

DISS TOWN COUNCIL

MINUTES

DRAFT

Minutes of the meeting of the **Facilities Committee** held in the Council Chamber at **Diss Corn Hall** on **Wednesday 14th November 2018** at **7:15pm**.

Present: Councillors S. Browne
M. Crawford
N. Howard
A. Kitchen
C. Liggett (Chair)
J. Mason (ex-officio)
S. Olander
J. Robertson
E. Taylor (substitute for F. Wenman)
T. Wenman (ex-officio)

In attendance: Sarah Richards, Town Clerk
Sonya French, Deputy Town Clerk
Robert Ludkin, Maintenance Manager
Three members of the public
One member of the press

F1118/01 APOLOGIES

There were apologies from Councillor F Wenman.

F1118/02 NOMINATION OF SUBSTITUTE REPRESENTATIVES

Councillor Taylor substituted for Councillor F. Wenman.

F1118/03 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

Minute No.	Councillors Name	Personal/ Other Interest	Pecuniary Interest	Reason
F1118/07 c	C. Liggett	✓		The Councillor is known to the contractor who has quoted for the DYCC works.

F1118/04 MINUTES OF THE LAST MEETING

It was

RESOLVED: that the minutes of the Heritage & Facilities committee held on Wednesday 26th September 2018 were agreed as a true record and were duly signed by the Chairman.

F1118/05 ITEMS OF URGENT BUSINESS

There were none.

F1118/06 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 three members of the public in attendance, one member of the press and two of whom spoke on the first item.

F1118/07 STRATEGY ACTION PLAN - PROGRESS & NEXT STEPS

a) Councillors received an update from the Action Group reviewing improvements to Mere Street and considered a tabled proposal regarding the Floral Diss project. There were no updates since the last meeting regarding the traders' group or the project to take on management of the Council owned floral planters. Andrew Rackham was acknowledged for his considerable efforts on the town's remembrance displays, reflecting positive collaborative working with different Councils.

Doreen Collins was thanked for organising the Floral Diss project. Thirty sites have been identified as potential positions for low level planters on Market Place & Mere Street. The project has been supported by local businesses with volunteer support for ongoing maintenance. It was noted that wooden planters are more cost effective than recycled plastic with an estimated lifespan of 5-10 years. Half of the available funds will be used to install an initial phase of 8 planters. The final

quantity of planters depends on funding and the Diss Trophy Centre can provide plaques for the planters. It was

RESOLVED: to support the Floral Diss project by covering the cost of the public / employee liability insurance.

(Action; Clerk; immediately)

- b) Councillors noted that due to the staffing shortage, there is no update from the Action Group developing the approved supplier system since the last meeting.
- c) Councillors received an update on expenditure of the S106 monies from the Longmeadow development to improve recreation facilities. Five eligible projects have been proposed. Two at the Sports Ground to include refurbishment of the skateboard park and works to the javelin run. One to reconfigure the first floor at the DYCC, a proposal to improve play equipment at Fair Green and renovation of the play equipment on the Park. It was noted that the estimated costs of refurbishing most play equipment and installing a new item on the Park would total approximately £40k. It is proposed to replace the mono rail with a simpler version at lower cost. It was noted that the different colour surfacing is attractive but expensive to replace due to joins between colours. It is recommended that the surface is replaced where required in one full colour and it was agreed this would not be black. There is only one company that will supply the US kit and there are too many risks associated with international purchasing. Future budgeting needs to consider replacement equipment. It was also noted that one supplier offers 25% match funding. It was

RESOLVED: that £3,967 of the S106 monies from the Longmeadow development pays for the improvements to play equipment at Fair Green.

(Action; Clerk; immediately)

- d) Councillors reviewed activity relating to the Heritage Triangle Project including the ongoing maintenance agreement. The Corn Hall / Council responsibilities document is the latest iteration, under review by the Diss Corn Hall Trust. It was agreed that it should be the pre-cursor to reviewing the lease arrangements. There was discussion around expectations regarding future responsibilities anticipated prior to the Heritage Triangle Project and it was acknowledged that the refurbished building now has more complex requirements. The responsibilities for boardwalk, gardens & streetscape were also reviewed. It was noted that much of this work is being carried out by the Council's maintenance staff as the Heritage Triangle Trust does not have the required resources. There was a discussion about the voluntary nature of the Trust, which has non-contractual obligations and the requirement to formally review the situation after a set period. It was

RESOLVED: i) to approve and review annually the Diss Corn Hall Trust and Town Council responsibilities document for the Corn Hall, boardwalk, gardens and streetscape subject to approval by the Diss Corn Hall Trust and Heritage Triangle Trust

(Action: Clerk / DCHT / HTT; by 10.01.20)

ii) to review the lease of the Corn Hall between the Diss Corn Hall Trust & Town Council.

(Action: Clerk / CL / JM; by 31.01.19)

Members also reviewed the boardwalk opening times with a view to improving accessibility by having the boardwalk open 24-7. It was noted that the closed gates on the boardwalk gives the impression the boardwalk is shut. There was a discussion around the requirement for lighting during hours of darkness & that illegal parking in the Triangle would continue regardless of additional car park provision during evenings and weekends. It was agreed that due to the increased public safety & staff security concern, the boardwalk should continue to be open from dawn to dusk throughout the week. It was noted that solar lighting was installed but soon after vandalised. It was

RESOLVED: iii) that the boardwalk should continue to be open from dawn to dusk throughout the week.

The two options regarding the agreement for the maintenance of the wildlife gardens were reviewed. The full lease option would result in a legally binding and enforceable agreement but at a considerable cost. It was noted that alternative quotes could be sought and that not all judges would view a letter of agreement as terms of a lease. Conversely the Trust is a voluntary group and what may be required is a contractual agreement setting out respective responsibilities. It was

RESOLVED: iv) to pursue the option of a contractual agreement between the Town Council & the Heritage Triangle Trust.

(Action: Clerk / JR / HTT; by 10.01.19)

F1118/08 DONATIONS PROTOCOL

Councillors reviewed a draft protocol for making donations to the Town Council. Councillors Crawford and Olander were thanked for providing a first draft and it was agreed it would be reviewed alongside existing associated regulations & the relatively low volume of requests for such. It was

RESOLVED: to review the protocol / guidelines for making donations to the Town Council for presentation to a future meeting.

(Action: Clerks / MC / SO; by 10.01.19)

F1118/09 EVENTS

a) Councillors noted that the Diss war memorials have been added to the statutory list as part of the year commemoration of the First World War.

b) Councillors received an update regarding Gig in The Park. The recent meeting with the organiser covered the main objections regarding level of sound, end times of the event, and Park & toilet access. The organiser has agreed to an earlier finish time, to provide access to the Park toilets and to house the acts in marquees, which will be turned away from residential areas allowing better sound control. There was a discussion around the children's play area being an integral part of the event as the children's zone incorporated lots of craft activities & the organiser had concerns the public would be able to experience the event outside of the fencing for free. It was agreed that a footpath should be left through the Park for public access. Members also discussed the commercial viability of the event and associated charges to compensate for use of the town's park. It was noted that a comparable price was being sought from other authorities running similar events and that a fee structure for the Park could be considered. It was also noted that there were many local play areas available particularly Fair Green, that the date of the event would need to be considered in light of other Park events and that a contract binding the organiser to the conditions would be drawn up. It was

RESOLVED: to draft a full summary report including the feedback received for the next meeting of Full Council.

(Action: Clerk; by 15.11.18)

F1118/10 DISS CEMETERY

a) Councillors received an update on improvements to the welfare facilities for the maintenance team. The Planning Authority has requested an arboriculturalist report, which is being undertaken and that an extension of time has been applied to the application. It was also noted that an ecology report had also been requested but that the County Wildlife site recommendations allow Council management of the proposed area of the Cemetery.

(Action: Clerks / AG; immediately)

b) Councillors received an update regarding the proposals for the redevelopment of the roundabout in Diss Cemetery. It was noted that the works are scheduled for the end of March & that agreement needs to be reached regarding exclusivity of advertising.

(Action: Clerks / CL; by 10.01.19)

c) The proposal to reduce the costs for Cemetery Chapel plaques was deferred to the next meeting.

(Action: Clerks; by 10.01.19)

d) Information regarding Cemetery water risk management was deferred to the next meeting.

(Action: Clerks; by 10.01.19)

e) Councillors noted the gravedigging contract will be reviewed at a future meeting.

(Action: Clerks; by 10.01.19)

F1118/11 DISS PARK

a) Councillors received an update regarding the wall positioned near the boundary of Diss Park and The Nunnery. It was

RESOLVED: that the Council's solicitor would be requested to prioritise a resolution on the issue of ownership of the wall positioned near the boundary of Diss Park and the Nunnery.

(Action: Clerk; immediately)

b) Members reviewed the Park Pavilion Kiosk lease expiring February 2019. It was noted that the opening hours have not been adhered to, which is a continual issue as the licensees can't afford

the staff running costs if there is little customer demand. There is also an issue of birds nesting in roof, which has meant that this space has not been used. Quotes for netting the roof have been sought but it is expensive. It was

RESOLVED: to confirm the existing tenant's requirement to renew the lease, renew the Park Pavilion Kiosk lease for a further three-year period and resolve the issues around opening times and birds nesting in the roof.

(Action: Clerks; by 10.01.19)

F1118/12 MERE'S MOUTH TOILETS

Councillors reviewed the draft management agreement and received an update regarding the Mere's Mouth toilets. South Norfolk Council (SNC) is tendering on the specification, which has seen minor tweaks primarily to match with the Town Council's Park toilets. The Wymondham toilets have been visited and been renovated to a good standard. It was noted that DTC has the option of installing a water bottle filling station but that as SNC is responsible for the wall, it would be simpler for them to install and DTC to supply the water. The timescale for completion is 8-10 weeks and a target date of end of March for handover is planned. It was noted that consideration would have to be given to closing the toilets as this has been undertaken by SNC until now. It was agreed that specific queries from councillors should be forwarded to Councillor Howard to inform the Full Council meeting. It was also noted that approximate costs for pay as you go toilets had been sought but are cost prohibitive. It was

RESOLVED: to include the draft management agreement for approval at the next Full Council meeting.

(Action: Clerk; by 15.11.18)

F1118/13 STREETLIGHTING

It was noted that the update on Streetlighting would be provided to Full Council at its next meeting.

(Action: Clerk; by 15.11.18)

F1118/14 TOMMY SILHOUETTE

Councillors considered potential Town Council owned sites as a permanent home for the Tommy Silhouette in response to the Diss Waveney Rotary Club's request in the press for potential locations in the town. Various options were discussed including the Corn Hall, gardens & Cemetery but it was noted that an internal site may well be required given the structure of the silhouette. As the request for sites was general and not specific to DTC, it was agreed no action was required by the Council at this stage.

F1118/15 SIGNAGE

Councillors received an update regarding the signage review project. It was noted that this item had been appearing on the Facilities and Infrastructure committee agendas, so it was

RESOLVED: that the signage review be an item for consideration by the Infrastructure committee.

(Action: Clerk; by 24.01.19)

F1118/16 MARKET REGULATIONS

Councillors reviewed revised market regulations. It was noted that the revised market regulations was an amalgamation of several existing sets of market regulations drawn up for different market days in an effort to remove duplication & improve accessibility of the market regulations for hirers and when reviewed by the Council. It was

RESOLVED: to approve the revised market regulations.

(Action: Clerk; immediately)

F1118/17 BUDGET

Councillors considered Facilities budget requirements for 2019/20. It was

RESOLVED: to include an allocation for resolving the pigeon nesting issue and Market Place resurfacing and electrics in the 2019-20 budget.

(Action: RFO / RL; immediately)

F1118/18 MATTERS OUTSTANDING

a) There were no outstanding matters from previous meetings or updates from this committee's Action Groups not reported elsewhere for consideration.

- b) There were no foreseeable maintenance issues from the Maintenance Manager, not considered elsewhere.

F1118/19 MEMBER FORUM

Councillors considered information or issues relevant to this committee from members for brief discussion, action or inclusion on a future agenda. It was noted that clarification for the Clerk and Council would be useful on what are operational or strategic decisions. It was

RESOLVED: to include operational / strategic decision clarification as an item on a future Full Council.

(Action: Clerk; by 14.02.19)

F1118/20 DATE OF NEXT MEETING

Councillors noted that the next meeting of the Facilities Committee will be held on 16th January 2019.

Meeting Closed at 9.20pm.

Councillor Liggett
CHAIRMAN