

DISS TOWN COUNCIL

MINUTES

DRAFT

Minutes of the meeting of the Facilities Committee held in the Council Chamber at Diss Corn Hall on Wednesday 9th October 2024 at 7.17pm.

Present: Councillors: S. Browne, D Collins, S. Kiddie (Vice-Chair), K. Murphy (ex-officio), J. Robertson (Chair), L. Sinfield, J. Welch

In attendance: Sarah Villafuerte-Richards (Town Clerk/CEO)
Robert Ludkin (Buildings & Facilities Manager)
Alex Rolfe (Office Administrator)
Cllrs Kitchen and Taylor
4 members of the public

F1024/01 APOLOGIES

Apologies were received from councillors Goulder and Olander.

F1024/02 NOMINATION OF SUBSTITUTE REPRESENTATIVES

Councillors Kitchen and Taylor substituted for councillors Goulder and Olander.

F1024/03 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

Minute No.	Councillors Name	Personal/Other Interest	Pecuniary Interest	Reason
F1024/08b	J. Robertson	X		Trustee of the Diss Parochial Charity, which owns the Mere's Mouth land
F1024/09	K. Murphy	X		District Councillor and car park is owned by South Norfolk Council
F1024/10a	S. Browne S. Kiddie	X		Members of the Carnival sub-committee
F1024/10c	R. Kitchen	X		Chairman of the Diss & District Royal British Legion

F1024/04 MINUTES OF THE LAST MEETING

Members received the minutes of the Facilities Committee meeting on 24th July 2024. It was

RESOLVED: To approve the minutes of the meeting of the Facilities Committee held on 24th July 2024 were confirmed as a true record and signed by the Chair.

F1024/05 PUBLIC PARTICIPATION

There were 4 members of the public in attendance who spoke on items 8b, 10a and 10c at the appropriate time on the agenda.

F1024/06 ITEMS OF URGENT BUSINESS

There were no items of urgent business raised.

F1024/07 BUDGET

Members noted that a budget briefing document will be presented to the October meeting of Full Council.

F1024/08 DISS MERE

a) Members received a report (reference 24/2425) regarding the Mere fountain servicing costs. Concerns were raised about the reduction of the fountain on times affecting the blue/green algae and fish but this is not an issue in the winter months. It was

RESOLVED: 1. To approve expenditure of £2,104.64 to Waveney to service the Mere fountain.

2. To approve the reduction of the fountain timings from 8 to 6 hours per day to save electricity costs in the Winter months.

- b) Members received a report (reference 25/2425) regarding the removal of a tree on Mere's Mouth. There was a suggestion that the tree could be removed, replanted if feasible and another tree purchased and placed in a container as per the Market Place. This may avoid the requirement to resurface the area.

(Action: Clerk / FBM; by 06.12.24)

F1024/09

DISS PARK

- a) Members considered a recommendation (report reference 26/2425) to site a portacabin on Diss Park for event storage. There was discussion regarding the appearance of the cabin and the safety of the contents. It was suggested that the proposed positioning & planting plan around the container should address these issues reducing access around the container. Planning permission might be required, and sleepers could be placed under the container to level it. The container units are vented to avoid dampness. Moving the existing container from the Sports Ground would create additional parking spaces albeit a small hire income would be lost. It was

RESOLVED: 1. To approve the positioning of an 8ft x 20ft storage container on the park (as per Appendix).
2. To seek planning consent, give three months' notice on the container agreement to the former member of staff and move the Sports Ground unit to the agreed position with expenditure of £655 allocated to Events 4991 budget code for 2025-26.
(Action: FBM; by 11.12.24)

- b) Councillors considered costs to make repairs to the MUGA support posts (report reference 29/2425). It was noted that only one quote has been obtained from the original manufacturer and that comparative quotes should be sourced. It was

RESOLVED: To bring this item back to a future meeting with comparative quotes and checking insurance policy.
(Action: FBM; by 11.12.24)

F1024/10

EVENTS

- a) Members considered a recommendation (report reference 27/2425) regarding the Carnival and VE & VJ Day events. It was

RESOLVED: 1. To approve a Carnival for 8th June 2025, a separate VE / VJ Day celebration combined with Armed Forces Day on 28th June and two small low-key Beacon lighting ceremonies for Thursday 8th May and Friday 15th August to commemorate VE & VJ Days respectively.
2. That the conditions under point 33 are negotiated with the Carnival sub-committee.
(Action: Clerk; by 11.12.24)

- b) Members received a Christmas Lights Switch-On event update (report reference 28/2425). It was noted that the Christmas Committee have done a great job of getting sponsorship.
(Action: Clerk; by 11.12.24)

- c) Members received a Remembrance event update. There were concerns about moving the wreath-laying ceremony to the Market Place from the war memorial given several comments received. It was noted that the wreaths would be moved during the church service and blessed on the war memorial at the end of the commemoration.

The move is to reflect feedback received by the organising committee, made up of 6 members of the Diss & District Royal British Legion, over several years that people participating and attending were unable to see the ceremony. The Market Place provides more space for greater involvement, particularly of young people who were also going to be reading out the names on the war memorial during the ceremony.

It was also noted that the details have been publicised in the Diss Matters publication.

- d) Members noted feedback from the Heritage Transport Fayre. Diss Town Council to congratulate the organisers on a successful event.

(Action: Clerk; immediately)

F1024/11 **VINCE'S ROAD DEVELOPMENT STREET NAMING**

Members received feedback from the developer / District Council on the proposed street name of the Vince's Road development put forward by the Infrastructure Committee and consider alternatives. The late and former councillors and notable community members were suggested but approval would be needed from family members and the developers require a name provided the day following the meeting. A member of the public suggested naming it after flora and fauna given the adjacent street names including Blackthorn, Sycamore and Hawthorne. It was

RESOLVED: To put forward Buckthorn Way as the street name to tie in with the neighbouring street names.

(Action: Clerk; immediately)

F1024/12 **PROGRESS REPORT**

Members noted progress on decisions made at the last meeting of this committee.

F1024/13 **MEMBER UPDATES**

There were no member updates.

F1024/14 **DATE OF THE NEXT MEETING**

Members noted that the next meeting of the Facilities Committee is scheduled for 11th December 2024.

Post meeting note – The next meeting will now take place on 29th January 2025 in its new merged format with the Infrastructure Committee.

Meeting closed at: 20:40.

Councillor Robertson
CHAIR