



**TOWN CLERK**  
Miss Sarah Richards, CILCA

**DISS TOWN COUNCIL**  
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Please ask for: Miss Sarah Richards  
Our ref: F 18.09.19  
Date: 12 September 2019

## 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 18<sup>th</sup> September 2019** at **7:15pm** to consider the business detailed below.

Town Clerk

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## 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 2019-20.
4. **Declarations of Interest <sup>1</sup> 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 note that the minutes of the Facilities Committee held on 13<sup>th</sup> March 2019 were confirmed as a true record by Full Council (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. **Committee Membership**  
To review the membership of the Facilities Committee.
9. **Terms of Reference**  
To review this committee's Delegations and Terms of Reference (copy herewith).
10. **Progress Report**  
To note progress on decisions made at the last meeting of Council related to the Facilities Committee and consider a project plan for the remainder of 2019-20 and beyond (copy details herewith).

**11. Member Forum**

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

**12. Date of Next Meeting**

To note that the next meeting of the Facilities Committee is scheduled for 23<sup>rd</sup> October 2019.

**COMMITTEE MEMBERSHIP**

Councillors:  
S. Browne (ex-officio)  
D. Collins  
N. Howard  
S. Kiddie  
A.Kitchen  
J. Mason  
S. Olander (ex-officio)  
D. Poulter  
J. Robertson (Chair)  
E. Taylor

**FOR INFO:** Town Clerk  
RFO

Deputy Town Clerk

Councillors: M. Gingell

District Councillors

Press

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/](http://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**

Minutes of the meeting of the **Facilities Committee** held in the Council Chamber at **Diss Corn Hall** on **Wednesday 13<sup>th</sup> March 2019** at **7:15pm**.

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

In attendance: Councillor Eric Taylor  
Sarah Richards, Town Clerk  
Robert Ludkin, Maintenance Manager  
One member of the press  
One member of the public

**F0319/01 APOLOGIES**

Apologies were received & accepted from Councillor Mrs Wenman.

**F0319/02 NOMINATION OF SUBSTITUTE REPRESENTATIVES**

Councillor Taylor substituted for Councillor Mrs Wenman.

**F0319/03 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**

Minute No.	Councillors Name	Personal/ Other Interest	Pecuniary Interest	Reason
F0319/08	S. Browne	✓		This councillor is an employee of the Diss Citizens Advice Bureau adjacent to the DYCC.

**F0319/04 MINUTES OF THE LAST MEETING**

It was

RESOLVED: The minutes of the Facilities committee held on Wednesday 16<sup>th</sup> January were agreed as a true record with one minor amendment to the apologies and were duly signed by the Chairman.

**F0319/05 ITEMS OF URGENT BUSINESS**

There was none.

**F0319/06 PUBLIC PARTICIPATION**

The member of the public was in attendance to speak on item 7b on the agenda.

**F0319/07 STRATEGY ACTION PLAN - PROGRESS & NEXT STEPS**

- a) Councillors noted that there is no update from the Action Group developing the approved supplier system since the last meeting.
- b) Councillors received an update on the plans for expenditure of the S106 monies to improve recreational facilities in Diss & Roydon (report reference 30/1819 referred). A representative of Diss Youth Council provided a report on their consultation with Diss High School, spoke about the benefit of being involved in the decision-making process and giving the youth of the town a voice. There was a discussion around the potential for creating a cycling facility at the Skateboard Park & the impact of the remoteness of the site on usage. It was noted that the facility was in urgent need of repair & that a local professional graffiti artist would be approached by the Youth Councillor. It was

RESOLVED: 1. To seek quotations on the awaited specification for the DYCC reconfiguration  
2. To seek quotations for graffiti boards at Skateboard Park  
3. To draft a specification for the Park equipment upgrade & seek quotations thereon  
4. To consider funding opportunities to support all proposals

**(Action: DepTC/MM; by next meeting)**

- c) Councillors received an update on the agreement regarding the gardens and boardwalk maintenance. It was noted that the agreed letter was being updated by the Council's solicitor & that the responsibilities document regarding the maintenance of the Corn Hall, boardwalk, gardens and streetscape would be forwarded to the Diss Corn Hall Trust / Heritage Triangle Trust for approval to coincide with the completion of the Project.

**(Action: Clerk; immediately)**

**F0319/08 DYCC**

Councillors received a project plan regarding the relocation of the maintenance team to the DYCC. It was noted that the Museum Manager has moved his belongings to various locations & that a flexible space in the newly configured first floor would be allocated to him. The portacabin & adjacent bin store will be positioned nearer to the rear of the building & car park lining including a disabled bay has been scheduled. The plans are awaited from the contractor but the brief including flexible & light meeting spaces. It is intended to move in the maintenance team in May. The Maintenance Manager confirmed that the Maintenance Team had been consulted and were happy with this move given their previous preference to stay at the Cemetery.

**(Action: DepTC / MM; as per project plan)**

**F0319/09 DONATIONS PROTOCOL**

Councillors reviewed the revised Donations Protocol and application form. There was a discussion around determining insurance & long-term maintenance costs. It was agreed that the Council should bear such costs for items which it would have normally replaced but that an additional clause regarding consideration for a reasonable contribution towards future significant maintenance costs should be added. Several amends were suggested to the application form including a renamed title, removal of the Diss resident reference & addition of the reason for donation added. It was also agreed that the approved protocol & application form and a list of welcome donations should be included on the Council's website. It was

RESOLVED: That Councillors Crawford & Olander work with the Deputy Town Clerk to amend the protocol & application form.

**(Action: MC/SO/DepTC; prior to next meeting)**

**F0319/10 EASEMENT**

Councillors received an update on the easement for the Wetherspoons development. It was noted that an additional maintenance cost had been discussed with the applicant & this was being incorporated into the deed of easement.

**(Action: Clerk; immediately)**

**F0319/11 RECTORY MEADOW**

Councillors reviewed the proposal from Diss Cricket Club for the installation of a storage compound on Rectory Meadow. It was noted that planning permission is not required, and the Certificate of Lawful Development confirms such. It was

RESOLVED: To approve the installation of a storage compound on Rectory Meadow as per proposed plans subject to notification to nearby affected residents.

**(Action: Clerk; immediately)**

**F0319/12 CARNIVAL**

Members received the Carnival Events Management Plan for information. Councillor Browne updated the committee on the current plans for the 'Pre-Diss-toric' themed event on Sunday 9<sup>th</sup> June 2019 including stalls, entertainment, sponsorship and publicity. It was noted that the Management Plan required updating from the 2018 event. Councillor Crawford offered his volunteer services for the Carnival & it was noted that an application form would be forwarded to him. There was discussion around encouraging footfall in the town to support the traders post procession & it was agreed this would be discussed at the next Carnival meeting.

**(Action: SB / Clerk; prior to next meeting)**

**F0319/13 MATTERS OUTSTANDING**

- a) Councillors reviewed the progress report since the last meeting.
- i) It was noted that the Pavilion lease has been renewed.
  - ii) An on-site meeting with the applicant for the Nunnery wall & the Planning Authority was being scheduled given the deterioration of the wall's condition.
  - iii) The purchase of a new Mayors & Clerks board is in process by the administrative team.
  - iv) The purchase of a board for the Cemetery Chapel is in process by the administrative team.

v) The Maintenance Manager presented the additional proposal to improve roundabout access at Diss Cemetery for funeral vehicles to include levelling off roadsides, creating a lay-by & removal of a small tree. It was noted that Rosedale Funeral Home had agreed to pay half the costs. It was

RESOLVED: To pay 50% of the costs of the proposal to improve roundabout access at Diss Cemetery as per the proposal.

**(Action: MM / DepTC; immediately)**

- b) Councillors considered any foreseeable maintenance issues from the Maintenance Manager, not considered elsewhere. It was noted that part of the bench surrounding the tree on the Market Place had been removed due to safety concerns and that it could be put forward as a potential donation item whilst a replacement is sought.

**(Action: MM / DepTC; by next meeting)**

**F0319/14 MEMBER FORUM**

Members considered information or issues relevant to this committee from members for brief discussion, action or inclusion on a future agenda. The Chair thanked committee members for their contributions over the last year & reviewed the committee's objectives. It was noted that good progress was being made towards improving the welfare facilities of the maintenance team & that improvements to Diss Park especially the Pavilion would be achieved in part through the expenditure of the S106 monies.

**(Action: All; future meetings)**

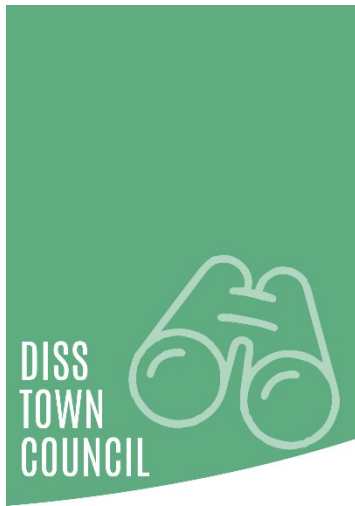
**F0319/15 DATE OF NEXT MEETING**

Councillors noted that the next meeting of the Facilities Committee will be scheduled as part of the new committee schedule.

Meeting Closed at 8.28pm.

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Councillor Liggett  
CHAIRMAN



## FACILITIES COMMITTEE DELEGATIONS & TERMS OF REFERENCE

1. Committees may exercise delegated functions on behalf of the Town Council under the following terms of reference, subject to: -
  - a) the Town Council's approved budget and Financial Regulations;
  - b) any previous minuted decision of the Town Council;
  - c) Any matters reserved to the Town Council by law.
2. The Chair of this committee will be the nominated representative from Council to attend meetings, along with the Clerk wherever possible, on issues relevant to their committee. In their absence, the Chair will nominate a substitute representative from their committee.
3. The Chair should be involved with matters pertaining to their committee. For activity that crosses more than one committee, the relevant Chairs should be involved to maximise synergies and realisation of objectives.
4. The Chair will work with the Clerks to produce meeting agendas, reports and minutes.

### Terms of Reference

This committee is responsible for maintaining & improving existing Council-owned facilities and assets, investigating opportunities to take on shared or devolved service provision, working with neighbouring parishes and other organisations to deliver locally responsive and accountable services.

Membership: 6 minimum

Quorum: 3

Frequency of Meetings: 6-weekly

1. To annually elect a committee Chair & Vice Chair (only members of each committee have voting rights)
2. To review and/or identify committee objectives for recommendation to Council & report progress
3. To manage all facilities and amenities owned by the Town Council and leased to third parties (including acting as responsible landlords)
4. To review all regulations relevant to facilities
5. To review all third-party agreements (N.B. tenancy agreements currently under Executive)

6. To determine the committee's budgetary requirements for consideration in the annual budget and oversee that budget once set
7. To develop a facilities management programme to quantify the Council's existing asset management commitments and develop long term budgetary requirement for same
8. To investigate opportunities to take on shared or devolved service provision
9. To investigate options for working with neighbouring parishes and other organisations to increase the Council's local delivery of services
10. To work with the Infrastructure Committee to identify opportunities for partnership working with other organisations to improve existing or provide future facilities and/or services
11. To support and investigate the provision of youth facilities and services in the town
12. To oversee events on Council-owned land
13. To work with other relevant committees to consider the use of developer contributions towards the improvement of existing or provision of new facilities
14. To set up Action Groups as required.

*Reviewed at the Facilities committee meeting held on 18<sup>th</sup> September 2019.*

Item No.	Minute Reference	Committee/Title	Action	Assigned to	Timescale	Comments or further action	Proposed Priority
1	FC0319B/07	Mere's Mouth Toilets	To approve the revised management agreement and agreement for refurbishment works for the Mere's Mouth toilets.	Clerk	May	Agreed specification between surveyors to be annexed to agreement for signing. Date for works being agreed by SNC	1
2	F0319/10	Wetherspoons Easement	To incorporate the additional maintenance cost into the deed of easement as discussed with the applicant.	Clerk	Immediately	Awaiting date of commencement works from Wetherspoons & easement ready for signature.	2
3	FC0719/15	Diss Park	To appoint Proludic to install design Option 1 for new play equipment in Diss Park to include the aerial runway.	DepTC	Immediately	Installation of new park to commence from 7th Oct 2019. Work will take about 5-6 weeks and park will re-open week commence 18th Nov with launch event	3
4	FC0519/17	S106 Monies	b) To appoint Waterfields & Sons Ltd to undertake the groundworks and Raddiramps to renovate the equipment at the Skateboard Park at the Sports Ground.  c) to investigate options for shelter designs at the Skateboard Park  a) to approve the specification for the first floor of the DYCC subject to minor amends to increase room capacity & invite tenders thereon.	Dep Clerk/ MM	immediately	Installation date October  Post installation  Tenders being sought on specification via Contracts Finder. Quotations to be sent to SNC for approval before contracting works.	4   5
5	FC0519/11	Nunnery Wall	To add the Nunnery Wall item to the June agenda for consideration.	Clerk	by 6.7.19	Awaiting statement from former owner of Nunnery regarding transfer of wall ownership during sale. Draft boundary agreement sent by developer's solicitor. Also received invoice to cover developer's solicitor's time during wall clearance	6
6	F1118/07	Corn Hall	ii) To review the Diss Corn Hall Trust lease	Clerk/JM	31.01.19	Dep TC currently looking at Lease with Cornhall Ops Manager	7
7	F0618/19	Member Forum	a) That the Acting Town Clerk would provide the relevant information regarding duck pellet sales to Councillor Liggett for further investigation+D19 and recommendation.	Clerk	Immediately	The supplier wished to increase costs to 25p per bag. The outlet would be pleased to discontinue selling duck pellets. Discussions underway with Dealey Bird Control and local store regarding automated machines to be sited on the Park side of the Mere.	8
8	FC0417/06	HTP	c) To approve the draft Heads of Terms for leasing the Council Offices garden to the Heritage Triangle Trust and authorise the Clerk to proceed with a formal lease agreement.	Clerk	June	Clerk requested the Council's solicitor to review the draft agreement. It is possible that a Memo of Understanding, which is being drafted between DTC / Friends of Parish Fields would suffice.	9
9	FC1118/10	HTP	a) To approve the responsibilities of the Town Council regarding the ongoing maintenance of the Corn Hall. b) To approve the responsibilities of the Town Council regarding the ongoing maintenance of the streetscape.	Clerk	June	Added to document review list  To be agreed with the HTT in addition to above	9
10	FC0719/08	DYCC	a i) To contact Land Registry and have the piece of land put back into the Town Council's ownership, to give Friends of Parish Fields permission to utilise land at the rear of the DYCC to reopen the ancient walkway.	Dep Clerk	immediately	Dep TC currently working alongside land registry to put land into DTC name. Also liaising with Council solicitor regarding draft Memo of Understanding between two parties	10
11	F0319/13	Market Place	b) To source a replacement bench to surround the tree on the Market Place.	MM/DepTC	by next meeting	Maintenance Manager currently looking at purchasing a new bench - no donations received as yet	11
12	HF1217/09	Diss Mere	ii) To set up a Task & Finish Group to develop relations with Mere stakeholders.	DepTC/Clerk		Suggest this is not a priority for the time being	12
13		Cemetery Chapel	c) To purchase an individual plaque in the Cemetery Chapel for the late Mr Walden	Dep TC	Immediately	Awaiting confirmation from the late Mr Walden's wife on plaque wording	Op
14		Heritage Garden	d) To agree to the Swootman Plough being installed.	Dep TC	immediately	Being installed in September. All councillors invited to opening ceremony 30th September. Insurance arranged which is at no added cost to the Council.	Op
15		St Mary's Church	e) To contribute £100 to cover the cost of materials to install red poppies at St Mary's Church to commemorate Remembrance Day	DepTC	Immediately	Dep TC completing with Andy R who will be installing the poppies.	Op



	ACTIONS					
	1.1	Facilities Management Plan	Dep TC & MM working on consolidating the asset list into workable document to inform budgeting process			
	1.2	Review 3rd Party Agreements	On document review list - review dates April 2020 (Food franchises) & March 2021 (Park Pavilion kiosk)			
	1.3	Review Facility Regulations	On document review list for September	AG / Clerk		Recommend Action Group to review regulations with Clerk
	1.4	Diss Mere Biodiversity	See above priority 12			
	1.5	Recreation Facilities Provision	See above priorities 3-5			
	1.6	Maintenance Staff Welfare Facilities	Completed			
	1.7	Approved Supplier System	Part of FMP work (see 1.1)			
	2	Partnership working with higher tier authorities to reduce costs & improve service delivery	Waste removal now undertaken by SNC at reduced cost. DepTC & MM reviewing dog waste. Hawk flying initiative good example of partnership working. Other initiatives to be considered			
	3	Partnership working with local parishes to reduce cost & improve service delivery				
	4	Triangle Trust Engagement	See priority 9			
	5	Events				
	6	Streetlighting	Now in DTC ownership. Maintained by SCC			