



TOWN CLERK
Miss Sarah Richards, CILCA

DISS TOWN COUNCIL
11-12 Market Hill,
Diss, Norfolk, IP22 4JZ

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Please ask for: Sonya French
Our ref: F 23.10.19
Date: 18 October 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 23rd October 2019** 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. **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.
4. **Minutes of the last meeting**
To confirm as a true record, the minutes of the Facilities Committee on 18th September (copy herewith).
5. **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*).
6. **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*).
7. **Progress Report**
To note progress on decisions made at the last meeting of this committee (copy details herewith).
8. **DYCC**
To approve the Memorandum of Understanding between Diss Town Council and the Friends of Parish Fields regarding land to the rear of the Diss Youth & Community Centre (copy details herewith).
9. **Diss Park**
To approve the principle of expenditure of remaining S106 monies / Community Infrastructure Levy funds on a replacement roundabout and accessible trampoline for Diss Park (copy details herewith).
10. **Diss Map Donation**
To approve the principle of a donation from the Diss Town Guide committee of a map of Diss in 2000 with installation on a Council owned site in memory of Diss Town Guide contributors (copy details herewith).

11. Budget

To note that budget requirements for this committee for 2019/20 will be presented to the next meeting post the Budget Action Group meeting to determine format.

12. Member Forum

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

13. Date of Next Meeting

To note that the next meeting of the Facilities Committee is scheduled for 27th November 2019.

COMMITTEE MEMBERSHIP

Councillors:

S. Browne (ex-officio) (Vice-Chair)
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

Deputy Town Clerk

RFO

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/.

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.

MINUTES

DRAFT

Minutes of the meeting of the Facilities Committee held in the Council Chamber at Diss Corn Hall on Wednesday 18th September 2019 at 7:15pm.

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

In attendance: Sonya French, Deputy Town Clerk
Robert Ludkin, Maintenance Manager
1 member of the public

F0919/01 APOLOGIES

Apologies were received from Councillors Kitchen and Mason.

F0919/02 NOMINATION OF SUBSTITUTE REPRESENTATIVES

There were none.

F0919/03 ELECTION OF VICE-CHAIR

Councillors considered electing a Vice-Chair of the Facilities Committee for the Municipal Year 2019-20. It was

RESOLVED: to elect Councillor Browne as Vice-Chair of the Facilities Committee until new Councillors had undertaken their chairmanship training.

F0919/04 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

There were none.

F0919/05 MINUTES OF THE LAST MEETING

It was

RESOLVED: The minutes of the Facilities committee held on 13th March 2019 were agreed as a true record and were duly signed by the Chairman.

F0919/06 ITEMS OF URGENT BUSINESS

There were none.

F0919/07 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 was one member of the public present who thanked Diss Town Council for the work that they have done maintaining Fair Green over the years.

F0919/08 COMMITTEE MEMBERSHIP

Councillors reviewed the membership of the Facilities Committee. The Facilities Chair asked members if they would be prepared to limit the size of the committee to 6. It was noted that there are currently 10 councillors on the committee, which is only one less than Full Council. Members agreed that limiting the size of the committee would reduce the ability of new councillors to gain the knowledge and understanding of Council business. It was

RESOLVED: To retain the Facilities Committee membership of 10 councillors.

F0919/09 TERMS OF REFERENCE

Councillors reviewed this committee's Delegations and Terms of Reference. There was discussion about the review of the Communications Strategy and incorporating the outcomes of that into the Terms of Reference. Councillors approved the document with one amendment to enable the Chair to draft press releases relating to the Facilities committee to be approved by the Clerks. It was

RESOLVED: To approve the Facilities committee's Terms of Reference and Delegations with one amendment enabling the Chair to draft press releases / comments relating to this committee for approval by the Clerks.

(Action: Clerk/by 03.10.19)

F0919/10 PROGRESS REPORT

Councillors noted progress on decisions made at the last meeting of Council related to the Facilities Committee and considered a project plan for the remainder of 2019-20 and beyond.

Further updates were provided on the progress report from the Deputy Town Clerk and Maintenance Manager. Cleanliness of the town particularly Mere Street was highlighted as an ongoing issue. Members discussed whether it would be beneficial to consider expenditure on more cleaning equipment to undertake this task as part of budget setting.

It was noted that street cleaning is the responsibility of South Norfolk District Council (SNDC) but that the Town Council is trying to improve cleanliness by working in partnership with (SNDC) in addition to the cleaning that the Town Council also carries out in the town centre. The Maintenance Manager confirmed that resources would have to be redirected to enable additional cleaning, which would result in other tasks not being achieved.

It was agreed that budget allocations to the projects listed in the progress report would need to be reviewed to inform budgeting. It was

RESOLVED: To draft a letter regarding the poor condition of the town centre addressed to South Norfolk Council's Chief Executive and Waste Portfolio Holder to be approved by Chair.

(Action: Clerk; immediately)

F0919/11 MEMBER FORUM

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

Members discussed the impact of the Wetherspoons construction and Mere's Mouth toilet refurbishment taking place simultaneously in the lead up to Christmas trading. It was agreed that the site proposals for Wetherspoons would be requested in order to understand the impact these works would have on Diss. A site meeting with representatives from Norfolk County Council and the relevant Chairs and Clerk was also proposed to consider the proposed traffic management and Health and Safety plan.

It was noted that the Wetherspoons development should now be an item for consideration by the Infrastructure committee now that the boardwalk easement is nearing completion.

There was also a request for information regarding Heritage Triangle Project expenditure.

(Action: Clerk; immediately)

F0919/12 DATE OF NEXT MEETING

Councillors noted that the next meeting of the Facilities Committee is scheduled for 23rd October 2019.

Meeting closed at: 20.53.

Councillor Robertson
CHAIRMAN

Item No.	Minute Reference	Committee/Title	Action	Assigned to	Timescale	Comments or further action
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	Subject to two amends, the agreements (management & refurbishment) should be ready to sign. SNC advise that following the agreement of specifications, new costings would have to be put before their board meeting either to increase budgets, or go back to the market to achieve a more competitive cost closer to the original budget.
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 pre-meeting from Wetherspoons. Meeting arranged for 22.10.19 to review legal deed as per Full Council resolution 16.10.19
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	Play equipment installed. Surface areas started 16.10.19. DepTC / MM undertaken installation check w/c 21.10.19. See also agenda item 9.
12	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 w/c 21st October Post installation Completed. One tender received totalling £120k. Two others awaited.
4	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. Responded to request for developer's legal fees during wall clearance.
5	F1118/07	Corn Hall	ii) To review the Diss Corn Hall Trust lease	DepTC	31.01.19	Dep TC currently looking at Lease with Cornhall Ops Manager
6	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 and recommendation.	Clerk / DepTC	Immediately	Discussions with Dealey Bird Control and local store regarding automated machines to be sited on the Park side of the Mere. No further update
7	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. No further update
8	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	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	On agenda
10	F0319/13	Market Place	b) To source a replacement bench to surround the tree on the Market Place.	MM/DepTC	by next meeting	Done
11	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
13		Cemetery Chapel	c) To purchase an individual plaque in the Cemetery Chapel for the late Mr Walden	Dep TC	Immediately	Done
14		Heritage Garden	d) To agree to the Swootman Plough being installed.	Dep TC	immediately	Done
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	Done

Item No.	Minute Reference	Committee/Title	Action	Assigned to	Timescale	Comments or further action
16	F0919/09	Terms of Reference	To approve the Facilities Committee's Terms of Reference and Delegations with one amendment enabling the Chair to draft press releases / comments relating to this committee for approval by the Clerks	Clerk	by 03.10.19	Done
17	F0919/10	Progress Report	To draft a letter regarding the poor condition of the town centre addressed to South Norfolk Council's Chief Executive and Waste Portfolio Holder. Letter to be agreed by Chair.	Clerk	Immediately	Town Clerk currently drafting letter.
18	F0919/11	Member Forum	To request site proposals for Wetherspoons in order to understand the impact these works would have on Diss and propose a site meeting with representatives from Norfolk County Council and the relevant Chairs and Clerk to consider the proposed traffic management and Health and Safety plan. It was also noted that the Wetherspoons development should now be an item for consideration by the Infrastructure committee now that the boardwalk easement is nearing completion.	Clerk	Immediately	In progress

Memorandum of Understanding

Between

(Diss Town Council)

and

(Friends of Parish Fields)

This Memorandum of Understanding (MOU) sets for the terms and understanding between the Land Owner Diss Town Council of 11-12 Market Hill, Diss, Norfolk, IP22 4JZ (DTC) and the Friends of Parish Fields _____ of _____ to maintain the walkway alongside the edge of the property at the Diss Youth & Community Centre, which is known as the 'Boundary Belt' and is shown as edged red on the plan annexed hereto .

Background

The BOUNDARY BELT and DISS CORN HALL share an important historical link, both were generous gifts to the town from the notable TAYLOR family.

The Boundary Belt was a wonderful avenue of trees that encircled the Parish Fields & The Lawn that could be used by the Taylors to take a Sunday stroll around the meadows to see the local livestock grazing.

The Corn Hall has had fresh life breathed into it - and its history enshrined by the HERITAGE TRIANGLE –

1

The late C18th/ early C19th parkland of the BOUNDARY BELT has fallen away in the town's memory and valuation.

Friends of Parish Fields approached DTC to propose the restoration of the Boundary Belt, the Boundary Belt is an ancient walkway which was used by the Taylor Family who were a prominent family within Diss during the 18th/19th Century.

The Boundary Belt over the years has been left to pasture and the land has passed through to DTC and SNDC ownership.

DTC hereby allows the Friends of Parish Fields to restore the pathway which runs along the rear of DTC land at Shelfanger Road on the Boundary Belt at their expense. This will also allow the Friends of Parish Fields to maintain the walkway for future generations to enjoy.

The Friends of Parish Fields shall undertake the following activities and hereafter maintain the Boundary Belt in a good and workmanlike manner to the reasonable satisfaction of DTC:

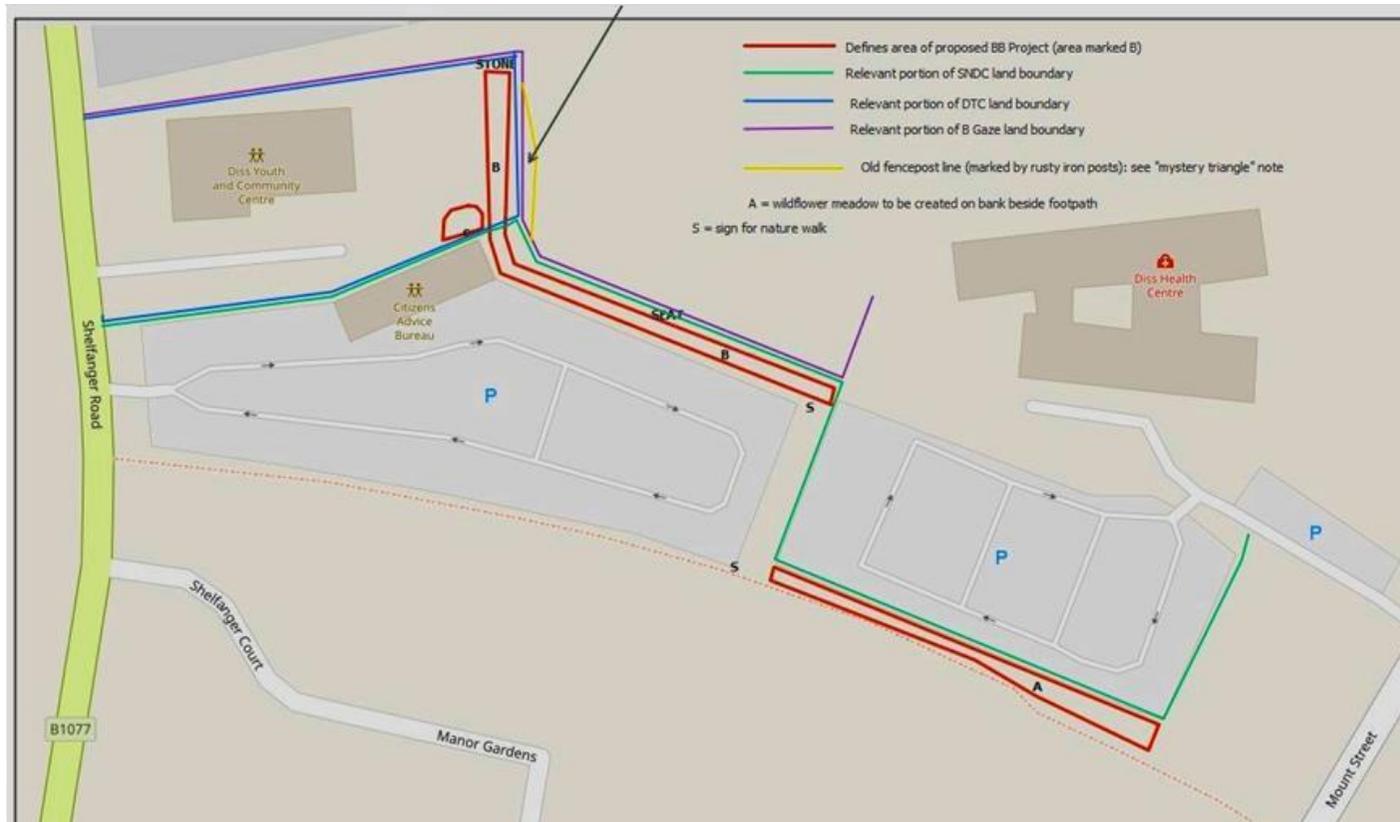
A: The WILDFLOWER WALKWAY

DETAILS OF WORK	NEXT STEPS/ STAKE-HOLDERS
1. Directional signage at path entrance on Mount St. to be positioned below Citizen Advice Bureau sign.	Contact Pete Hyde/ Brian Falk at Diss Heritage Group for design advice/ support.
2. Three information boards on history + habitat attached boundary wall;	Permission granted from Kyme Lodge, John Kemp (4 Manor Gardens) & Graham (7 Manor Gardens). Info and maps to be agreed. Size and position finalised. Design to be shared with Diss Heritage.
3. Plant survey of existing grassy slope then organise additional seeding (ie yellow rattle);	To be carried out by Helen Sibley (South Norfolk Council)/ Helen Baczkowska (Norfolk Wildlife Assoc)/ PFF. Approach local garden centres for support.
4. Honeysuckle introduced on fence;	PFF to organise.
5. Directional Signage attached to lamp-post at walkway exit into lower car park;	Helen Sibley/ PFF to agree design.

B: The GREEN PROMENADE: START

DETAILS OF WORK	NEXT STEPS/ STAKE-HOLDERS
1. Welcome signage attached to lamp-post at edge of lower corner car park;	Info to be installed collected and agreed/ to be designed by PFF/ shared with Diss Heritage.
2. Possible green footsteps to lead you across bottom of car park;	Health & Safety clearance by Helen/ South Norfolk Council for indicating a pedestrian route in car park. Stencil to be designed/ paint approved.
3. Retain existing path following old route of footpath;	Cut back some trailing branches/ add where necessary some wood chip mulch (offered by the council)
4. Up to 5 nature-related inscriptions carved into stone provided by Andrew Rackham placed at intervals along the path. Sculpture trail to follow;	Source & agree words of wisdom from Goethe to John Clare to Bob Dylan/ finalise size of stones with Andrew Rackham/ contact Lettering Arts Trust at Snape to see if they want to get involved.
5. Preserve small 'cornfield' area created by spilt seed from feeding chickens;	Ephemeral feature – leave it to flourish on its own.
6. Remove one obstructing stump in middle of pathway;	PFF to do.
7. Add 2 new lime trees on the car park side of the pathway/ clear ivy from thorn trees. Add field maple & hawthorn along fence line.	Complete application to eforests.co.uk for support.

8. Re-instate a re-positioned base & seat just down from the second lamp-post – no back so can sit both ways;	Blocks of stone to be sourced from Andrew Rackham/ Wood for slats from Tony David (1 Mount St)/ David& PFF to complete.
9. Add information boards on the history of the Promenade;	Info to be collected and agreed/ to be designed by PFF/ shared with Diss Heritage.



B. THE GREEN PROMENADE: PART 2

DETAILS OF WORK	NEXT STEPS/ STAKE-HOLDERS
1. Raise and smooth off the level where the two pathways meet;	Move clay and concrete dumped in ditch to help with levelling/ add membrane;
2. Create Stumpery on site of Ghost Pond;	Collect 5 bags of hardcore from Chris Leggett to help build drainage channel/ weeping pipe from Stumpery.
3. Continue to define pathway;	Spread wood chip mulch (sourced free from council) where necessary
4. Restore ditch as a guiding feature;	After removal of dumped materials, re-profile length of ditch/ fresh planting on the crown of the ditch + clear stumps + ask Robert Ludkin to remove dumped firewood;
5. Restore holly & yew trees on the other side of the pathway;	Produce a risk assessment for David/ PFF to cut leaning yew tree close to the ground.
6. Re-connect the two paths;	Remove fence that has recently been added to separate the two areas/ add low stone buttress with ferns to replace old brick wall;
7. Establish the perimeter line of the Boundary Belt;	Put protective fencing above the ‘ghost pond’ and extend along the length of the ditch – chestnut palings with posts every 2 metres, cost (approx.. £250 to come from Jenny Willby’s budget)
8. Add information boards on the history of the Promenade.	Info to be collected and agreed/to be designed by PFF/Shared with Diss Heritage.

Reporting

DTC and David Whatley (Friends of Parish Fields) will monitor the work during the reinstatement to make sure all work on their land is completed as specified above.

Funding

This memorandum is an agreement to allow the Friends of Parish Fields to maintain the Boundary Belt as specified. This memorandum imposes no liability on DTC to fund or contribute funds towards the carrying out of such works or maintenance thereafter.

Duration

This MOU is entered at -will and may be modified by mutual consent of authorised officials from DTC and Friends of Parish Fields partners). This MOU shall become effective upon signature by the authorised officials from DTC and Friends of Parish Fields and will remain in effect until terminated in accordance with the following paragraph.

Termination

This MOU shall remain in force unless terminated by:-

- a) The mutual agreement of the parties or
- b) One party serving upon the other a written notice specifying their intention to terminate this agreement ('Termination Notice'). This MOU shall terminate upon the expiry of the notice being not less than 6 months' following the date that the Termination Notice was served upon the other party ('Termination Date').

Each party shall continue to carry out their obligations under this MOU until the Termination Date.

Liability

DTC accepts no liability, financial or otherwise, for the works being carried out under this MOU nor any future obligation to maintain, or keep in repair the Boundary Belt should this MOU be terminated.

Insurance

5

DTC shall ensure that appropriate public indemnity insurance remains in place for the duration of this MOU to cover the use of the Boundary Belt.

Ownership

Nothing in this agreement shall be construed as a Lease or Licence by DTC to the Friends of Parish Fields of the Bounday Belt not creating any proprietary interest therein. The Friends of Parish Fields shall be permitted access to and the right to provide services on the Boundary Belt for the purposes of complying with its obligations under the MOU.

Contact Information

DTC

Town Clerk

Diss Town Council

01379 643848

towncouncil@diss.gov.uk

David Whatley

Friends of Parish Fields representative

flyingfishdish21@gmail.com

_____ Date:

(DTC signature)

(Clerk, Diss Town Council)

_____ Date:

(Friends of Parish Fields signature)

(David Whatley, Friends of Parish Fields)

Funds available	Amount	Projects	Cost	Notes
S106 monies available	£93,000	Park play equipment	£90,998	Additional £20k allocated to Roydon PC. Must be spent by March 2020
		Roundabout	£2,002	The bearings have gone past repair & there is instability in the flooring of the roundabout, which results in replacement. Part payment with E/R CIL
		Total	£93,000	Total S106 monies spent excl provision for Roydon PC
Community Infrastructure Levy E/R (CIL)	£40,074	Skateboard Park	£29,900	Includes equipment & surfacing
		Roundabout	£5,275	Part payment with S106. To be paid from S106 £20k allocation to Roydon PC if necessary
		Park surfacing	£4,899	Part payment with CIL. To be paid from S106 £20k allocation to Roydon PC if necessary
		Total	£40,074	Total E/R CIL monies spent
CIL (Main budget)	£66,762	Park surfacing	£9,353	Part payment with E/R CIL. To be paid from S106 £20k allocation to Roydon PC if necessary
		DYCC Ground floor	£17,736	New kitchen / store. Excludes building control / professional fees. Works scheduled to take 4 weeks with 2 week lead time. Quote to be approved at November meeting
		Trampoline (1.5 x 1.5m)	£6,563	Also larger trampoline 4 x 1.6m @ £9,450 includes install
		Discount	-£1,100	If we order both the roundabout & trampoline together
		Total	-£34,210	Remaining in CIL (main budget)
DYCC (E/R)	£11,518			Recommend these E/R pots remain for future projects
Play Equipment (E/R)	£5,606			
Skateboard Park (E/R)	£5,000			
TOTAL Funds available	£221,960	COST TOTAL	£165,626	
		Difference Funds - Cost	£56,334	
		Total allocated from S106 Roydon PC	£19,527	Park surfacing and roundabout part payment. £473 balance remaining.
		DYCC Upstairs floor reconfiguration	£120,000	One quotation received. Three requested. This far exceeds the estimated costs of £30k.

TO THE MEMORY OF NEVILLE BRUNDLE ROLAND BUGGY
WHO'S HAND DRAWN MAPS WERE PUBLISHED IN THE DISS TOWN GUIDE OVER MANY YEARS

