

# DISS TOWN COUNCIL

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## MINUTES

Minutes of the meeting of the **Facilities Committee** held in the Council Chamber at **Diss Corn Hall** on **Wednesday 26<sup>th</sup> September 2018** at **7:15pm.**

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

In attendance: Miss Sarah Richards, Town Clerk  
Councillor Taylor  
Robert Ludkin, Maintenance Manager  
Two Youth Councillors (observing only)  
Six members of the public

**F0918/01 APOLOGIES**

Apologies were received from Councillor Mason.

**F0918/02 NOMINATION OF SUBSTITUTE REPRESENTATIVES**

Councillor Taylor substituted for Councillor Mason.

**F0918/03 DECLARATIONS OF INTEREST<sup>1</sup> AND REQUESTS FOR DISPENSATIONS**

There were none.

**F0918/04 MINUTES OF THE LAST MEETING**

It was

RESOLVED: that the minutes of the Heritage & Facilities committee held on Wednesday 13<sup>th</sup> June 2018 were agreed as a true record and were duly signed by the Chairman.

**F0918/05 ITEMS OF URGENT BUSINESS**

There were none.

**F0918/06 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 six members of the public in attendance who spoke on items as they arose. Two Youth Councillors were observing also.

**F0918/07 STRATEGY ACTION PLAN - PROGRESS & NEXT STEPS**

a) 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. It is planned that the new Deputy Town Clerk will lead on this.

b) Councillors received an update regarding the options for expenditure of the S106 monies from the Longmeadow development to improve recreation facilities in Diss & Roydon. A request for £4,000 was received from the Fair Green Neighbourhood Association to improve their play area. It was noted that the FGNA is a community organisation made up of residents and friends of Fair Green and its purpose is to manage and maintain the registered village green and the tracks around it, for the benefit of the wider community. The Town Council used to maintain it before it was sold to a private individual and it is now leased to FGNA to manage and maintain. DTC continues to maintain the grassy areas & ensures the bins are emptied. FGNA's main source of income is fundraising via events. The relatively small request will fund a new giant spider seat & climbing sculpture to be supplied by Hearts of Oak who also installed their slide as well as improvements to two older pieces of equipment. It was noted that four other projects have been put forward in collaboration with Roydon Parish Council, that all five meet the eligibility criteria set for expenditure of the S106 monies

and funds have to be spent by May 2020. Given that detailed costs are awaited for one of the projects and confirmation from Roydon Parish Council of a potential additional project, it was

RESOLVED: to support the proposal from the Fair Green Neighbourhood Association for £4,000 of the S106 monies from the Longmeadow development to improve recreation facilities in Diss & Roydon subject to final costings, in partnership with Roydon Parish Council with a detailed proposal for approval by mid-November at the latest.

**(Action: SB/FW/JM/Clerk; immediately)**

- c) Councillors reviewed activity relating to the Heritage Triangle Project. It was reported that options are being explored to mitigate against the issues with the Corn Hall building specifically lack of ventilation & water penetration. Remedial works to the imprint has been taking place & are due for completion at the end of this week. Volunteers helped to repair, realign & re-install planters at the weekend and the Youth Group is scheduled to help in the gardens. The Heritage Triangle Trust is supporting the Town Council with garden maintenance with plaque revenue to be shared with the Town Council. The issue of parking enforcement in the Triangle was again raised and has been brought to the attention of the relevant Director at SNC for investigation.
- d) Councillors received an update from the Action Group reviewing improvements to Mere Street. It was noted that there hasn't been a recent meeting of the combined Traders Group but that both groups are working together. The leads of the two planter projects have met to coordinate activity. The plan for community groups to take over maintenance of the Town Council owned garden beds is still on the table and the licence to garden has been issued by Norfolk County Council regarding their bed at the end of Mere Street. There was discussion around replacing sections of sleepers and budgeting ahead, but it was agreed that the project could be pursued in the meantime as most plants could be removed and replanted without damage at the appropriate time.

It may be possible to extend the floral Diss planter scheme to the end of Mere Street depending on funds received & volunteers, for which there has been considerable community support. It was noted that recycled plastic planters are likely to cost twice as much as wooden ones & that they had an unknown durability. It was agreed that it was incumbent on the Town Council to consider the cost impact on taxpayers both short and long term given that the licence agreement regarding ongoing maintenance would be between Norfolk County Council who own most of the land in Mere Street & the Town Council & that all options should be explored. The lead was thanked for her efforts on the project to date.

The code of conduct regarding street performances including busking was reviewed and although it was agreed it couldn't be enforced, it would give traders and the Town Council a framework and guidelines within which to operate. Traders are keen to display the Code on their premises and all aspects of street performing has been considered namely noise, licences, behaviour, positioning, timings & repertoire. The Clerk agreed to forward a guide to busking which deals with resolving issues, emphasised the importance of setting realistic expectations regarding the Code with traders regarding the Town Council's role in supporting traders to manage buskers & encouraged traders to report incidents. It was

RESOLVED: That the Action Group would review the guide to busking dealing with issue resolution & work with traders to fine tune the Code of Conduct.

**(Action: SB / FW; immediately)**

## **F0918/08 EVENTS**

- a) Councillors considered a request for Gig In The Park 2019 in which the organiser proposed measures to address some of the issues experienced at this year's event namely sound levels and public consultation. Three members of the public spoke about the negative impact of the sound volume over three days and nights on residents in Diss and surrounding parishes and the requirement to regulate amplification to the environment and audience size. It was noted that some of the Town Council's requirements were not fulfilled as agreed and that this would be addressed. There was discussion regarding the loss of access to the Park and its amenities for families with children, dog walkers and those with mobility issues particularly in peak summer and scaling back the event to maintain Park access. It was agreed that advice would be sought from the District Council regarding sound monitoring & a VAT specialist regarding the potential for generating income to invest into the Park's facilities. It was noted that this was a trial first year, that the event was well received by many but that there were significant lessons to be learnt to inform planning of future events of this nature. It was

RESOLVED: to review the complaints and issues regarding Gig in the Park 2018 and meet with the organisers to discuss.

**(Action: Clerk; immediately)**

- b) Councillors considered a proposal to support a World War One centenary memorial event at St Mary's Church. It was agreed that support should be given to this monumental event to commemorate those who sacrificed their lives for us. It was noted that funds in Earmarked Reserves Events could be used and there was discussion around contributing funds to the Combat Stress Charity. It was

RESOLVED: to gift Diss Waveney Rotary Club £600 towards the costs of the World War One centenary memorial event at St Mary's Church in November.

**(Action: RFO; immediately)**

- c) Councillors considered listing Diss war memorials to the statutory list as part of the 100-year commemoration of the First World War. It was

RESOLVED: That Councillor Robertson would investigate the listing of Diss war memorials.

**(Action: JR; by 08.11.18)**

#### **F0918/09 DISS CEMETERY**

- a) Councillors received an update on improvements to the welfare facilities for the maintenance team. It was noted that the planning application has been submitted with a decision expected in November.

- b) Councillors considered proposals for the redevelopment of the roundabout in Diss Cemetery. Councillors welcomed the proposals to improve the roundabout and vehicular access around it subject to discussions around exclusivity of advertising solely on the roundabout and area in the Garden of Rest. It was

RESOLVED: to approve the proposals subject to an agreement around exclusivity of advertising of the roundabout & Garden of rest area and to be reviewed after 10 years.

**(Action: Clerk/RL; immediately)**

- c) Councillors noted that the works to resurface the Cemetery roads, along with a plan to minimise future vehicular wear & tear, will be coordinated with the above project.

- d) Councillors considered a proposal to reduce costs for Cemetery Chapel plaques. Given the time at 9pm, it was

RESOLVED: to defer this item to the next Executive meeting.

**(Action: Clerk; immediately)**

- e) Councillors received information regarding Cemetery water risk management. It was

RESOLVED: to defer this item to a future meeting of the Facilities committee.

**(Action: Clerk; immediately)**

- f) Councillors noted the Grave Digging contract and procedure will be reviewed at a future meeting.

#### **F0918/10 DISS MERE**

Councillors received an update regarding the removal of the dead willow tree overhanging Diss Mere. It was noted that the works are scheduled for 3<sup>rd</sup> October, after which the boardwalk would be fully re-opened.

#### **F0918/11 DISS PARK**

Councillors received an update regarding the wall positioned near the boundary of Diss Park and the Nunnery. It was noted that correspondence had been sent to the planning applicant requested pre-registration documents to prove ownership of the wall and a request to re-position the heras fencing on the Park side of the wall.

#### **F0918/12 DYCC**

- a) Councillors noted Unit 23's forthcoming plans for Diss. It was noted that Unit 23 had submitted a request for funding, which was being considered and that their plans would be reviewed.
- b) Councillors received Park Radio's quarterly update. Park Radio was thanked for an excellent summary and congratulated on their first-year achievements.

**F0918/13 MERE'S MOUTH TOILETS**

Councillors received an update on the Mere's Mouth toilets. It was noted that further information is awaited from the District Council in order for any decisions to be made.

**F0918/14 DONATIONS PROTOCOL**

Councillors received a report and draft protocol for making donations to the Town Council. Given the time at 9.12pm, it was

RESOLVED: to defer consideration of the draft protocol for making donations to the Town Council and any requests for such to the next meeting of the Facilities committee.

**(Action: Clerk; by 08.11.18)**

**F0918/15 MATTERS OUTSTANDING**

- a) There were no matters outstanding from previous meetings or updates from this committee's Task & Finish Groups not reported elsewhere.
- b) There were no foreseeable maintenance issues from the Maintenance Manager, not considered elsewhere.

**F0918/16 MEMBER FORUM**

Councillors considered information and issues relevant to this committee from members for brief discussion, action or inclusion on a future agenda. The Clerk updated members that the signage stakeholders meeting was being scheduled for mid-October and that it may be possible to reduce the use of the ceremony room by the registration services in order to increase booking space capacity and that this would be included as an item on a future agenda.

**(Action: Clerk; by 08.11.18)**

**F0918/17 DATE OF NEXT MEETING**

Councillors noted that the next meeting of the Facilities Committee will be held on 14<sup>th</sup> November 2018.

Meeting Closed at 9.18pm.

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Councillor Liggett  
CHAIRMAN