

DISS TOWN COUNCIL

MINUTES

Minutes of the meeting of the **Facilities Committee** held in the Council Chamber at **Diss Corn Hall** on **Wednesday 5th February 2020** at **7:15pm**.

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

In attendance: Councillor M. Gingell
Sonya French, Deputy Town Clerk
Robert Ludkin, Maintenance Manager
Sarah Richards, Town Clerk

F0220/01 APOLOGIES

There were none.

F0220/02 NOMINATION OF SUBSTITUTE REPRESENTATIVES

There were none.

F0220/03 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

Minute No.	Councillors Name	Personal/ Other Interest	Pecuniary Interest	Reason
F0220/16	D. Collins	✓		This councillor has worked with both publishers.

F0220/04 MINUTES OF THE LAST MEETING

It was

RESOLVED: That the minutes of the Facilities committee held on 27th November 2019 were agreed as a true record and were duly signed by the Chairman.

F0220/05 ITEMS OF URGENT BUSINESS

There were none.

F0220/06 PUBLIC PARTICIPATION

There were no members of the public present.

F0220/07 CEMETERY

Councillors considered provision for future land requirements for burials. Diss Cemetery currently has enough burial land provision for a further 40 years. The Greater Norwich Local Plan, currently out for consultation, requires the site allocation adjacent to the Cemetery to safeguard land for an extension at nil cost to the Town Council.

There was discussion around the amount of land that would be required for burial plots. Councillors agreed that provision of burial land for the next 100 years to include the existing 40-year provision would be acceptable. It was

RESOLVED: To request that the extension of the Cemetery allows for an additional 60 years of burials/ashes at the current rate of burial at nil cost to the Town Council
(Action: Clerk; by 16.03.20.)

F0220/08 EVENTS

Members reviewed the events calendar for 2020 and considered amalgamating Armed Forces Day into

the VE Day 75 celebrations which are taking place during the weekend of 8-10th May 2020. It was noted that the Council is already committed to taking responsibility for the Remembrance Day parade in 2020 as the Royal British Legion no longer has the resources to organise it. Given the two additional events for 2020, it was It was:

RESOLVED: To contact the Royal British Legion and/or Army Cadets with a view to them arranging the Armed Forces Day event.

(Action: Clerk; immediately)

F0220/09 DISS MERE

Members considered a contribution towards purchasing a replacement fountain for Diss Mere. It was noted that the fountain was originally gifted to the Town Council by the Diss & District Rotary Club and that this request had come from the Diss Community Team (formerly Town Team) as they are looking at initiatives to attract visitors to Diss and feel that the Mere could be better exploited. The original supplier has confirmed that it would be uneconomical to repair the existing fountain and a quote for £22,500 has been received for a replacement fountain.

The Council currently pays £5,500 per year towards maintaining fountain by paying for the annual servicing and electricity costs. It was also noted that there have been additional costs borne by the Council to extend the wiring from the fountain so that it is accessible via the edge of the water. Members heard that the sequencer on the coloured lights does not currently work and that a cheaper quote to replace the same model of fountain had also been found. It was

RESOLVED: That Diss Community Team seek further quotes to either repair or replace the lighting feature on the existing fountain or replace the Diss Mere fountain at lower cost.

(Action: Clerk; 29.02.20)

F0220/10 PROGRESS REPORT

Councillors noted progress on decisions made at the last meeting of this committee. It was noted that there was no further update regarding the Mere's Mouth toilets or the Wetherspoons development.

F0220/11 MEMBER FORUM

Members considered information or issues relevant to this committee from members for brief discussion, action or inclusion on a future agenda. It was

RESOLVED: To include consideration of the replacement flagpole at the Corn Hall on a future Facilities agenda, and the town centre shopping decline on a future Infrastructure committee agenda.

(Action: Clerks; by 13.02.20 & 02.04.20)

It was

RESOLVED: To co-opt Councillor Gingell onto the Facilities Committee to consider the remaining items.

Councillor Browne chaired this item.

F0220/12 MEETINGS

Members considered a request from Diss Corn Hall to change the day of Council meetings from a Wednesday to a Thursday evening to accommodate a long-term hire request. It was noted that the request has come from a course leader wishing to start a youth theatre and who has very limited capacity as she runs other groups elsewhere on other nights. There was discussion about the income generated for the Corn Hall from this potential hire. It was

RESOLVED: To decline the request from the Corn Hall to change the day of Council meetings to a Thursday evening and retain Wednesday as the Council's meeting booking.

(Action: Clerk; immediately)

It was also noted that some publicity to reflect the change of the Council Chamber's name to Walden Studio should be arranged.

(Action: Clerks; by 12.03.20)

F0220/13 DATE OF NEXT MEETING

Members noted that the next meeting of the Facilities Committee is scheduled for Wednesday 8th April 2020.

F0220/14 PUBLIC BODIES (Admissions to Meetings)

Members considered a resolution under the Public Bodies (Admissions to Meetings) Act 1960 and Standing Orders 3d to exclude members of the public and press in order to discuss the following items which are properly considered to be of a confidential nature.

Councillor Robertson chaired this item.

F0220/15 DISS YOUTH & COMMUNITY CENTRE

Members considered a request from Park Radio Ltd to extend their lease to incorporate the adjacent meeting room at the DYCC (report reference 31/1920 referred). It was noted that the quotation should reflect the ground floor kitchenette works only. There was discussion around the hire charge parameters, and it was agreed that the fee should be no less than the existing rate charged. It was also noted that a quote of up to £1k had been received from the Council's solicitors to amend the lease to reflect the additional space. It was agreed that the additional space would be hired out on an exchange of letters rather than included within the existing lease. It was

RESOLVED:

- a) To appoint Norse to install the kitchenette area off the main hall at the Diss Youth & Community Centre once the quotation has been confirmed to include only the specification for the ground floor works.
(Action: MM; immediately)
- b) To hire out the meeting room adjacent to Park Radio's existing lease for the remaining lease period on an exchange of letters and to give delegated authority to the Clerk to negotiate the fee at no less than the existing rate.
(Action: Clerk; immediately)
- c) To consider the feasibility of the reconfiguration of the upstairs floor of the DYCC during the 2020/21 financial year.
(Action: Committee; 2020/21)

Councillor Howard chaired this item.

F0220/16 DISS MATTERS

Members considered the future of the Diss Matters publication (report reference 32/1920 referred). It was noted that a discussion around reducing the number of issues per year had taken place with both publishers. It was agreed that having a printed magazine produced and distributed to the residents of Diss at no cost to taxpayers would continue to meet the needs of the majority of residents who prefer reading the publication in hard copy format and those who do not use social media. It was

RESOLVED:

- a) To appoint Falcon Publications to design, print and distribute 4,500 copies of Diss Matters with up to 44 pages free of charge twice per year at a ratio of 60:40 editorial versus advertising content.
(Action: KJ/DepTC; immediately)
- b) To review and incorporate the feedback received where possible to inform the Diss Matters publication.
(Action: KJ/DepTC; immediately)
- c) To review the process of producing Diss Matters after three issues to determine effectiveness.
(Action: Clerk; April 2021)

Councillor Browne chaired this item.

F0220/18 HONOURED CITIZENS

Members considered nominations for Honoured and Junior Good Citizens. It was

RESOLVED:

- a) To award the Junior Good Citizen for 2020 to Callum Doe.
- b) To award the Honoured Good Citizen for 2020 to Andrew Rackham.
(Action: Clerk; immediately)

Meeting closed at: 21:27.

Chairman: Councillor Robertson