

Please ask for: Miss Sarah Richards
Our ref: H&F 13.06.18
Date: 07 June 2018

NOTICE OF MEETING

Dear Members of the Public and Press,

You are cordially invited to attend a meeting of the **Facilities Committee** to be held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 13th June 2018** at **7:15pm** to consider the business detailed below.

Deputy Town Clerk

AGENDA

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. **Election of Vice-Chair**
To elect a Vice-Chair of the Facilities Committee for the Municipal Year 2018-19.
4. **Declarations of Interest ¹ 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.
5. **Minutes of the last meeting**
To confirm as a true record, the Minutes of the Heritage & Facilities Committee held on 11th April 2018 (copy herewith).
6. **Items of URGENT business**
To discuss any item(s) of business which the Chairman decides should be considered as a matter of urgency (*Councillors are reminded that no resolutions can be made under this item*).
7. **Public Participation**
To consider a resolution under Standing Orders 3 d., e., f., g., & h. to suspend the meeting and receive 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*).
8. **Strategy Action Plan – Progress & Next Steps**
 - a) To note that due to the staffing shortage, there is no update from the Task & Finish Group developing the approved supplier system (HF1.7) since the last meeting.
 - b) To receive an update regarding the options for expenditure of the S106 monies from the Longmeadow development to improve recreation facilities in Diss & Roydon (HF1.7).
 - c) To receive an update from Councillor Liggett and the Maintenance Manager investigating a sustainable model for the future maintenance of the Heritage Triangle, boardwalk and gardens.
 - d) To receive an update from the Task & Finish Group reviewing improvements to Mere Street.
9. **Diss Cemetery**

- a) To note that due to the staffing shortage, there is no update on improvements to the welfare facilities for the maintenance team.
- b) To note that quotes have been received to repair the potholes or resurface the Cemetery roads and that these works will be undertaken imminently using the funds allocated for this purpose in Earmarked Reserves.

10. Diss Mere

- a) To approve expenditure from Earmarked Reserves (General Allocation - Capital) of £4,246 for the unit to control algae growth in Diss Mere.
- b) To receive an update on the recommendations from the Town Council's tree surgeon regarding the Water Quality Management Plan recommendations.

11. Tree Management

To note 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.

12. Streetlighting Sub-Group

To receive an update from the Streetlighting Sub-Group.

13. Mere's Mouth Toilets

To receive an update on the Mere's Mouth toilets.

14. Traders Group

To receive an update from the Traders Group meetings.

15. Busking

To receive an update about the busking issue in Mere Street.

16. Events

To receive a report on Diss Carnival and receive updates on forthcoming events (copy details herewith).

17. Committee objectives

To consider and agree prime objectives to be achieved by this committee during the 2018-19 Mayoral year, including revenue generation and Green Flag Award.

18. Matters Outstanding

- a) To consider matters outstanding from previous meetings and receive updates from this committee's Task & Finish Groups not reported elsewhere (formerly Progress Report copy herewith).
- b) To consider any foreseeable maintenance issues from the Maintenance Manager, not considered elsewhere.

19. Member Forum

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

20. Date of Next Meeting

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

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 available (unless marked confidential) 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.

COMMITTEE MEMBERSHIP

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

FOR INFO:	Town Clerk RFO	Deputy Town Clerk
Councillors:	S. Browne District Councillor Press	E. Taylor T. Palmer Diss Mercury Diss Express

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 available (unless marked confidential) 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.

DISS TOWN COUNCIL

MINUTES

DRAFT

Minutes of the meeting of the **Heritage & Facilities Committee** held in the Council Chamber at **Diss Corn Hall** on **Wednesday 11th April at 7:15pm.**

Present: Councillors S. Browne
M. Gibson
N. Howard
K. Kiddie (Vice-Chair)
C. Liggett (Chair)
J. Mason (ex-officio)
E. Taylor
T. Wenman (ex-officio)

In attendance: Miss Sarah Richards, Deputy Town Clerk
Mr Robert Ludkin, Maintenance Manager
Councillor J. Robertson

HF0418/01 APOLOGIES

Apologies were received and accepted from Councillor Mrs Wenman.

HF0418/02 NOMINATION OF SUBSTITUTE REPRESENTATIVES

Councillor Taylor substituted for Councillor Mrs Wenman.

HF0418/03 DECLARATIONS OF INTEREST ¹ AND REQUESTS FOR DISPENSATIONS

There were none.

HF0418/04 MINUTES OF THE LAST MEETING

It was

RESOLVED: that the minutes of the Heritage & Facilities committee held on Wednesday 21st February 2018 were agreed as a true record and were duly signed by the Chairman.

HF0418/05 ITEMS OF URGENT BUSINESS

There were none.

HF0418/06 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 no members of the public in attendance.

HF0418/07 DISS PARK

a) It was noted that the revised Car Boot regulations had already been approved by the Community Engagement committee at its last meeting.

b) Councillors decided whether further measures were required to minimise balls exiting the Multi-Use Games Area in Diss Park. It was

RESOLVED: That no further measures are required to minimise balls exiting the Multi-Use Games Area in Diss Park.

(Action: DepTC; immediately)

HF0418/08 FRANCHISE AGREEMENTS

a) Councillors considered the franchise agreements for the next three years. It was

RESOLVED: To approve the franchise agreements for the next three years.

(Action: DepTC; immediately)

b) Councillors considered the five-year extension to Scole Lad's existing franchise agreement. It was agreed that with a slight amend to clause 17, it was

RESOLVED: to approve the five-year extension to franchise agreement with Scole Lads.

(Action: DepTC; immediately)

HF0418/09 SKIP/SCAFFOLDING AGREEMENTS

Councillors considered the revised scaffolding agreement. It was noted that the skip agreement would be considered at a future meeting. With a few amends, it was

RESOLVED: To approve the revised scaffolding agreement.

(Action: DepTC; immediately)

HF0418/10 STRATEGY ACTION PLAN- PROGRESS & NEXT STEPS

a) Councillors received an update from the Task & Finish Group developing the approved supplier system. Councillor Liggett updated members that good progress has been made on the Facilities Management Plan, which will inform budgetary planning for 2019/20 & the approved supplier system.

(Action: T&FG; by 07.06.18)

b) Councillors received an update regarding the options for expenditure of the S106 monies from the Longmeadow development to improve recreation facilities in Diss & Roydon. Councillor Mason reported that Roydon Parish Council has asked for the view of its community & a meeting of Parish & Town councillors is being scheduled over the next two weeks.

(Action: T&FG; by 07.06.18)

c) Councillors received an update from Councillor Liggett and the Maintenance Manager investigating a sustainable model for future maintenance of the Heritage Triangle and gardens. Works to widen & strengthen the steps is underway for completion at the end of this week. A colour palette used for the information tobleroness will be used when repainting the planters. The final tobleroness will be installed outside Holland & Barrett along with more cycle racks. The cleaning & maintenance of the boardwalk is being undertaken by DTC maintenance team. It was noted that the Council car park gates will not be locked once the works are complete.

d) Councillors received an update from the Task & Finish Group reviewing improvements to Mere Street. Councillor Mason reported that at the second traders meeting, to which the Heritage Traders were invited, it was agreed that the two groups should join forces and become the Heritage Traders Group. A meeting of the combined group is being scheduled & a venue is being sought. There was discussion around free use of the DYCC for meetings given our support / facilitation of the original group and the group's infancy. Whilst the Town Council is involved in the meetings & subject to availability, it was

RESOLVED: to offer space at the DYCC free of charge subject to availability reviewed after six months.

(Action: DepTC; immediately)

HF0418/11 DYCC

a) Councillors received a quarterly update from Park Radio on Year One operations. The local station has been very well received and the challenges ahead include maintaining the quality output and generating revenue to help grow the station.

b) Councillors received an update regarding the request from Solo Housing for use of some of the upstairs space at the DYCC. It was noted that the upstairs space is not a viable option for the charity due to security & privacy issues, but it was reported that there has been interest in one of these spaces from Unit 23.

(Action: DepTC; immediately)

HF0418/12 BOARDWALK AND GARDENS

Councillors received a further update on the management of the boardwalk and gardens. There was discussion around improving the signage to the boardwalk and gardens and it was

RESOLVED: That Councillors Mason & Kiddie would consider Town Council-owned signage improvements as part of the directional signage review.

(Action: JM/KK; by 07.06.18)

HF0418/13 DISS CEMETERY

a) Councillors received an update on improvements to the welfare facilities for the maintenance team. The Deputy Town Clerk reported that on advice from South Norfolk Council's Planning team, it was not necessary to incur fees for a pre-planning application to locate a portacabin and bin store at Diss Cemetery and that plans drawn to scale should suffice for the full application. It

was noted that £5,000 has been budgeted for this project and a price for a second-hand cabin would be sought to minimise cost. It was

RESOLVED: That a full planning application would be submitted to locate a portacabin & bin store at Diss Cemetery at a cost of approximately £400.

(Action: DepTC; by 07.06.18)

b) Councillors considered a report (ref 01/1819) regarding the proposed Cemetery fees. It was

RESOLVED: To approve the proposed Cemetery fees set out in Appendix A with immediate effect.
(Action: DepTC/MH; immediately)

HF0418/14 ITEMS FOR NOTING

- a) Councillors noted that a pump was installed before Easter to reduce the Mere's high-water levels. The Maintenance Manager reported that the gates to the drain in the Morrison's chamber were closed due to the force of the water, so it wasn't possible to pump away as much water. It was noted that the 'normal' levels may need to reduce.
- b) Councillors noted that the ultrasonic unit to control algae growth will be installed in 2-3 weeks. It was noted that unit will be supplied by AGA Group Consultancy and not AGA Bioengineering, which has gone into liquidation.

HF0418/15 MATTERS OUTSTANDING

- a) Councillors considered matters outstanding from previous meetings and Task & Finish Groups. Norfolk County Council - as landowner of the garden beds at the end of Mere Street – is keen to support the Rotary Waveney peace garden project & is considering granting a license to garden. Andrew Rackham of Rotary requires additional support to move forward with project. It was noted that the area of land at the end of Drapers Row should be controlled by the Town Council as land owners. There was discussion about repositioning the existing planter and installing a second planter to prevent parking.
- b) There were no foreseeable maintenance issues raised by the Maintenance Manager.

HF0418/16 MEMBER FORUM

Councillors considered information relevant to this committee from members for brief discussion, action or inclusion on a future agenda. Councillor Mason raised his concerns regarding the requirement for an additional car park in Diss given the recent loss of car parking spaces in the town & the forthcoming development(s) and use of the town by outlying villages. It was noted that this falls under the remit of the Infrastructure committee as does the naming of the Frenze Hall Lane development roads. The Deputy Town Clerk reported that a meeting is being scheduled with the Diss Angling Club to progress a plan for generating income from the Mere. Positive feedback was received regarding the recently resurfaced paths in St Mary's Churchyard and there was a request to include the Park Pavilion on an agenda for future consideration given previous plans for the facility. It was reported that the Marstons application is due to be heard on 28th April, which has considerable support despite objections and the Town Council will be involved in the forthcoming meeting with Richard Bacon MP regarding the Post Office.

(Action: Clerk / DepTC; by 07.06.18)

HF0418/17 DATE OF NEXT MEETING

Councillors noted that the next meeting of the Heritage & Facilities committee will be held on 13th June 2018 (subject to the committee schedule).

Meeting Closed at 8.48pm.

Councillor Liggett
CHAIRMAN

2018 Events

Month	Date	Event	Organiser	Location	Notes
June	17 th	Car Boot Sale	Diss & District Rotary Club	Park	
	24 th	Diss Cyclathon	Alan Franks	Park / MP	
	30 th	Armed Forces Day	Royal British Legion	MP	
July	1 st	Car Boot Sale	Suffolk branch of Royal Anglian Regiment (Beccles)	Park	
	8 th	Handlebards production	Corn Hall	Park	Midday set up. 2pm performance. Finished by 6pm.
	15 th	Car Boot Sale	Royal British Legion	Park	
	20 th -22 nd	DissFest	Emrys Green	Park	
	27 th -29 th	Gig in the Park	Geoffrey Dixon	Park	Set up from Monday 23 rd
August	5 th	Car Boot Sale	Park Radio	Park	
	11 th	Park Alive	Keith Day - Rotary	Park	
	12 th	Heritage Transport Fayre	Peter Hyde	MP	
	19 th	Car Boot Sale	Fressingfield Scouts	Park	Paperwork awaited
	TBC	Childrens Outdoor Theatre	SNC	Park	
September	1 st	Walk of Remembrance	Rosedale - Christian/Pippa	Park	Paperwork awaited
	2 nd	Car Boot Sale	TBC	Park	
	16 th	Car Boot Sale	Friends of Chernobyl Children	Park	
	8 th	Fun Day with Live Music	Diss Athletics Club – Gordon Coe	Park	
October	12 th -13 th	Food & Beer Festival	Corn Hall	Corn Hall	
November	24 th	Christmas Lights Switch-On	Switch-On committee	MP	
December	8 th	Salvation Army Brass Band	Salvation Army	MP	
	9 th	St Nicholas Fayre	Geraldine Leeder	Heritage Triangle	

Xxx = Tentative

Heritage and Facilities Committee - Progress Report

Item 18a

Minute Reference	Committee/Title	Action	Assigned to	Timescale	Comments or further action
HF 0617/12	DYCC	to retain the consideration of a feasibility study on charging for parking spaces at the DYCC as an income generating activity on the progress report for future review.	DepTC	2018	
HF 1017/07	DYCC	a) to request quarterly updates from Park Radio during Year One of operation and six-monthly thereafter.	DepTC	Immediately	Update will be requested for September meeting
HF 1017/10	MERE'S MOUTH PUBLIC CONVENIENCES	To request an independent cost estimate of the required structural works and investigate the freehold purchase from the Diss Parochial Charities.	DepTC	30.11.17	On agenda
HF 1217/07	DISS YOUTH & COMMUNITY CENTRE	b) i) to retain the proposal for the re-configuration of the upstairs space at the DYCC as a medium-term aspiration given the income potential. ii) To provide a breakdown of the DYCC expenditure to a future meeting of this committee.	DepTC/RFO	Nov-19	SNC has confirmed that the re-configuration of the upstairs space at the DYCC is an eligible project for expenditure of S106 monies - see agenda item 8b. Unit 23 keen to move into upstairs office at DYCC on terms presented. Initially 3 months.
HF1217/09	DISS MERE	i) To implement the urgent/immediate recommendations and short-term recommendations relevant to the Town Council's tree management contractor from the Water Quality Management Plan and allocate a budget of £5000 during 2018/19.	DepTC/Clerk	Apr-18	On agenda - item 10
		ii) To set up a Task & Finish Group to develop relations with stakeholders early-mid 2018.	DepTC/Clerk	Jul-18	
HF 0218/07	STRATEGY ACTION PLAN- PROGRESS & NEXT STEPS	Parking in Controlled Parking Zone - it was agreed that Councillor Mason would discuss enforcement with District Councillors. Councillor Liggett also referred to a Police-produced penalty letter, which although unenforceable, was very effective	JM	Immediately	
HF0218/09	BOARDWALK AND GARDENS	To contact the HTP Programme Manager regarding the referral to timed access via the gates in the planning application and to enquire about improved signage to the boardwalk and gardens from both access points.	DepTC	05.04.18	On agenda - item 8c
		It was agreed that TW Gazes should be approached regarding a contribution towards car parking spaces.	DepTC	05.04.18	DepTC to discuss existing arrangement with Clerk before progressing.
HF0218/11	DISS MERE	a) Given the worsening condition of the Mere's Mouth surfacing, it was agreed that Norfolk County Council would be approached for a quote to fill the potholes. It was also agreed that the landowner would be asked to deal with the willow tree overhanging the Mere.	MM	Immediately	
		b) Works to install the ultrasonic unit to control algae growth is to be scheduled from April 2018 and the tree related recommendations have been forwarded to the Council's tree surgeon for incorporation into the existing tree management plan.	DepTC	05.04.18	On agenda - item 10a
HF0218/14	MEMBER FORUM	DepTC and MM tasked with discussing the detail re designating TC's planting areas as Rotary peace gardens in commemoration of 100 years from the end of the First World War.	DepTC/MM	05.04.18	Will request an update from Waveney Rotary
		The Deputy Town Clerk also advised that an invoice from the Town Council had been requested from Norfolk County Council to match fund town centre signage improvements regarding the railway station. There was discussion around expenditure of the monies on an improved town map for each of the 8 board locations, which as well as highlighting key locations in the town including the railway station and boardwalk & gardens, could also incorporate a QR code for access to train timetables.	DepTC	Jun-18	It has been agreed that a round table meeting will take place with relevant stakeholders reference town centre signage

Minute Reference	Committee/Title	Action	Assigned to	Timescale	Comments or further action
HF0418/09	SKIP/SCAFFOLDING AGREEMENTS	To approve the revised scaffolding agreement	DepTC	Immediately	Done
HF0418/10	STRATEGY ACTION PLAN- PROGRESS & NEXT STEPS	d) To offer space at the DYCC to the Diss Traders Group free of charge subject to availability reviewed after 6 months	DepTC	Immediately	Done
HF0418/12	BOARDWALK AND GARDENS	That Councillors Mason & Kiddie would consider Town Council-owned signage improvements as part of the directional signage review.	JM/KK	07.06.18	It has been agreed that a round table meeting will take place with relevant stakeholders reference town centre signage
HF0418/13	DISS CEMETERY	a) That a full planning application would be submitted to locate a portacabin and bin store at Diss Cemetery at a cost of approx £400.	DepTC	07.06.18	No progress
		b) To approve the proposed Cemetery fees set out in Appendix A with immediate effect.	DepTC/MH	Immediately	Done. Some old fees had been communicated prior to the new fee structure and these have been honoured.