

DISS TOWN COUNCIL

MINUTES

Minutes of the meeting of the **Facilities Committee** held in the Council Chamber at **Diss Corn Hall** on **Wednesday 16th January 2019** at **7:15pm**.

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

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

F0119/01 APOLOGIES

Apologies were received and accepted from Councillors Crawford, Kitchen & Mason.

F0119/02 NOMINATION OF SUBSTITUTE REPRESENTATIVES

Councillor Taylor substituted for Councillor Crawford.

F0119/03 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

Minute No.	Councillors Name	Personal/ Other Interest	Pecuniary Interest	Reason
F0119/08	S. Browne	✓		This councillor is an employee of the Diss Citizens Advice Bureau adjacent to the DYCC.
F0119/08	S. Olander	✓		A member of this councillor's family has quoted for the works.

F0119/04 MINUTES OF THE LAST MEETING

It was

RESOLVED: The minutes of the Facilities committee held on Wednesday 14th November 2018 were agreed as a true record and were duly signed by the Chairman.

F0119/05 ITEMS OF URGENT BUSINESS

There was none.

F0119/06 PUBLIC PARTICIPATION

There was one member of the press in attendance observing only.

F0119/07 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. This project is going to go on the back burner due to operational commitments.
- b) Councillors received an update on the expenditure of the Section 106 monies for improving the recreational provision in Diss & Roydon for older children and adults (report reference 16/1819 referred). Members considered four eligible projects namely upgrading play equipment on the Park, improving the skateboard park equipment and the javelin run facility at the Sports Ground and reconfiguration of the upstairs floor at the DYCC. It was noted that the Fair Green Neighbourhood Association & Roydon Parish Council were utilising £4k & up to £20k retrospectively leaving £92k for Diss to spend. There was discussion about undertaking market research with older children to determine the best use of the funds. It was noted that Community Infrastructure Levy monies could be put towards the projects. It was

- RESOLVED: i) To ask Diss Youth Council to undertake market research with High School students to determine their preferences for expenditure of the S106 monies and review the results at the next meeting of this committee.
- ii) To investigate whether leasing of play equipment would be a more cost effective long term solution instead of a large capital outlay.
- iii) To earmark up to £20,000 of the S106 monies for Roydon Parish Council to spend on outdoor gym equipment.

(Action: Youth Council / Clerk: immediately)

- c) Councillors reviewed the revised letter, which considered the respective responsibilities of the Town Council and the Heritage Triangle Trust regarding the maintenance of the wildlife gardens to form the basis of a contractual agreement. There was discussion around specifying the permanent structures & required insurance cover for both parties. It was noted that the Clerk is soon to meet with the Council's insurer to review its policy requirements. It was

RESOLVED: That the Clerk would amend the letter to specify the permanent structures and the insurance cover required for the Council and Heritage Triangle Trust prior to instructing the Council's solicitor to legalise the letter & sending to the Trust for agreement.

(Action: Clerk / JR; by 31.01.19)

F0119/08 DYCC

Councillors received an update on the plans to relocate the maintenance team from the Cemetery to the DYCC. Members considered contracting an architect to draw up plans, at an approximate cost of up to £2k, to maximise the use of the upstairs space at the DYCC with quotations to be submitted to specification. It was also agreed that the proposed additional car parking spaces should be removed from the plans, due to the cost of installation being in excess of £1000 (per parking space) with consideration instead for relining the car parking spaces. There was discussion around moving the bin store from the site entrance to the rear of the car park to improve street appearance. It was noted that the Mere players who rent the workshop at the side of the DYCC have given notice & the space will be free from Spring 2019 & the Diss Museum Manager and maintenance team have been consulted regarding the relocation plans. There was also discussion about setting a target date for the relocation given the time taken on this project to date and it was noted that the DYCC cleaning contractor has been given notice with the cleaning to be carried out in-house. It was

- RESOLVED: i) To brief an architect to draw up a specification for maximising the usage of space at the DYCC and acquire quotations thereon.
- ii) To remove the proposed additional car parking spaces from the DYCC scheme and consider relining the car parking spaces
- iii) To relocate the maintenance team from the Cemetery to the DYCC with a project plan to be drawn up for the next meeting of this committee.

(Action: RL/Dep Clerk; immediately)

F0119/09 DISS PARK

Councillors considered the Park Pavilion Kiosk lease. It was noted that the only change was in flexibility around opening times during inclement weather. It was

RESOLVED: to renew the Park Pavilion Kiosk lease with the existing tenant for a further three years.

(Action: Dep Clerk; immediately)

F0119/10 DONATIONS PROTOCOL

Councillors noted that the draft protocol for making donations to the Town Council was being reviewed by Officers. It was

RESOLVED: to include the revised donations protocol as an item on the next agenda of this committee.

(Action: Dep Clerk / TC; by 07.03.19)

F0119/11 COUNCIL OFFICES

- a) Councillors considered a proposal to install artwork on or next to the wall of the Council Offices to promote the Heritage Triangle area. It was noted that other parts of the town could be signposted but that having a second town centre map for this purpose on the boardwalk railings would mean that neither map detracted from each other. This map could be incorporated into the signage review project, which is underway. It was

RESOLVED: to approve the principle of the artwork to promote the Heritage Triangle area on or next to the wall of the Council Offices subject to planning consent and fixings.

(Action: Clerk; immediately)

- b) Councillors reviewed a proposal from registration services to reduce use of the ceremony room by two days a week with a reduction in hire fees accordingly. There was discussion around the charge for the stairlift service and for health and safety reasons, it was

RESOLVED: To approve the proposal from the registration services for a reduction in the use of the ceremony room by two days a week, no additional charges would be applied for maintenance of the stairlift.

(Action: Dep TC; immediately)

F0119/12 CORN HALL

Councillors considered a proposal to reduce the costs of updating the councillor and clerk boards at the Corn Hall (report 18/1819 referred). The proposed location of the new board & its title was discussed, and it was

RESOLVED: to approve the proposal to purchase a new councillor and clerk board for installation outside the Council Chamber subject to a revised title.

(Action: Dep TC; immediately)

F0119/13 CEMETERY

a) Councillors considered the same proposal to reduce costs for Cemetery Chapel plaques as per report 18/1819. It was

RESOLVED: to approve the proposal to purchase a board rather than individual plaques for the Cemetery Chapel to acknowledge the contribution of deceased councillors.

(Action: DepTC; immediately)

- b) Councillors received an update regarding the proposals for the redevelopment of the roundabout in Diss Cemetery. A period of five years was discussed, and members agreed that to have an advertising or sponsorship contract for the Cemetery was inappropriate. Rosedale Funeral Home had expressed their concerns around not wanting comparable other commercial representation at the Cemetery for a lesser level of support to theirs. It was

RESOLVED: to approve the request from Rosedale Funeral Home that further approaches from other companies would need to offer comparable support to receive similar visibility at Diss Cemetery.

(Action: DepTC; immediately)

F0119/14 EASEMENT

Councillors considered a proposal for an easement to extend the boardwalk on the Mere as part of the Wetherspoons development in the Kingshead Yard car park (plans referred). It was noted that previous correspondence between the applicant and the former Clerk had resulted in a commitment of £5k from the applicant, which would cover legal fees and could be earmarked for the Mere water quality management plan. It was

RESOLVED: to grant an easement to extend the boardwalk on the Mere to connect with the Wetherspoons development in the Kingshead Yard car park as per the plans for a £5,000 contribution.

(Action: Clerk; immediately)

F0119/15 MERE'S MOUTH TOILETS

It was noted that the Mere's Mouth toilets would be an item on a future Full Council meeting.

F0119/16 CCTV

This item was deferred to the next meeting of the Infrastructure committee.

(Action: Clerk; immediately)

F0119/17 EVENTS

- a) Events 2019 - councillors noted the events scheduled for 2019.
b) Carnival – this item was deferred to the next meeting of this committee.

(Action: Dep TC; by 6.03.19)

F0119/18 MATTERS OUTSTANDING

- a) Councillors reviewed the progress report since the last meeting.
b) There were no foreseeable maintenance issues from the Maintenance Manager, not considered elsewhere.

F0119/19 **MEMBER FORUM**

There were no issues raised relevant to this committee from members for brief discussion, action or inclusion on a future agenda.

F0119/20 **DATE OF NEXT MEETING**

Councillors noted that the next meeting of the Facilities Committee will be held on 13th March 2019.

Meeting Closed at 21.15.

Councillor Liggett
CHAIRMAN