

DISS TOWN COUNCIL

MINUTES

Minutes of the meeting of the **Facilities Committee** held in the Council Chamber at **Diss Corn Hall** on **Wednesday 23rd October 2019** at **7:15pm**.

Present: Councillors: S. Browne (ex-officio)
D. Collins
N. Howard
S. Kiddie
S. Olander (ex-officio)
J. Robertson
E. Taylor

In attendance: Sarah Richards, Town Clerk
Robert Ludkin, Maintenance Manager
1 member of the public

F1019/01 **APOLOGIES**

Apologies were received and accepted from Councillors Poulter and Mason.

F1019/02 **NOMINATION OF SUBSTITUTE REPRESENTATIVES**

Councillor Gingell substituted for Councillor Poulter.

F1019/03 **DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**

Minute No.	Councillors Name	Personal/ Other Interest	Pecuniary Interest	Reason
F1019/10	D. Collins	✓		This councillor is member of the Diss Town Guide Committee.

F1019/04 **MINUTES OF THE LAST MEETING**

It was

RESOLVED: That the minutes of the Facilities committee held on 18th September 2019 were agreed as a true record and were duly signed by the Chairman.

F0919/05 **ITEMS OF URGENT BUSINESS**

There were none.

F1019/06 **PUBLIC PARTICIPATION**

There was one member of the public present in attendance to speak on item 8 on the agenda relating to the Memorandum of Understanding.

F1019/07 **PROGRESS REPORT**

Councillors noted progress on decisions made at the last meeting of this committee. Updates were provided on the Nunnery wall and the Wetherspoons Deed of Easement. It was noted that the correspondence received from the former owner of the Nunnery confirming that the Nunnery wall was in their ownership when it was sold into the current ownership would be forwarded to the Council's solicitor to be used as proof of evidence from the vendor. Members were also advised that Councillor Poulter, Robertson and the Clerk had met to review the deed of easement and a revised version had been forward to the Council's solicitor's for consideration.

F1019/08 **DYCC**

Councillors reviewed the draft Memorandum of Understanding between Diss Town Council and the Friends of Parish Fields (FPF) regarding land to the rear of the Diss Youth & Community Centre. There was discussion around management of trees, which remains the responsibility of the relevant landowner and of the land should FPF wind up in terms of cost implications for the Town Council. It was noted that the Deputy Town Clerk would provide an update regarding the registration of the small strip of land. Some amendments to the MoU that had been distributed to members were read aloud by the Clerk. The primary changes related to the insurance clause and moving the background information to the appendices. It was

RESOLVED: to approve the Memorandum of Understanding as amended between Diss Town Council & the Friends of Parish Fields regarding land to the rear of the Diss Youth & Community Centre.

(Action: Dep TC; immediately)

F1019/09 DISS PARK

Members considered the principle of expenditure of remaining Section 106 monies / Community Infrastructure Levy funds on a replacement roundabout and accessible trampoline for Diss Park. There was an explanation of the report presented to committee. It was noted that Roydon Parish Council would be deciding whether to spend their allocation of the S106 funds at their meeting on 29th October and would have up to December 2020 to spend the CIL funds should they decide that the Town Council can use their S106 funds to avoid the monies being returned to the developer. It was also noted that quotations for the reconfiguration of the DYCC had been received which far exceeded the expected cost and that two further quotes were awaited. It was

RESOLVED: to approve the expenditure of remaining Section 106 monies / Community Infrastructure Levy funds on a replacement roundabout and accessible trampoline for Diss Park.

(Action: Clerks/MM; immediately)

F1019/10 DISS MAP DONATION

Councillors considered the principle of a donation from the Diss Town Guide committee of a map of Diss in 2000 with installation on a Council-owned site in memory of Diss Town Guide contributors. Diss Park and the Heritage Gardens were proposed as potential sites. It was noted that the Council's donations protocol would be followed, and the application form completed. There was also consideration of two further sites near Mavery House on Mere Street and outside Diss Museum to achieve greater footfall, which gave rise to a discussion on the purpose of the map. The committee is looking to commission the map as a commemoration of former contributors, but it was viewed that a current day map to direct you in and around town would be more useful. There was also discussion about the appropriate size/height of the map. It was

RESOLVED: to approve the principle of a donation from the Diss Town Guide committee of a map of Diss with installation on a Council-owned site in memory of Diss Town Guide contributors subject to further details.

(Action: Clerks/DC; immediately)

F1019/11 BUDGET

Councillors noted that 2019/20 budget requirements for this committee will be presented to the next meeting post the Budget Action Group meeting to determine format.

F1019/12 MEMBER FORUM

Members considered information or issues relevant to this committee from members for brief discussion, action or inclusion on a future agenda. The income and expenditure of the DYCC to include actual staffing costs was requested. It was noted that Cittaslow signage still exists at the entrance to Norfolk House Yard and it could be gifted to Diss Museum. There was an update on moving the BT phone box, which requested permission from the landowner but given the Council is the landowner, this would be followed up.

Members were asked to consider a possible duck trail around town to increase footfall following the success of other town trails and Councillor Olander agreed to undertake further research with Eye Town Council before considering any further. It was noted that MTM Youth Services & Diss Youth Council may wish to be involved. The Council's maintenance team was thanked for the improvements to cleanliness along Mere Street by the traders. It was

RESOLVED: That the income and expenditure of the DYCC would be considered as part of the budgeting process and that the duck trail idea would be explored further.

(Action: Budget Action Group / SO; by 21.11.19)

F1019/13 DATE OF NEXT MEETING

Members noted that the next meeting of the Facilities Committee is scheduled for 27th November 2019.

Meeting closed at: 8.07pm.

Councillor Robertson
CHAIRMAN