private homes and gardens)

DIS29: Diss Riverside (Allocation within GNLP DIS2)

DIS30: Linden House Garden (private gardens of listed building)

DIS31: Hill House & Houghton House Gardens (private gardens of listed building)

DIS32: Mere Manor Garden (private gardens of listed building)

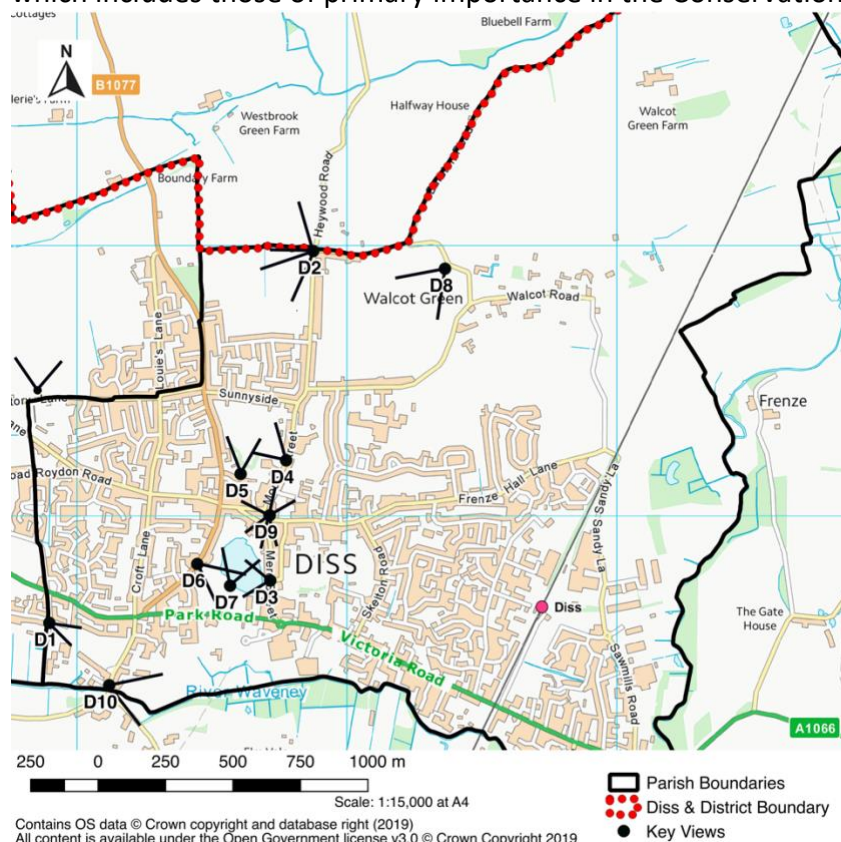
DIS33: 26 Mount Street Garden (private gardens of listed building)

DIS35: The Wilderness (private gardens of listed building)

5. Key Views

The Neighbourhood Plan will identify key views which depict the area's special qualities. These may be of the landscape, iconic views of the town or historic features such as a church and its setting. The plan will seek to protect these views for future enjoyment.

A number of key viewpoints are already protected within Diss town centre as part of its designation as a Conservation Area. The working group has identified 10 key views in Diss which includes those of primary importance in the Conservation Area.



D1: View across Fair Green

D2: View from Heywood Road/Burstons Road junction.

D3: View west from Mere Street

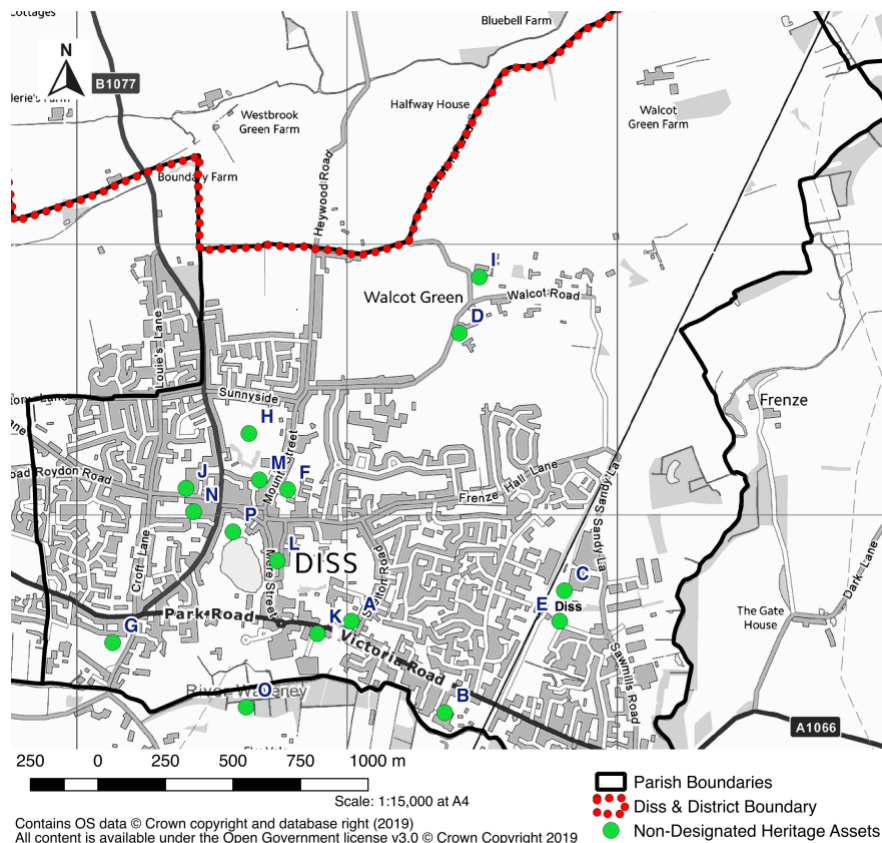
- D4: View from Mount Street
- D5: View north from the public footpath
- D6: View from the entrance to Diss Park
- D7: View of the Mere
- D8: View over Walcot Green
- D9: View from Mount Street
- D10: View of the Waveney Valley from Croft Lane

These will be consulted upon in July, with residents given the opportunity to add other important public views to the list. It should be noted that as it stands one of the view points from D2 looks out over a potential growth allocation. Depending on the ultimate growth scenario put forward by the Neighbourhood Plan this may need to be amended or landscaping be considered as part of the allocation.

6. Heritage Assets

Protection already exists for land and buildings in Diss which are located in the Conservation Area or designated as listed buildings through national policy and guidance. The Neighbourhood Plan can add to this by identifying other buildings or structures of local historic importance, referring to them as non-designated heritage assets. The local Historic Environment Record has been used as a starting point to identifying any assets of historic significance that are not already designated in some way. Local knowledge has been used to supplement this.

The map below contains the non-designated heritage assets which have been identified by the Neighbourhood Plan group. These buildings/sites will be included in the public consultation with residents given the opportunity to add to or amend the list.



- A. NHER7948 Medieval pond corner of Victoria and Skelton Roads
- B. NHER7949 The Old Windmill: TM 1236 7924
- C. NHER7950 Post medieval brickworks ... Bett's brickworks, Station Road
- D. NHER10998/9 Walcot Hall Mediaeval moat and fishpond, Walcot Road
NHER13578 Eastern Union Railway Norwich Extension (*Norwich to Diss ... existing track.*)
- E. NHER16002 World War Two pillbox: TM 1273 7962
- F. NHER21190 Post mediaeval smoke house (adjacent or in St Mary's graveyard) TM1180 8003
- G. NHER32774 Fair Green stone commemorative pillar
- H. NHER33462 The Lawn/Parish Fields.
- I. NHER36288 Mediaeval most (earthworks) surrounding Algar's Farm, Walcot, Barn: TM 1246 8090
- J. NHER39836 The Old Cherry Tree, 8 Roydon Road
- K. NHER40081 127 to 133 Victoria Road
- L. NHER41155 9 Mere Street (10, 11 & 12 listed)
- M. NHER41756 World War Two Air Raid shelter, Heywood Road
- N. NHER43282 Old Police Station, 8-11 Roydon Road
- O. River Waveney landscape elements
- P. The Clynt. Open banks of the Mere, north, west and south west

7. Site allocation

Diss (including part of Roydon) is required to accommodate site allocations to deliver an additional 400 new homes between 2018 and 2038 as part of the Greater Norwich Local Plan (GNLP). Two sites are preferred for this growth by the Greater Norwich Development Partnership; land at Frontier Agriculture Ltd and land north of the Cemetery, west of Shelfanger Road and east of Heywood Road. There is an opportunity through the

Neighbourhood Plan to allocate a combination of sites that work better for the area as a whole and are preferred by the community.

Twenty-two sites in Diss/Roydon were assessed by AECOM as part of the site appraisal work for the Neighbourhood Plan. Many of these have been assessed as suitable and available. A growth strategy for the Neighbourhood Plan is currently in development and it is likely that a number of options will be included in the public consultation for July.

8. Next steps

Consultation with the public will be undertaken in July/August 2020. This will update residents on the Neighbourhood Plan and seek their views on the protection of assets identified within this report. As part of this we are exploring the ability to send a postcard to every resident.

Following this the Neighbourhood Plan itself will be drafted. This will take the form of a single plan for the entire plan area with subsections for parish specific aspects. It is anticipated that this draft will be consulted on towards the end of 2020, early 2021.

9. Recommendation for the Town Council

The Town Council is requested to note the progress being made in developing the Diss and District Neighbourhood Plan, including the intention to allocate sites for development within Diss/Roydon to meet the housing requirements of the Greater Norwich Local Plan. Overall feedback, including that related to Local Green Spaces, can be provided to the Neighbourhood Plan Steering Group via the Town Council representative.

Report written on behalf of the Diss & District Neighbourhood Plan Steering Group
May 2020

Progress Report - Executive Committee

Item 9

Minute Reference	Item	Action	Assigned to	Timescale (By)	Comments or further action
EX0318/08	TOWN MAYOR'S PROTOCOL	c) Councillor Wenman and the Clerk will prepare a Town Mayor's Protocol prior to the Annual Meeting of the Town Council	Clerk/SB	03/06/20	SB to review & update during her Mayoral year.
EX0318/10	STAFFING Update	a) Leavers – receiving reports of exit interviews from both staff and councillors; b) New starters – to receive results of probationary assessments c) Time Off In Lieu - status against policy d) Appraisal schedule / Salary scale increases approved e) Report on implementation of HR policies to deal with issues including disciplinary, grievance, sickness and absence f) Recorded accidents at work g) Occupational health issues h) Status of volunteers/self-employed contractors	Clerk	Every meeting	a) None b) RFO 6 month review scheduled w/c 1st June c) TOIL policy being adhered to d) Maintenance Team FT appraisal in May with one increment rise e) No requirement to implement HR issues f) No recorded accidents at work g) No occupational health issues h) Volunteer on hold whilst IT support is resolved / during lockdown
EX0918/08	BANKING	b) Review of Council investment options	RFO	by early 2020	The internal audit reported no issues with the investment strategy & an initial review has revealed no recommended changes. Following additional training a more detailed review of the investment policy is scheduled for summer 2020
EX1118/10	COUNCIL'S RESILIENCE PLAN	Draft Resilience Plan to be presented to committee in the New Year	JR / Clerk	by July 2020	JR currently formatting plan into an easily read document for presentation at a future meeting
EX1218/16	IT SUPPORT	To review S2 Computers Ltd service provision after one year contract	DepTC	31/12/19	To be reviewed post lockdown. Provided good support during lockdown.
EX0219/07	GDPR	To schedule a meeting to review databases in light of the General Data Protection Regulation.	Clerk	by 30.11.19	Databases reviewed. Updates and amends in progress. TC & DepTC to attend more training on GDPR. No update
EX0320/07	POLICIES	a) to adopt the Maternity / Adoption / Paternity / Parental Leave policy with three additional clauses under Parental Bereavement Leave and amends to clauses 2 and 5/6 under Parental Leave Procedure.	Clerk	Immediately	Done
		b) To adopt the Whistleblowing policy as presented	Clerk	Immediately	Done
		c) To adopt the Staff TOIL policy with the removal of clause 6 and associated amend to clause 5.	Clerk	Immediately	Done
EX0320/08	COMMUNITY GRANT SCHEME	a) to appoint Councillors Gingell, Poulter and Olander to work with the Clerk to finalise the grant application form and guidance notes with delegated authority to the Clerk to approve the new Community Grant Scheme to take effect from 1st April 2020.	MG/DP/SO/Clerk	by 31.03.20	Meeting scheduled for 1st June to finalise.
		b) To grant £4k to MTM Youth Services for its youth and community work	Clerk/RFO	30.04.20	Done
		c) To decline the grant request from Menta.	Clerk	Immediately	Done
EX0320/09	PROGRESS REPORT	To amend the dates against the Town Mayor's Protocol and Resilience Plan accordingly.	Clerk	Immediately	Done
EX0320/14	NUNNERY WALL	to refer to Full Council a recommendation from the Executive Committee to confirm that the Council does not agree to fund the re-build of the boundary wall between the Nunnery and Diss Park nor sign an agreement given it does not own it.	Clerk	by 12.03.20	Done