

# 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