



DISS TOWN COUNCIL

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Report to:	Full Council
Date of Meeting:	15 th May 2019
Authorship:	Deputy Town Clerk
Subject:	DYCC Upgrades

Introduction

1. The Facilities committee agreed to use S106 monies to upgrade the upstairs of the DYCC, enabling the space to be utilised to its full potential. It was agreed to procure Durrants Architects to provide some drawings that could best utilise this space for the youth and residents of Diss.
2. The architect drawings cost £1,140,00 (See appendix).

Downstairs Area

3. At present, there is no provision in the main hall for hirers to have access to a kitchen area without leaving the main hall. Thus, hire of the hall is limited & hirers would like to be in the same room as the function when they are preparing food & drinks during the event. This small kitchenette area would create an improved facility for future hirers.
4. Proposed downstairs improvements will involve halving the cupboard situated on the left-hand side of the hall as you enter (provision has been made for the equipment stored here); installing a small kitchen area, with a counter and cupboards & a sink area. This area can be closed off when not used by a roller shutter.

Upstairs Area

5. The upstairs of the DYCC is currently small rooms that are used by the youth groups and Park Radio. The centre of the upstairs is closed off by glass partitioning and is a very dark, unusable space. There is currently a medium sized kitchen area.
6. Proposals for the first-floor improvements include removing the central glass partition to open up the area; reducing the size of the kitchen; creating a disabled toilet; three new office spaces and a flexible meeting room that can be partitioned if required. There will be ample space for the youth groups and there will be additional smaller office spaces to hire out to local community groups. Finally, there will be further storage space created.

Budget

7. £30,000 has been allocated from the S106 monies to undertake the required improvements to the DYCC. Once the specification has been approved, tenders can be sought for a future meeting of Council's approval. The monies must be spent by March 2020, which will allow time for planning consent to be acquired and works completed and paid for within this time frame.

Recommendation:

To approve the specification & seek three tenders for agreed works for approval by a future meeting.