

DISS TOWN COUNCIL

MINUTES

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. Letter to be agreed 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 requested the site proposals for Wetherspoons in order to understand the impact these works would have on Diss and proposed 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.

(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