

DISS TOWN COUNCIL

MINUTES

Minutes of the meeting of the **Facilities Committee** held in the Council Chamber at **Diss Corn Hall** on **Wednesday 13th June at 7:15pm.**

Present: Councillors M. Crawford
A. Kitchen
C. Liggett (Chair)
S. Olander
J. Robertson
F. Wenman
T. Wenman (ex-officio)

In attendance: Miss Sarah Richards, Acting Town Clerk
Robert Ludkin, Maintenance Manager
Councillors Browne, Gibson & Taylor
5 members of the public
1 member of the press

F0618/01 APOLOGIES

Apologies were received and accepted from Councillors Howard and Mason.

F0618/02 NOMINATION OF SUBSTITUTE REPRESENTATIVES

Councillors Taylor and Gibson substituted for Councillors Howard and Mason respectively.

F0618/03 ELECTION OF VICE-CHAIR

Councillors elected a Vice-Chair of the Facilities Committee for the Municipal Year 2018-19. Councillors Crawford and Robertson were nominated, and it was

RESOLVED: To elect Councillor Crawford as Vice-Chair of the Facilities Committee for the Municipal Year 2018-19.

F0618/04 DECLARATIONS OF INTEREST¹ AND REQUESTS FOR DISPENSATIONS

Minute No.	Councillors Name	Personal/ Other Interest	Pecuniary Interest	Reason
F0618/08	T. Wenman	✓		The Councillor is a Trustee of the Diss Parochial Charities.

F0618/05 MINUTES OF THE LAST MEETING

It was

RESOLVED: that the minutes of the Heritage & Facilities committee held on Wednesday 11th April 2018 were agreed as a true record and were duly signed by the Chairman.

F0618/06 ITEMS OF URGENT BUSINESS

There were none.

F0618/07 PUBLIC PARTICIPATION

Councillors considered a resolution under Standing Orders 3 d., e., f., g. & h to suspend the meeting to receive comments from members of the public on items to be discussed on the agenda. There were five members of the public in attendance.

Item 13 was brought forward to allow members of the public to speak on the Mere's Mouth toilets.

F0618/08 MERE'S MOUTH TOILETS

Councillors received an update on the Mere's Mouth toilets. The agreement relating to the Heritage Triangle Project was for South Norfolk Council to refurbish the toilets and hand them over to the Town Council to own and maintain. Given that the District Council's budget for the structural repair and refurbishment of the building was considered insufficient to cover costs, the Town Council reluctantly decided to agree with the preferred proposal put forward by the District Council for them to demolish the buildings and make good. At a recent meeting between South Norfolk Council and a Diss Parochial Charities representative, new information came to light, which means that South Norfolk

Council is reconsidering its position. The Town Council awaits the outcome and is hopeful that toilets will remain in their current location.

A representative of the WI spoke of a second petition, signed by their members, and accepted by the committee, to keep the Mere's Mouth toilets, and two other members of the public gave supporting statements. A fourth member of the public raised questions about the lease & building surveys & it was recommended that these were directed to the District Council. He advised that the only movement was in the steps to the building, which had been designed in four sections and that the levels were within appropriate tolerances. He also referred to a white paper produced in May 2014 requiring Councils to consider toilet facilities in towns and a high court judgement in 2016 requiring any café restaurant with more than 10 covers to provide their own toilet facilities.

The public were encouraged to attend meetings and get involved in the Council's activities as councillors are representative of its community & all have personal interests in doing what's best for the town. Councillor Olander suggested developing a toilet facility in the Lower Chapel St car park as an alternative potential option.

F0618/09 STRATEGY ACTION PLAN- PROGRESS & NEXT STEPS

- a) Councillors noted that due to staffing shortage, there is no update from the Task & Finish Group developing the approved supplier system (HF1.7) since the last meeting.

Councillors received an update regarding the options for expenditure of the S106 monies from the Longmeadow development to improve recreation facilities in Diss & Roydon. There is £116k to spend by May 2020 for improvements to recreational facilities for older children and adults & that Roydon Parish Council is taking lead on this project working in partnership with the Town Council. Three projects have been approved by the District Council as eligible for the funds. They are reconfiguration of the first-floor offices at the Diss Youth & Community Centre, refurbishment of the athletics club facility at the Sports Ground on Shelfanger Road and refurbishment of the older children's play equipment on the Park. It was noted that improvements to the skateboard park at the Sports Ground should be added prior to scoping out the detail of the projects and consulting with the public. Unfortunately, Roydon Parish Council's submission regarding improvements to their village hall were not eligible, but there remains time for further ideas to be submitted. It was

RESOLVED: to confirm the eligibility of improvements to the Skateboard Park at the Sports Ground as a potential project for expenditure of the S106 monies and continue to work with Roydon Parish Council on scoping out the detail of the projects including public consultation.

(Action: T&F Group; by May 2020)

- b) Councillors received an update from Councillor Liggett and the Maintenance Manager investigating a sustainable model for future maintenance of the Heritage Triangle, boardwalk and gardens. It was noted that the Heritage Triangle Trust is low on resource although they do have a volunteer to water the planters, some of which have recently been re-planted and will be re-painted. There continues to be ongoing maintenance issues not helped by recent acts of vandalism. It was noted that bolts to hold down planters in the Triangle were being considered to prevent them being moved.
- c) Councillors received an update from the Task & Finish Group reviewing improvements to Mere Street. It was noted that it was likely two sub-groups would be formed out of the Diss Traders Group – one for Mere Street alongside the Heritage Traders to deal with their specific and different day to day objectives but that they would also work collaboratively on aligned goals.

F0618/10 DISS CEMETERY

- a) Councillors noted that due to the staffing shortage, there is no update on improvements to the welfare facilities for the maintenance team. Given its high priority, two councillors offered their support. It was

RESOLVED: That Councillors Olander and Taylor would support the planning application process.
(Action: Clerk / SO / ET; immediately)

- b) Councillors noted that quotes have been received to repair the potholes and resurface the Cemetery roads and that these works will be undertaken imminently using the funds allocated for this purpose in Earmarked Reserves.

F0618/11 **DISS MERE**

- a) Councillors approved expenditure from Earmarked Reserves of £4,246 for the unit to control algae growth in Diss Mere. It was

RESOLVED: to approve expenditure from Earmarked Reserves of £4,246 for the unit to control algae growth in Diss Mere

(Action: RFO; immediately)

- b) Councillors received information from the Town Council's tree surgeon regarding the Water Quality Management Plan recommendations. It was noted that the coppicing of the willow was supported rather than complete removal and that ivy management would not be a high priority. There was discussion about the appearance of the willow post coppicing and that this would be discussed with the Council's tree surgeon prior to any works. It was

RESOLVED: That the Council's tree surgeon would be instructed to coppice the willow subject to discussions around its appearance.

(Action: Clerk; immediately)

F0618/12 **TREE MANAGEMENT**

Councillors noted that a quote totalling approximately £9k has been received for urgent works to Council owned trees across multiple sites and that a recommendation for allocating this expenditure will go to a future meeting of Full Council.

F0618/13 **STREETLIGHTING SUB-GROUP**

Councillors received an update from the Streetlighting Sub-Group. Information is still awaited from South Norfolk Council regarding the exact numbers of needed and not needed lights with associated costs. It was noted that the Sub-Group would meet to discuss the next steps once the information has been received.

(Action: Streetlighting Sub-Group; asap)

F0618/14 **TRADERS GROUP**

It was noted that the update from the Traders Group had been provided at items F0618/09 c) & d) above.

F0618/15 **BUSKING**

Councillors received an update about the busking issue in Mere Street. It was noted that the T&F Group has reviewed and amended the code of conduct, which covers magazine sales & street entertainers including buskers. The Acting Clerk has submitted a noise complaint enquiry form to the District Council and the Office records all complaints received. There was also discussion around checking pedlars' licenses allowing individuals to 'mobile' trade at large events.

(Action: T&F Group / Clerk; by 20.09.18)

F0618/16 **EVENTS**

Councillors received a report on Diss Carnival and received updates on forthcoming events. The Carnival was a huge success bringing approximately 7,000 people to the Park with much positive feedback via social media in particular. A big thanks was extended to the Carnival sub-committee for all the time and effort they put in. The WI commented that they were unable to be involved this year due to the increased pitch fees and it was agreed this would be referred to the Carnival committee for review. There was discussion about the wide range of events on offer and the public were urged to help event organisers.

(Action: Clerk; immediately)

F0618/17 **COMMITTEE OBJECTIVES**

Councillors considered and agreed prime objectives to be achieved by this committee during the 2018-19 Mayoral year, including revenue generation and Green Flag award. Last year's achievements included installing the footpath across the Park and investigating the remodelling of the upstairs of the DYCC to make better use of the space. The Acting Clerk strongly urged the committee to review the Green Flag award application after the necessary improvements to the Park specifically to the play equipment and Pavilion have been made given the resource implications.

It was noted that work was previously undertaken by the Council regarding regeneration of the Park and this should be revisited. The Maintenance Manager emphasised the considerable wear and tear to the play equipment, which increases with additional events. It was suggested that the Town Council might be able to support traders with grant applications to undertake necessary refurbishment of their buildings to improve the street's appearance and this has been raised with the Traders Groups. It was

RESOLVED: a) to include the improvements to the welfare facilities of the maintenance team and the improvements to Diss Park as the two key deliverables for this committee during 2018-19

b) to appoint Councillors F Wenman & Robertson & the Maintenance Manager to a Task & Finish Group to consider the necessary improvements to Diss Park specifically the Pavilion and play equipment.

(Action: Clerk / FW / JR / MM; immediately)

F0618/18 MATTERS OUTSTANDING

- a) There were no matters outstanding from previous meetings or updates from this committee's Task & Finish Groups not reported elsewhere.
- b) Councillors considered any foreseeable maintenance issues from the Maintenance Manager, not considered elsewhere. It was noted that there are now more vehicles parking along the Lowes.

F0618/19 MEMBER FORUM

Councillors considered information relevant to this committee from members for brief discussion, action or inclusion on a future agenda. It was reported that the Palgrave side of the Lowes is considerably overgrown, and Councillor Olander agreed to raise this at the next Neighbourhood Planning Steering Group meeting. It was noted that duck pellet sales would require review due to supply cost increases and loss of interest from retail outlet. There was also discussion around a request from the Town Guide committee to install a memorial bench and map in Diss Park. It was noted that a protocol for accepting donations that minimised subsequent upkeep costs for the tax payer would be useful to include recommendations such as a replacement scheme for benches and donations towards planting or park play equipment. It was

RESOLVED: a) That the Acting Town Clerk would provide the relevant information regarding duck pellet sales to Councillor Liggett for further investigation and recommendation.

(Action: Clerk / CL; immediately)

- b)
 - i) that Councillors Crawford and Olander work with the Town Guide committee to further investigate their ideas and potential alternative options for expenditure of the funds from the sales of the publication in memory of former members and to benefit the community.
 - ii) that Councillors Crawford and Olander draft a protocol for making donations to the Town Council.

(Action: MC / SO; by 20.09.18)

F0618/20 DATE OF NEXT MEETING

Councillors noted that the next meeting of the Facilities Committee will be held on 26th September 2018.

Meeting Closed at 8.50pm.

Councillor Liggett
CHAIRMAN