

COMMITTEE MEMBERSHIP:

S. Browne (Vice-Chair), D. Collins, M. Gingell, S. Kiddie, A. Kitchen, K. Murphy, S. Olander (ex-officio), J. Robertson (Chair), E. Taylor (ex-officio), G. Waterman, J. Welch

FOR INFORMATION:

R. Peaty, L. Sinfield, J. Wooddissee
Town Clerk, Buildings & Facilities Manager

Diss Express

DISS TOWN COUNCIL

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DEPUTY TOWN CLERK (COO)

Miss S French (CiLCA)

Our ref: F 23.11.22

Date: 17 November 2022

NOTICE OF MEETING

Dear Members of the Public and Press,

You are cordially invited to a meeting of the **Facilities Committee** to be held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 23rd November 2022** at **7.15pm** to consider the business detailed below.

Deputy Town Clerk

AGENDA

- 1. Apologies**
To receive and consider apologies for absence
- 2. Nomination of Substitute Representatives**
To note nominated substitute representatives attending in place of those who have sent their apologies.
- 3. Declarations of Interest and Requests for Dispensations**
To note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.
- 4. Minutes**
To confirm as a true record, the minutes of the Facilities Committee held on 20th July 2022 (copy herewith).
- 5. Public Participation**
To consider a resolution under Standing Orders 3d to 3h to suspend the meeting to hear comments from members of the public on items to be discussed on the agenda (*members of the public are entitled to speak for a maximum of five minutes*).

- 6. Items of URGENT business**
To discuss any item(s) of business which the Chair or Deputy Town Clerk has previously been informed at least 24 hours before the meeting and decides should be considered as a matter of urgency (*councillors are reminded that no resolutions can be made under this agenda item*).
- 7. Strategic Plan**
To note progress on the Strategy Action Plan (copy herewith).
- 8. Budget 2023/24**
To approve the Facilities committee budget recommendations for 2023/24 and to send the proposals to the Executive Committee for agreement on 7th December 2022 (report reference 36/2223 herewith refers).
- 9. Skateboard Park**
To receive a report on lighting upgrade at the Skateboard Park (report reference 37/2223 refers).
- 10. Council Offices**
To receive an update on the Council Office refurbishments (report reference 38/2223 refers).
- 11. Progress Report**
To note progress on decisions made at the last meeting of this committee (copy herewith).
- 12. Member Forum**
To consider information or issues relevant to this committee from members for brief discussion, action or inclusion on a future agenda.
- 13. Date of Next Meeting**
To note that the next meeting of this committee is scheduled for 15th February 2023.
- 14. Public Bodies (Admissions to Meetings)**
To consider 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 item which is properly considered to be of a confidential nature.
- 15. Skateboard Park**
To consider recommendations regarding upgrades to the Skateboard Park (confidential report reference 39/2223 refers).

NOTES

1 - Council has a statutory legal duty under the Localism Act 2011 s2 and has adopted a code dealing with the conduct that is expected of members in order to promote high standards of conduct as required by the Act. Members' disclosable pecuniary interests are kept on a register available to view on the Council's website. Allegations about the conduct of a councillor may be made to the district council's monitoring officer. Diss Town Council has also adopted a dispensation policy.

The reports and enclosures referred to in this agenda are available (unless marked confidential) for public inspection on our website at <https://www.diss.gov.uk/facilities>.

DISS TOWN COUNCIL MINUTES DRAFT

Minutes of the meeting of the **Facilities Committee** held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 20th July 2022** at 7.15pm.

Present: Councillors: J. Welch
M. Gingell
A. Kitchen
K. Murphy
J. Robertson (Chair)
E. Taylor (ex-officio)

In attendance: Sonya French (Deputy Town Clerk)
One member of the public

F0722/01 ELECTION OF CHAIRMAN

Members considered a new Chairman of the Facilities Committee for the Municipal Year 2022/23. It was

RESOLVED: To re-elect the current Chair Councillor Robertson as Chair of the Facilities Committee.
(Action: Admin staff to complete paperwork; immediately)

F0722/02 APOLOGIES

Apologies were received and accepted from Robert Ludkin (Maintenance Manager), councillors Collins, Kiddie and Browne. Apologies were not received from Cllr Olander.

F0722/03 ELECTION OF VICE-CHAIRMAN

Members considered a new Vice-Chairman of the Facilities Committee for the Municipal Year 2022/23. It was

RESOLVED: To re-elect the current Chair Councillor Browne as the Vice Chair of the Facilities Committee.
(Action: admin staff to complete paperwork; immediately)

F0722/04 NOMINATION OF SUBSTITUTE REPRESENTATIVES

There were none.

F0722/05 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

Minute No.	Councillors Name	Personal/Other Interest	Pecuniary Interest	Reason
07/2210	Councillor Welch	X		Member of the public who wishes to sail is personally known to councillor.

F0722/06 MINUTES OF THE LAST MEETING

Councillors confirmed as a true record, the minutes of the Facilities Committee. It was

RESOLVED: That the minutes of the meeting of the Facilities Committee held on 9th February 2022 were confirmed as a true record of the meeting and signed by the Chair.

F0722/07 PUBLIC PARTICIPATION

There was one member of the public present who presented an update to committee on item number 0722/11, woodland walk at the rear of the DYCC. It was noted that the woodland walk had seen some vandalism recently and that the woodland walk project group have been working tirelessly to fix the recently vandalised bench. The project team would like to look at extending the ancient walkway so that visitors could continue their walk through to Shelfanger Road. They would need agreement to utilise the space at the side of the current concrete garage next to the hedge at the DYCC which is currently used and owned by Diss Town Council.

F0722/08 ITEMS OF URGENT BUSINESS

There were none.

F0722/09 STRATEGIC PLAN

Members noted progress on the Strategy Action Plan.

F0722/10 MERE

Members considered the application form, risk assessment and terms and conditions relating to a model boat trial on Diss Mere. Members discussed the risk assessment and felt that the document needed to be more detailed. They would like the risk assessment form to be completed by officers with clarification on parking, mobile telephones and the hazards that could be present for both the person driving the boat and visitors to the Park. It was

RESOLVED:

To support the regulations, terms and conditions once the risk assessment has been updated with recommendations.

(Action: Town Clerk to action; immediately)

F0722/11 DISS YOUTH & COMMUNITY CENTRE

Members noted report (reference 14/2223) regarding the woodland walk project to the rear of the Diss Youth & Community Centre.

F0722/12 PROGRESS REPORT

Members noted progress on decisions made at the last meeting of this committee.

F0722/13 MEMBER FORUM

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

F0722/14 DATE OF NEXT MEETING

Members noted that the next meeting of this committee is scheduled for 23rd November 2022.

Meeting closed at: 20.06.

Chairman: Councillor Robertson

**Diss Town Council
Strategy Action Plan 2021-2023
Facilities Committee**

Item 7

Priority Number	SMART Objectives	How will we achieve these objectives?	When will we achieve these objectives?	Who will achieve these objectives?	Who will achieve these objectives? Other (contractor / cllr / local authority)	What costs will be incurred for each of the steps / objectives?	How will we measure whether we have achieved each step / objective(s)?	Any other comments	Progress
Priority 3 of 5: Facilities Management Programme (Facilities Committee)	B. To create an asset/facility management programme to forward budget more effectively and make cost efficiencies by Jan 2022.	1. Produce a site-specific risk assessment for each facility	01/03/2024 March 2023	Maint Man		Staffing costs			This work is a very large portion of work and will need longer to complete, hoping to complete by Nov 2022.
Priority 4 of 5: Mere Water Quality/Biodiversity (Facilities Committee)	A. To improve the water quality of the Mere to make the Mere safer and increase visitor footfall by 2023.	1. Estimate current usage of the Mere by residents, visitors and groups.	01/03/2024 March 2023	Clerk Action Group/Clerk	Action group of councillors - SB / SO & JR				There has not been another meeting of this Action Group since the last Facilities committee meeting and there appears to be little interest in additional volunteers coming forward. The progress report provides an update regarding the Angling Club resolutions. Clerk / Chair have been tasked with reviewing outcomes to ensure they are still relevant and SMART. It is proposed that with further interest in this objective, a meeting of the Action Group could be arranged to achieve this. Please appoint additional members of the committee to help.
Priority 4 of 5: Mere Water Quality/Biodiversity (Facilities Committee)	A. To improve the water quality of the Mere to make the Mere safer and increase visitor footfall by 2023.	2. Review Council's water quality management plan to determine outstanding actions.	Apr-21	Clerk	Action group of councillors - SB / SO & JR		A Mere Water Quality Management Plan was developed in November 2017 and the short-term recommendations have been implemented. Review medium- and long-term recommendations.		
Priority 4 of 5: Mere Water Quality/Biodiversity (Facilities Committee)	A. To improve the water quality of the Mere to make the Mere safer and increase visitor footfall by 2023.	3. Complete regular water surveys using the Council's own measuring equipment and that of third parties (e.g. universities) to measure the effectiveness of measures taken.	Mar-22	Maint Man / Maintenance		Unknown at this time, more information on costs required.	Monthly water samples taken against baseline data prior to implementing measures to improve water quality.	It is understood there are issues with measuring equipment which need to be addressed before regular surveys can re-start. Should already have considerable baseline data from previous surveys. Key Stakeholder – Diss &	
Priority 4 of 5: Mere Water Quality/Biodiversity (Facilities Committee)	A. To improve the water quality of the Mere to make the Mere safer and increase visitor footfall by 2023.	4. Plant more oxygenating plants around the Mere (min. 6 months water testing data).	01/09/2024 January 2022	Maint Man / Maintenance DDAC	Council's planting contractor	Staff plus plant costs.	Location plan of plants in Mere.		
Priority 4 of 5: Mere Water Quality/Biodiversity (Facilities Committee)	A. To improve the water quality of the Mere to make the Mere safer and increase visitor footfall by 2023.	5. Consider upgrading or replacing the fountain to improve the oxygenation of the water with additional lights to make a feature of the fountain for lighting displays / events	Mar-22	Dep Clerk/B&F Manager	Facilities committee	Up to £25k	Estimate usage of the Mere by residents, visitors and groups. Survey visitors to Diss on reason for visit to identify number of people being attracted to Diss by the Mere.	Costly capital outlay to weigh up against considerable benefits of improved water quality, wildlife environment and visitor attraction. The fountain is also a well photographed amenity in Diss with visitors coming to see the Mere/fountain.	
Priority 4 of 5: Mere Water Quality/Biodiversity (Facilities Committee)	A. To improve the water quality of the Mere to make the Mere safer and increase visitor footfall by 2023.	7. Work alongside neighbouring properties to ensure their wastewater is not being directed into the Mere.	Jun-23	Clerk		Staff Costs	Plan of wastewater discharge required for all neighbouring properties alongside confirmation from landowner.		
Priority 4 of 5: Mere Water Quality/Biodiversity (Facilities Committee)	A. To improve the water quality of the Mere to make the Mere safer and increase visitor footfall by 2023.	8. Consider other potential events / activities on / around the Mere assuming it is safe to do so.	Aug-22	Action Group / Facilities committee/B&F Manager	Facilities committee / community involvement	Not yet known	Attendance at activity / event.		



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Report Number:
36/2223

Report to:	Facilities BAG
Date of Meeting:	23/11/2022
Authorship:	Responsible Finance Officer (RFO)
Subject:	Facilities Budget 2023-24

Introduction

1. Following a meeting held on 17/10/22, with Cllr Robertson, Cllr Gingell, Robert Ludkin (Facilities & Buildings Manager), Sonya French (Chief Operations Officer) and the RFO, the budget action group (BAG), considered the proposed income and expenditure in relation to the budget for 2023/24. The RFO would like to thank the members of the BAG for their work to compile the budget.
2. The proposed budget is shown at Appendix 1 (herewith).
3. Increases in supplier costs and inflation across the board have the potential to impact the requirement from the precept significantly. To mitigate this, many of the projects in the Earmarked Reserves (EMR) that usually have a contribution from the precept, it is suggested, are funded from other income streams. These include Community Infrastructure Levy (CIL) funds which can only be spent on specified projects and the predicted proceeds from the sale of the cemetery bungalow which can only be spent on capital projects.
4. Other funding for expenditure could be sought from the contingency which forms part of the general reserve, year-end surpluses and grants from external bodies. *The budget sets out the spending specifically from the precept and not the expectation of actual spending.*

Amenities

5. Amenities headed expenditure is proposed to go up from £61K in the current year to £66K in 2023/24. This includes £45K of revenue expenditure (running costs) and £21K being allocated to EMR specified projects.
6. It was proposed that planting in and around the town was done in house and support for Floral Diss continued as in the current year for the maintenance of the planters.
7. Town and Park funding which covers the majority of maintenance, repairs and upkeep of the town as a whole, is to increase from £18K to £20K to allow for inflation and fulfilling the strategic objective of town cleanliness.
8. It has become apparent that additional funds for the repair of toddler play equipment and wet pour surfacing at the park is required and is of importance as a key public service.

9. Boardwalk repairs of £2,527 that were allocated from the EMR in the current year in error should be replaced in next year's budget. To allow for maintenance of the gardens and boardwalk a revenue allowance of £1K is required.
10. Across all sites the electricity costs have been recorded and monitored. From this data it has been possible to reasonably estimate costs for the first 6 months of 2023/24 (as that is when the fixed rate is due to expire). The second 6 months have assumed a 60% increase in electricity from our current fixed rate.
11. Insurance costs across all sites are assumed to rise by 5% except in the case of the van insurance (due to claims) which could rise to 10%. Unfortunately, the council is unable to get an accurate forecast of costs from the insurance company until January 2023 at the earliest, by which time the precept will already be determined. A complete breakdown and comparison of insurance costs by site is submitted retrospectively in the year end accounts.
12. Van running costs are expected to increase to reflect the increase in fuel and maintenance costs.
13. Tree management as a three year contract that involves a number of suppliers is complicated to administrate as a revenue expenditure. It is recommended that the scope of the EMR project is expanded for this important aspect of council duties, to include all works to trees within the tendered contracts. This is preferable to allowing for a contingency out of the precept.
14. A contribution of £3,500 for works to repair the flint wall at St Mary's Church (EMR project F) is suggested.
15. The mere fountain is serviced at an annual cost of £1,500. By contributing a further £5K to the existing EMR (project G), a new, more energy efficient fountain can be purchased in the coming years.
16. It is recommended that Project H, to resurface the mere's mouth, is allocated £1K from the 23/24 budget.

Cemetery

17. Cemetery Grounds require increased funds for green waste disposal and gardening works.
18. The conclusion of works to the Chapel (project J) are expected prior to the next financial year. Therefore £1K is suggested to fund repairs and maintenance of the chapel that are not within the scope of the works to the roof.
19. It was suggested that new equipment servicing providers were sought and that £3K is allocated to ensure that all equipment is appropriate and properly maintained. A contribution of £1,500 towards a new ride on mower (project K) in the years to come is proposed.
20. The cemetery bungalow is subject to council tax while it is unoccupied. Provision has been suggested to cover these costs as it is unknown when this liability will cease.

Cornhall

21. The maintenance of an asset as substantial as the Cornhall requires a £6K revenue budget to facilitate the servicing and fulfil the regulatory obligations as the building's owner. An update and review of servicing requirements is underway by the F&B Manager, which will allow for a more accurate budget to be determined.

22. The contribution of £5K to the Cornhall EMR (project L) will minimize the financial impact of capital works to the Cornhall in the future, which as a listed building will be significant.

Council Offices

23. Project M to upgrade the council offices is in the early planning phases. It is suggested that no further funds are sourced from the precept at this time.
24. Servicing, utilities and other running costs are expected to be £12K, down from £18K in the current year. It is hoped that the reconfiguration will improve the efficiency of the building.

Other Council Properties

25. Provision of the park and mere's mouth toilets is required to increase substantially if these services are to continue to operate. A review of the current years costs has confirmed that £12K for the park toilets and £15K for the mere's mouth is needed. To afford this, the contribution towards replacement park toilets EMR (project A) should be sought from other income sources.
26. The staff uniform budget is reduced as a result of resourcing more effectively and the majority of purchases already made.

Diss Youth and Community Centre

27. The DYCC budget for running costs, overall remain the same as the current year. Further improvements and modifications are suggested to be funded from sources other than the precept.

Marketplace

28. £500 from the precept as contribution to provide electrical points at the marketplace (project P) is recommended to increase its scope to include installation at the park.

Sports Ground and Skatepark

29. Running costs of the sports ground are not expected to increase by more than 5%. The installation of CCTV has required an ongoing broadband connection which is budgeted at £650 per year.
30. The investment and upgrades required at the sports ground are suitable for funding by sources other than the precept. Therefore, no contributions are suggested for the 2023/24 budget.

Income

31. The proposed income is shown at Appendix 2.
32. Reviews of the Sports ground hire and aspects of DYCC hire charges have been completed prior to the BAG meeting so further changes were not required. Reviews of the cemetery and market income are scheduled prior to year-end and members were advised of other incomes. Conservative estimates based on actual incomes have been submitted factoring in changes such as the discontinuation of the cemetery bungalow rent.

Budget Conclusions

33. Overall, the 23/24 budget reduces from £192K in the current year to £183K. As explained in the introduction, £29K is recommended to the appropriate EMR, compared with £43K contributed in the current year. Revenue expenditure has increased from £149K this current year to £154K.

34. This 5% reduction in the facilities budget will not be enough to offset the increases in the executive and infrastructure budgets which have fewer options for flexibility. Currently there is a £19K difference between last year's budget and this year's.

35. £29K precept to the 9 EMR projects as follows:

C	Boardwalk	£ 2,527.00
D	Van replacement	£ 1,000.00
E	Tree management	£ 9,000.00
F	St Marys Wall	£ 3,500.00
G	Mere Fountain	£ 5,000.00
H	MM Resurfacing	£ 1,000.00
K	Ride on lawnmower	£ 1,500.00
L	Cornhall	£ 5,000.00
P	Market/ Park Elec points	£ 500.00
		£ 29,027.00

36. **Option 1** – Continue to request the above £29k from the precept for the above projects. The Precept will be 3.3% above the current year.

Option 2 – Request £10K for projects D and E which are suitable to be funded from the precept. The remaining £19K can be funded from the alternative sources and the precept will stay the same as this year.

Option 3 – Request nil contribution from the precept and fund all £29K from year end transfer of surpluses or proceeds from the property sale. The precept will be 1.66% less than the current year.

Recommendations:

1) To approve the budget allocation for the Facilities committee related expenditure of £182,644 and income of £98,451 to Full Council on 21st December.

2) To approve the Earmarked Reserves contribution from the precept of £10,000 (option 2) to Full Council on 21st December.

EXPENDITURE FACILITIES COMMITTEE								
		2021-22		2022-23		2023-2024		
<u>Description</u>	<u>Code</u>	<u>21-22 Budget updated</u>	<u>21-22 Actual updated</u>	<u>22-23 Budget</u>	<u>Total Projected</u>	<u>Precept Revenue</u>	<u>Precept Revenue & EMR</u>	<u>Project Ref</u>
<u>Amenities</u>								
Agency NCC Grass cutting	4000	400	29	100	96	100	100	
Allotment insurance	4020	26	326	27	26	28	28	
Garden & Floral Scheme	4040	2,600	2,145	1,800	1,820	1,300	1,300	
Town/Pk	4060	31,000	14,553	18,000	18,740	20,000	20,000	
Play Equipment R&R	4061	2,000	58,732	500	3,231	5,000	5,000	B
Board Walk Main	4062	4,250	1,252	3,000	2,933	1,000	3,527	C
Van Replacement	4065	1,000	0	1,000	0	-	1,000	D
Van Running Cost	4070	3,500	4,580	3,500	3,439	4,000	3,500	
Van Insurance	4071	1,055	1,055	1,108	1,033	1,220	1,220	
Tree management	4075	6,500	13,860	8,500	7,875	-	9,000	E
Closed Churchyard R&R	4085	5,025	28	3,604	33	30	3,540	F
Manorial Rights R&R	4090	500	9	10	3	10	10	

EXPENDITURE FACILITIES COMMITTEE								
		2021-22		2022-23		2023-2024		
<u>Description</u>	<u>Code</u>	<u>21-22 Budget updated</u>	<u>21-22 Actual updated</u>	<u>22-23 Budget</u>	<u>Total Projected</u>	<u>Precept Revenue</u>	<u>Precept Revenue & EMR</u>	<u>Project Ref</u>
Mere Water Drainage	4095	1,500	3,107	2,695	1,023	2,800	2,800	
Mere Fountain	4100	6,500	1,853	8,250	1,477	1,500	6,500	G
Mere Fountain Electricity	4101	2,812	3,495	3,800	3,174	3,830	3,830	
Mere Fountain/Kiosk Insurance	4102	150	150	158	147	155	155	
PK - Water	4110	50	-601	100	82	100	100	
PK - Electricity	4115	1,760	1,364	1,790	1,056	1,841	1,841	
Mere's Mouth Rent	4120	100	100	100	100	100	100	
Mere's Mouth Business Rate	4125	420	424	424	424	424	424	
Mere's Mouth Water	4130	0	0	0	0	-	-	
Mere's Mouth (Resurfacing)	4135	1,000	0	1,000	18,373	-	1,000	H
Park Insurance	4140	1,767	1,707	1,848	1,673	1,757	1,757	
AMENITIES TOTAL EXPENDITURE		73,915	108,168	61,314	66,761	45,195	66,732	
Cemetery Grounds R&R	4250	7,000	8,516	7,000	13,919	8,000	8,000	I
Cemetery Roads R&R	4255	0	0	0	0	-	-	

EXPENDITURE FACILITIES COMMITTEE								
		2021-22		2022-23		2023-2024		
<u>Description</u>	<u>Code</u>	<u>21-22 Budget updated</u>	<u>21-22 Actual updated</u>	<u>22-23 Budget</u>	<u>Total Projected</u>	<u>Precept Revenue</u>	<u>Precept Revenue & EMR</u>	<u>Project Ref</u>
Cemetery Chapels R&R	4260	5,000	880	6,500	49,599	1,000	1,000	J
Cemetery Monuments Testing	4265	0	0	0	0	-	-	I
Cemetery Water	4275	110	142	150	109	150	150	
Cemetery Electricity	4280	460	1,178	950	1,106	472	472	
Cemetery Insurance	4285	483	482	507	473	496	496	
Cemetery Grave digging Exp	4300	0	8,059	0	10,270	-	-	
CEMETERY TOTAL EXPENDITURE		13,053	19,257	15,107	75,475	10,118	10,118	
General Maintenance Equipment	4270	4,500	3,425	4,500	14,021	3,000	4,500	K
General Insurance Equipment	4271	138	138	145	135	142	142	
Ride on mower Insurance	4272	401	401	421	393	412	412	
General Equipment Total		5,039	3,964	5,066	14,549	3,554	5,054	
CH Maint	4350	14,500	2,533	11,000	12,440	6,000	11,000	L
CH Insurance	4360	2,510	2,509	2,636	2,459	2,582	2,582	
CORN HALL TOTAL EXPENDITURE		17,010	5,042	13,636	14,899	8,582	13,582	
<u>Council Offices</u>								
Office Business Rate	4610	4,775	4,853	4,860	4,853	4,860	4,860	
Office Gas	4615	2,000	891	2,000	1,036	1,230	1,230	
Office Electricity	4620	1,400	-648	1,600	2,018	956	956	

EXPENDITURE FACILITIES COMMITTEE								
		2021-22		2022-23		2023-2024		
<u>Description</u>	<u>Code</u>	<u>21-22 Budget updated</u>	<u>21-22 Actual updated</u>	<u>22-23 Budget</u>	<u>Total Projected</u>	<u>Precept Revenue</u>	<u>Precept Revenue & EMR</u>	<u>Project Ref</u>
Office Telephone	4625	2,535	2,668	2,000	1,652	2,000	2,000	
Office Insurance	4630	857	857	900	840	882	882	
Office R&R	4400	4,500	5,131	4,500	4,231	2,500	2,500	
Office Building	4405	10,000	0	7,500	1,663	-	-	M
Office Stairlift	4410	640	344	340	486	340	340	
OFFICE BUILDING TOTAL EXPENDITURE		26,707	14,096	23,700	16,778	12,768	12,768	
<u>Cemetery Bungalow</u>								
Cemetery Bungalow	4415	760	1,119	760	1,718	2,000	2,000	
<u>Other Council Property Costs</u>								
Electricity Testing 5 yrly	4420	250	0	0	1,152	-	-	N
Health & safety	4425	3,500	2,475	2,500	2,316	2,500	2,500	
Pk Toilet Servicing Duty of Care	4435	2,500	6,306	8,450	10,363	12,000	12,000	A
PK Toilet Insurance	4445	127	373	133	365	384	384	
PK Toilet Elect	4450	2,333	997	1,900	2,342	1,720	1,720	
PK Toilet Water Rates	4460	1,940	1,165	2,070	1,297	2,070	2,070	
Mere's Mouth Toilets	4465	8,252	12,688	8,450	14,862	15,000	15,000	
Mere's Mouth toilet Electricity	4466	0	0	2,000	231	1,500	1,500	
Staff Uniforms/Replacements	4475	600	534	600	0	250	250	

EXPENDITURE FACILITIES COMMITTEE								
		2021-22		2022-23		2023-2024		
<u>Description</u>	<u>Code</u>	<u>21-22 Budget updated</u>	<u>21-22 Actual updated</u>	<u>22-23 Budget</u>	<u>Total Projected</u>	<u>Precept Revenue</u>	<u>Precept Revenue & EMR</u>	<u>Project Ref</u>
OTHER PROPERTY TOTAL		22,221	24,538	26,103	32,929	35,424	35,424	
<u>DYCC</u>								
DYCC Electricity	4500	3,500	5,369	7,872	5,952	5,252	5,252	
DYCC Gas	4505	1,000	609	1,500	722	830	830	
DYCC Business Rate	4510	5,106	5,190	5,200	5,190	5,200	5,200	
DYCC Water Rate	4515	710	281	710	653	710	710	
DYCC Licences Music	4520	267	301	247	0	247	247	
DYCC Insurance	4525	1,055	1,055	1,108	1,033	1,085	1,085	
DYCC Annual Service Costs	4530	2,890	1,825	1,500	879	1,500	1,500	
DYCC General R&R	4540	9,500	12,219	9,000	10,589	4,000	4,000	O
Friends of Parish Fields	4541	0	0	0	0	-	-	
DYCC TOTAL EXPENDITURE		24,028	26,849	27,137	25,017	18,824	18,824	
<u>Market Place</u>								
Market place - Water rate	4810	63	93	63	113	63	63	
Market Business Rate	4815	2,750	2,794	2,800	2,794	2,800	2,800	
Museum Expenditure	4825	0	0	0	333	-	-	
Market Expenditure	4830	1,250	271	750	225	365	865	P
TOTAL MARKET EXPENDITURE		4,063	3,158	3,613	3,466	3,228	3,728	
<u>Sports Ground</u>								
SPG Track Maintenance	4900	0	4,000	0	0	4,000	4,000	Q

EXPENDITURE FACILITIES COMMITTEE								
		2021-22		2022-23		2023-2024		
<u>Description</u>	<u>Code</u>	<u>21-22 Budget updated</u>	<u>21-22 Actual updated</u>	<u>22-23 Budget</u>	<u>Total Projected</u>	<u>Precept Revenue</u>	<u>Precept Revenue & EMR</u>	<u>Project Ref</u>
SPG Flood Lights	4905	3,000	0	0	0	-	-	R
SPG Pavillion Maintenance	4910	0	0	0	333	-	-	
SPG General Maint	4915	3,200	2,500	3,000	3,641	3,000	3,000	S
SPG Grounds Maint	4920	5,104	1,813	6,220	1,942	2,500	2,500	
SPG Water	4930	553	239	553	339	553	553	
SPG Electricity	4935	2,333	2,492	2,200	1,821	2,230	2,230	
SPG Phone	4940	561	143	650	138	300	300	
SPG Insurance Premium	4945	1,295	1,295	1,360	1,269	1,332	1,332	
SKb Insurance	4955	486	486	510	476	499	499	
SKb Maintenance-Maint Material	4965	1,059	0	1,000	0	-	-	T
TOTAL SPORTS GROUND EXPENDITURE		17,591	12,968	15,493	9,960	14,414	14,414	
HTP	4745	0	691	0	69	-	-	
Total Facilities Committee		204,387	219,850	191,929	261,621	154,107	182,644	

Description	Code	<u>21-22 Budget</u>	<u>21-22 Actual</u>	<u>22-23 Budget</u>	<u>Total Projected</u>	<u>23-24 Budget</u>
Facilities						
Agency	1000	3,044	3,157	3,044	2,880	3,456
Allotment Rent	1120	469	619	500	453	500
Amenities Income	1140	2,030	6,092	2,085	11,049	2,085
Duck Pellet	1145	0	0	0	80	0
Mini Recycling Adopter Paymen	1150	0	450	450	900	450
Loan Park Radio	1160	0	0	0	1,120	960
Cemetery Interment/chapel fees	1180	20,300	29,599	20,747	26,772	25,000
Cemetery Memorial fees	1185	10,150	10,760	10,373	11,659	10,500
Cemetery Gravedigging Fees	1190	0	8,140	0	8,413	0
Office Rent/Service Charge	1240	4,459	6,630	4,557	7,052	5,500
Council Property Income	1245	0	621	0	0	0
Cemetery Bungalow Rent	1250	4,572	4,572	4,572	762	0
DYCC Hire fees	1260	15,225	28,192	15,560	21,129	20,000
Friends of Parish Fields	1261	0	0	0	0	0
Photocopying Income	1285	0	9	0	2	0
HTP Grants Received	1305	0	0	0	0	0
Market Stallage	1320	21,548	17,503	22,022	21,704	20,000
SPG Hire fees	1400	8,856	9,708	14,215	9,999	10,000
sub-total		90,653	126,052	98,125	123,974	98,451



DISS TOWN COUNCIL

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Website: www.diss.gov.uk

Report Number:
37 / 2223

Report to:	Facilities Committee
Date of Meeting:	23 rd November 2022
Authorship:	Chief Operations Officer / Deputy Town Clerk
Subject:	Skateboard Park Lighting

Introduction

1. In April 2021, a report was considered by council with regards to the floodlights on the skateboard park (report reference 54/2021 can be found as an Appendix).
2. Council debated the recommendations in the report and the following resolutions were agreed.

fig 1.

Recommendations

1. To trial having the floodlights at the Skateboard Park switched on from 15:30 to 19:30 from November 2021 to March 2022 and carry out the required repairs to the controls/timers.
2. To review the impact of the trial post March 2022 to determine future lighting requirements.
3. To request a quotation for installing CCTV at the Sports Ground site.

Incorporation of Recommendations

3. All the recommendations have been completed. The lights have been repaired with new timers, CCTV has been installed and is in operation and we have completed the switch on times between November and March.
4. A review has been undertaken as per resolution two and it has been noted that during the period since changing the lighting and installing the CCTV, there have been no reports of criminal damage.
5. The outdoor team complete a visual inspection whilst emptying the bins and cleaning the site each morning and have not highlighted any issues with broken equipment or smashed glass which was a constant problem at the site before installation.
6. The lights are being utilised by skateboarders daily and during recent discussions with users of the park they are happy with the lights and CCTV, although they

stated that they would like some repairs to the equipment and surface areas to improve the overall site.

Recommendation

To continue having the floodlights at the Skateboard Park switched on from 15:30 to 19:30 from November to March each year going forwards.



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Report Number:
54 / 2021

Report to:	Facilities Committee
Date of Meeting:	28 th April 2021
Authorship:	Town Clerk
Subject:	Diss Skateboard Park lighting

1. For the last two years, the two floodlights around the Skateboard Park have been switched off. This resulted from a spate of vandalism caused after dark and the situation has improved considerably since then without complaints. Having said this, I have just been informed that some users are taking mobile generators to the site to provide lighting.
2. There appear to be two main regular groups of users of the Skateboard Park. We have recently received an enquiry from one of these users who would like the lights switched on during winter months from 15.30 to 21.30 and from 19.30 to 22.30 March through to October. The latter opening times are apparently the same as Bury St Edmunds.
3. The Maintenance Manager has advised that the electricians servicing the floodlights, situated next to the facility, were regularly tampered with prior to the lights being switched off. This was despite locks on the cabinets and the vandalism resulted in the lights being left on all night until they were powered down via the main supply in the Pavilion.
4. The second main user of the facility has suggested that having the lights on is likely to encourage vandalism. This view has been supported by the Police. There would be costs incurred in repairing the damage to the controls/timers, in running the lights and in the resources required to deal with resultant vandalism.
5. The Council's Maintenance Manager also has concerns that if the lighting is not working properly (including the emergency lighting which operates to allow users to safely dismount and leave the facility) due to regular vandalism that the Council could be liable for any safety implications for users.
6. Approximately £30k was invested recently in refurbishing this facility. One of the Council's strategic objectives is to consider increasing revenue generated at the Sports Ground site through additional bookings where capacity allows.
7. It is suggested that there is sufficient daylight during the summer months (June – August) to negate the requirement for lighting.
8. Members are asked to consider whether the lights at the Skateboard Park should remain switched off or the required works undertaken to have them working for a specified period given the likely resultant vandalism.
9. If the lights remain switched off during winter months, most users would only have access to the facility in the daytime at weekends and during holidays.

Recommendations

1. To trial having the floodlights at the Skateboard Park switched on from 15:30 to 19:30 from November 2021 to March 2022 and carry out the required repairs to the controls/timers.
2. To review the impact of the trial post March 2022 to determine future lighting requirements.
3. To request a quotation for installing CCTV at the Sports Ground site.



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Report Number:
38 / 2223

Report to:	Facilities Committee
Date of Meeting:	23 rd November 2022
Authorship:	Chief Operating Officer / Deputy Town Clerk
Subject:	Council Offices Refurbishment

Introduction

1. The Council offices have had no major works completed on them for over 30 years and it has become apparent that there is a need for major works to be completed to bring the offices back to looking their best, whilst bringing them back up to the specifications required and ensuring the future integrity of the building.
2. On the 24th of November 2021 as part of the budgeting process a report (number 38/2122) was considered and agreed by Council. On this report at item 14 council agreed the below amount of money to cover the cost of architectural services to improve the Council offices.

Fig 1

It is proposed that £5k covers the cost of an architect to assess the Council Offices to make it future proof and more environmentally cost effective.

Architects

3. DTC secured Durrants architectural services to move this project forward and both the Buildings & Facilities Manager (B&FM) and Chief Operations Officer (COO) have been working alongside the architects on how best to improve the space available within the council offices for both staff and visitors.

Council Office Improvements/Upgrades

4. Due to the layout and deterioration of the building, the following improvements are being considered:
 - Changes to the layout of the office plan to use all of the available space.
 - Transforming the inside of the building to incorporate a larger and more inclusive marriage room which could also be utilised by committee and sub committees.
 - Transforming a small part of the car park to incorporate an area for weddings to have scenic photographs if required.
 - To install new air source heat pump and new plumbing.
 - To upgrade all electrical wiring.

- To improve insulation in loft to ensure heating costs are minimised.
 - To provide x2 electric charging points for use by staff and possibly others in the car park.
 - To look at providing solar panels on rear of property to ensure minimum electrical costs.
 - Replacement of windowsills, guttering and downpipes.
 - Reinstating the sash in all windows ensuring they are able to be opened and closed for air circulation and staff exit in an emergency should there be a fire.
 - Looking at double glazing (if allowed).
 - Kitchen area installed to allow staff to have an area for breaks.
 - New usable cupboard for cleaning equipment as per regulation requirements.
 - Repainting of the outside of the building, including windowsills and windows.
 - Removal of bubble glass and replace with clear to improve the street scene.
 - Installation of new blinds to all windows.
 - Replacement of floors due to heating installation and uneven floors.
 - New carpets throughout.
 - New lighting to incorporate Led lights.
 - New electrical socket outlets and light switches.
 - New Fire alarms and burglar alarms to include motion sensors.
 - New back door with conservation officer permission.
 - Looking at changing new heritage colour on building.
 - Improve lighting around building.
 - New IT & wi fi points.
 - Reconsideration of furniture for new offices.
 - Kitchen appliances, including small dishwasher for kitchen area.
5. Whilst working alongside Durrants architectural services, part of their role is to produce a new plan of the proposed offices (Annex). These are basic drawings and they are currently working on more detailed drawings to include specifications of work.

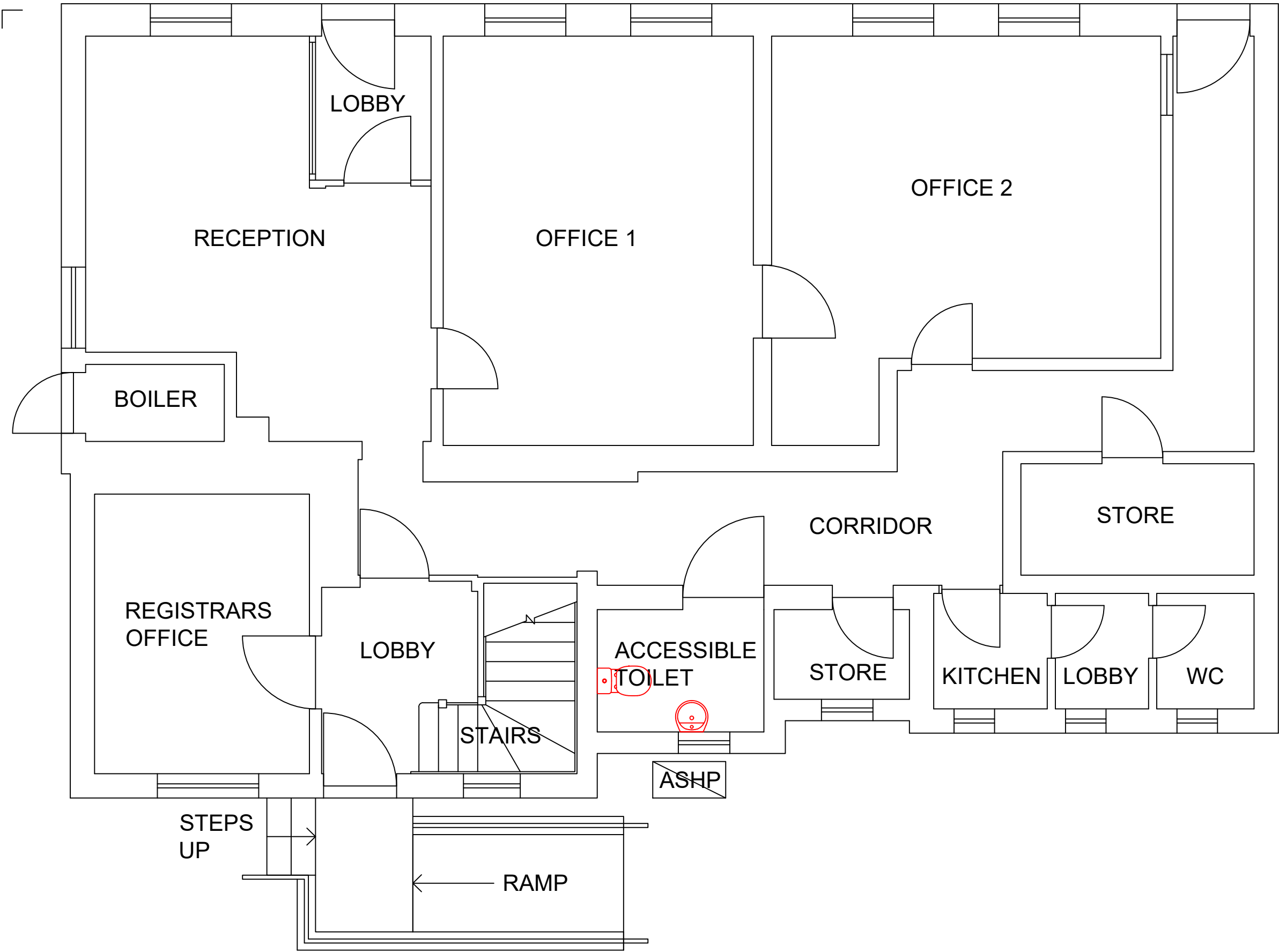
Planning Permission & Ongoing Work

6. Durrants have sent in an initial request to the planning department at South Norfolk Council as part of this process to determine what planning is required for the project including costs to better inform council should the project go ahead.

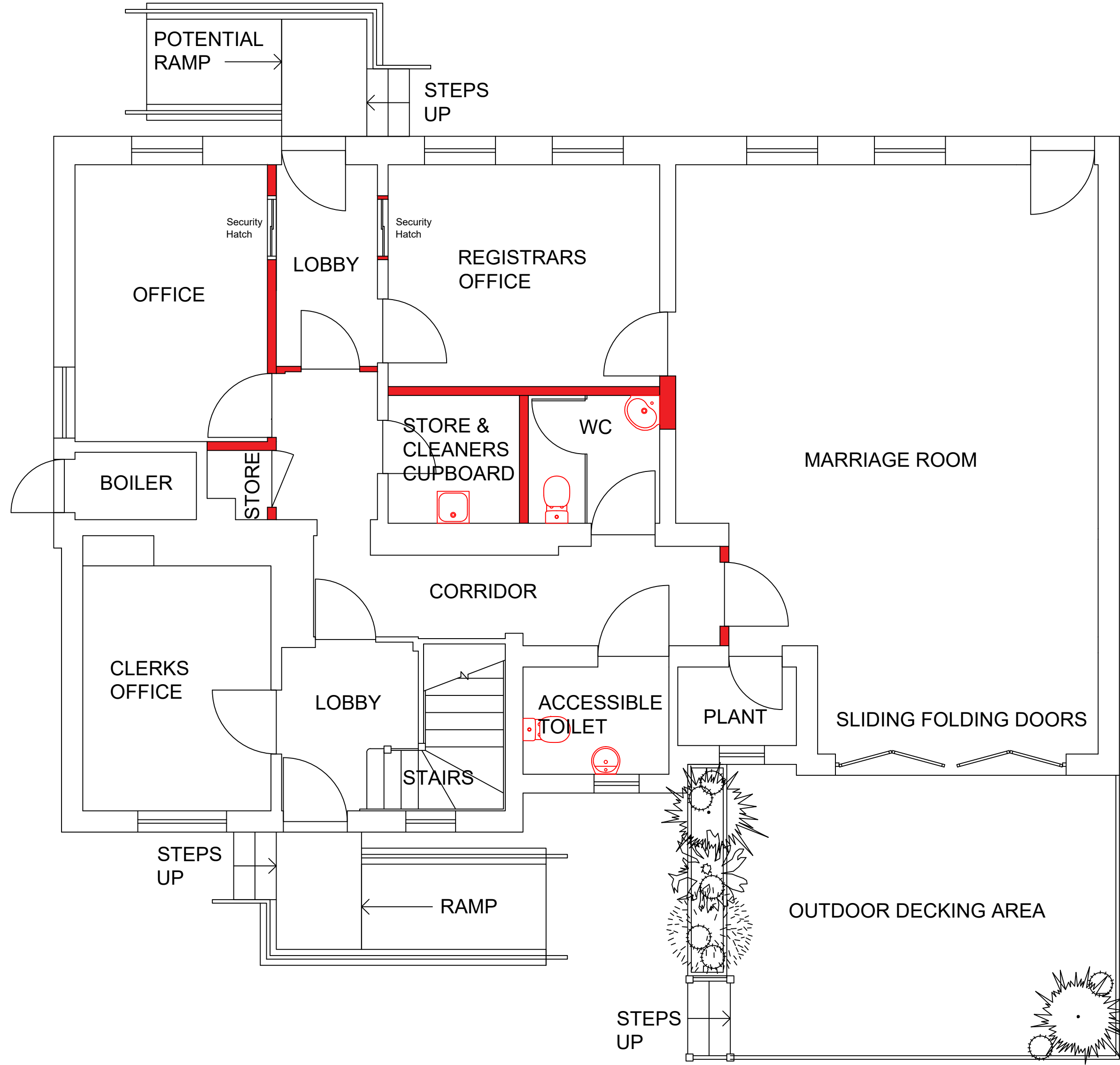
7. Initial work around consulting the SNC's Heritage Officer has been undertaken and there are ongoing consultations to ensure that we comply with all heritage and conservation regulations.

Budget

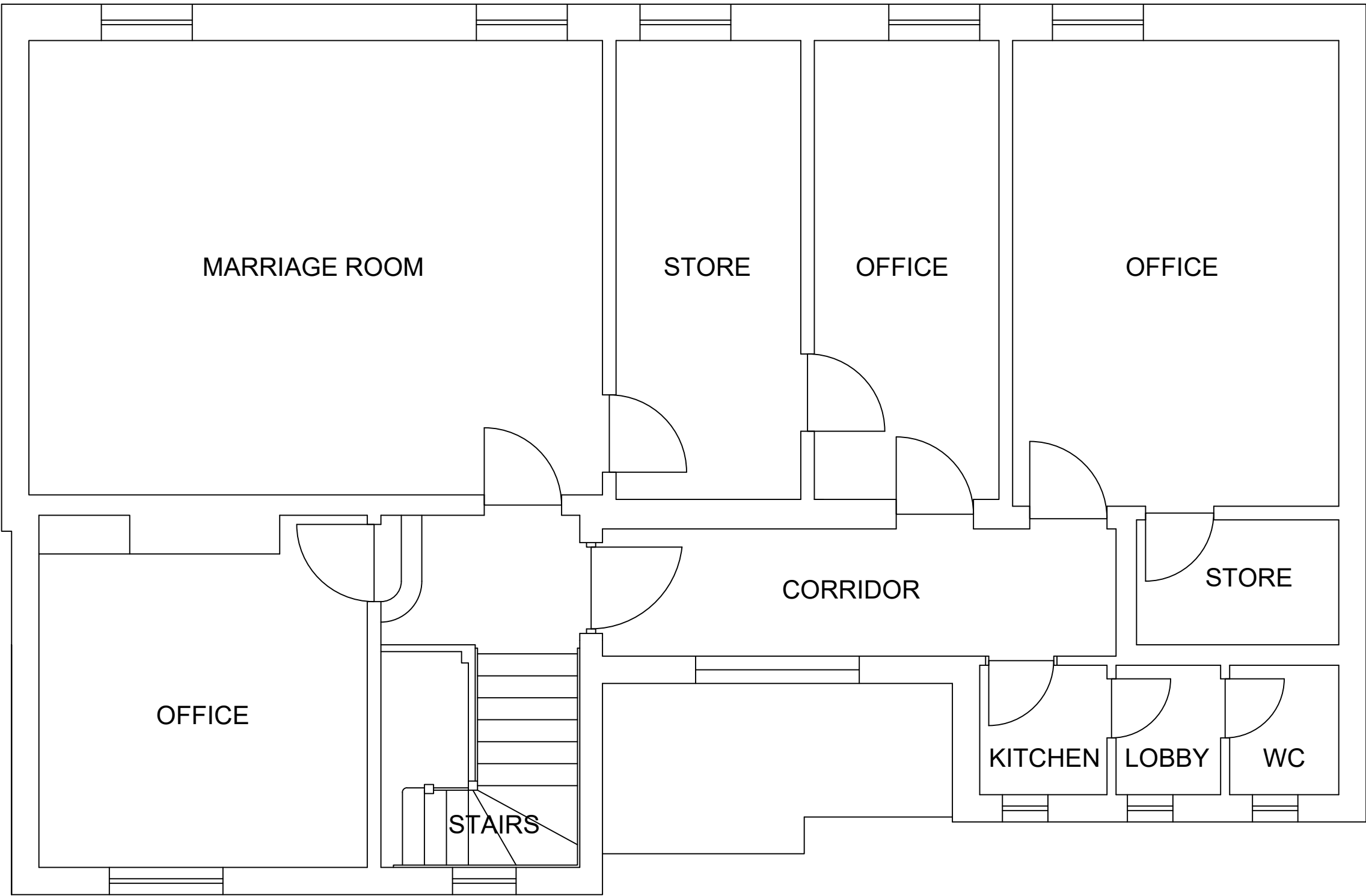
8. This project will need significant funds to complete, and it is proposed that the money required for this project are to be taken from the sale of other council owned property.



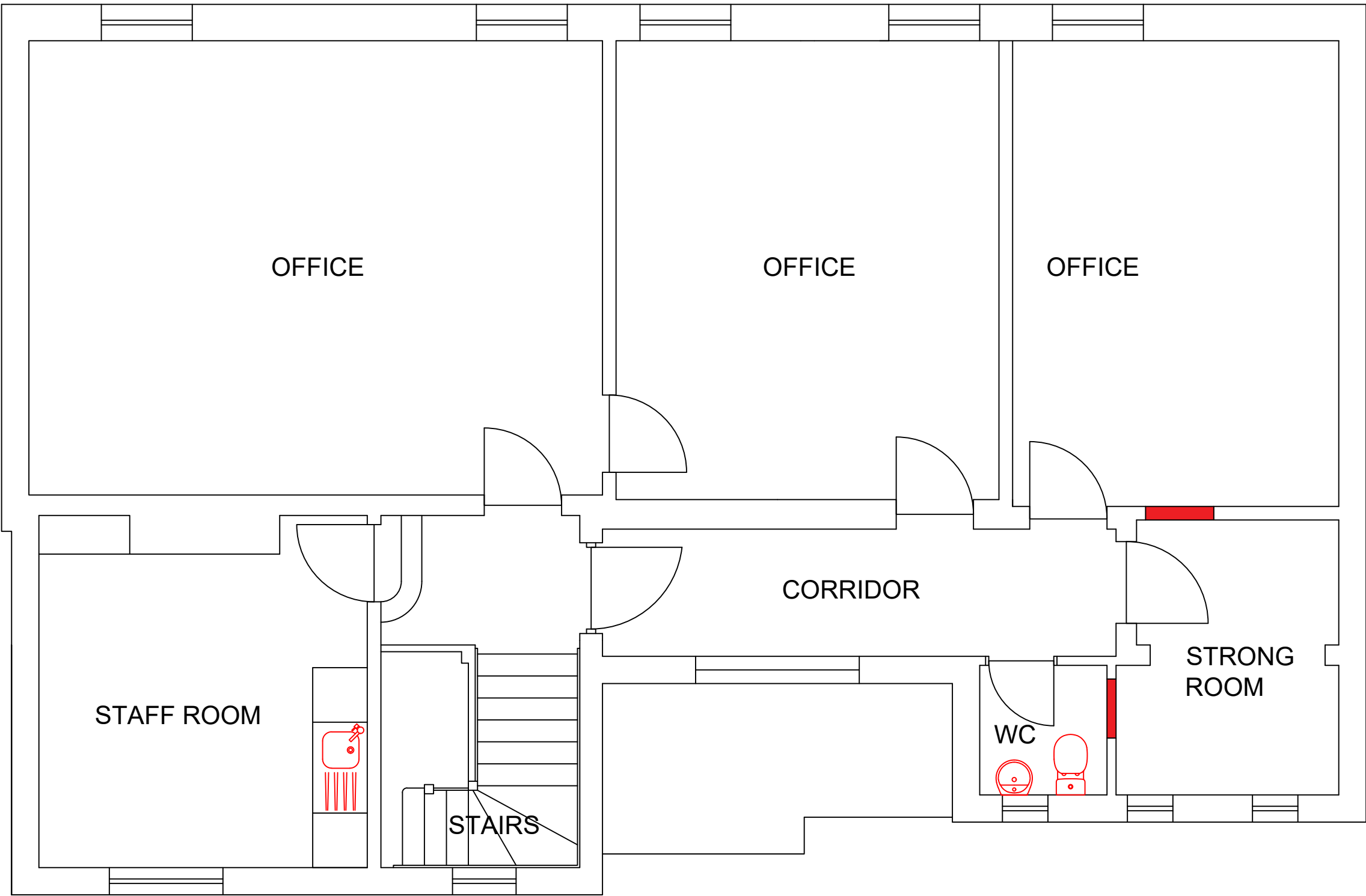
EXISTING GROUND FLOOR



PROPOSED GROUND FLOOR



EXISTING FIRST FLOOR



PROPOSED FIRST FLOOR

App.

DRAWING NOTE

- This drawing must not be reissued, loaned or copied without the written consent of Durrants.
- All errors, omissions, discrepancies should be reported to Durrants immediately.
- All dimensions to be checked before site fabrication by the contractor, his sub-contractor or supplier.
- Any deviation from the drawing to be reported to Durrants immediately.
- **This drawing is only to be used for the purpose identified in the boxes below.**
- DO NOT SCALE FROM DRAWING**

CDM 2015 DESIGNER RISK INFORMATION
In addition to the hazards/risks normally associated with the type of construction work detailed on this drawing which a competent contractor should be able to control using normal good practice and procedures. NOTE THE FOLLOWING UNUSUAL AND EXTRAORDINARY RISKS TO HEALTH AND SAFETY:-
CONSTRUCTION
MAINTENANCE/CLEANING
DECOMMISSIONING/DEMOLITION
Further information can be found on designer risk assessment number / document ref:-
It is assumed that all works will be carried out by a contractor competent under CDM 2015 working to an approved method statement and that unless otherwise advised a principle designer has been appointed

B	18-08-2022	First Floor Office wall retained; Entrance Lobby reconfigured	JR	DM
A	23-08-2022	Plans revised in accordance with Client requirement	JR	DM
Rev.	Date	Details	Drawn	Checked
Issued for: CONCEPT				
Client/Project: DISS TOWN COUNCIL TOWN COUNCIL OFFICES, 11. MARKET HILL, DISS, NORFOLK				
Drawing Title: EXISTING AND PROPOSED PLANS				

Drawn: DM	Checked: JR	Size: A1	Scale: 1:50	Date: JULY 2022
Project No. 304318		Drawing No. 20-03		Revision: B
DURRANTS BUILDING CONSULTANCY Pump Hill House, 2b Market Hill, Diss, Norfolk, IP22 4JZ				
Tel: 01379 646603 Mail: buildingconsultancy@durrants.com Website: www.durrantsbuildingconsultancy.com				



Progress Report

Item 11

Committee	Minute Reference	Subject	Action	Assigned to	Timescale	Comments or further action	Additional Information (DON'T INCLUDE THESE COLUMNS IN PROGRESS REPORT - NOTES ONLY)
Facilities	F0319/10	Wetherspoons Easement	To incorporate the additional maintenance cost into the deed of easement as discussed with the applicant.	Clerk	TBC	Completed - Wetherspoons have decided that they will not be building a new pub in Kings Head yard. Due to this information there will be no need for a deed of easement. Suggest this item is moved to archive until Wetherspoons decides to build in Diss. Suggest removal of this item from the progress report.	
Facilities	FC0417/06	HTP	c) To approve the draft Heads of Terms for leasing the Council Offices garden to the Heritage Triangle Trust and authorise the Clerk to proceed with a formal agreement.	Clerk	28.02.22	HTT has asked for a further delay whilst the DCT and themselves work out how to merge. It seems that the DCT may have to become a charity for it to be successful. No update.	Sarah can we have an update for council please.
Facilities	F1019/10	Diss Map Donation	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.	Clerks/DC	01.06.2022	This is being considered as part of the beacon surround design. Plan is to have the beacon extension installed ready for King's Coronation in May.	Sarah can we have an update for council please.
Facilities	F0220/15	DYCC	c) To consider the feasibility of the reconfiguration of the upstairs floor of the DYCC.	Clerk	01.03.2023	Upgrade to create more office space in two areas of the upstairs has been agreed and start date awaited from contractor. Maintenance Manager has moved over to the DYCC and CCTV has been installed.	Town Clerk is looking at whether grants are available to change upstairs of the DYCC.
Facilities	F0421/09	Skateboard Park	2. To review the impact of the trial post March 2022 to determine future lighting requirements.	COO/B&FM	by 23.11.2022	On November agenda	
Facilities	F1121/07	Strategic Plan	<p>1. To approve the proposals of the Diss & District Angling Club to extend their swims including their height by 5-10cm.</p> <p>2. To approve the DDAC's proposal to add an additional swim as per proposed dimensions at swim/peg 6.</p> <p>3. To approve the DDAC's proposals to develop the proposed planting scheme to improve the aesthetics of Madgett's Walk subject to ongoing maintenance by the DDAC and review of the suggested plants by AGA and Natural England.</p> <p>4. To approve the trimming and removal of trees and reeds from the park swims subject to consent from the Tree Officer at the District Planning Authority and in conjunction with the Council's tree surgeon and Chair of Planning.</p> <p>5. To approve the terms for night fishing and include as an Appendix to the Memorandum of Understanding.</p> <p>6. To approve a hire fee of £1,500 to the DDAC for 2022-23 (excluding utilities) with a review of their financial contribution to other recommended measures to improve the Mere water quality before determining the fee for subsequent years.</p>	Clerk/RFO	by 03.02.22	<p>Metal & wooden decked pallets are due to be installed - date requested from DDAC.</p> <p>Awaiting confirmation of new Tree Officer at District Council to follow up advice from NCC's environment team.</p> <p>Council's solicitor recommends DTC has a form of licence without exclusivity with Angling Club and is reviewing the draft provided by DDAC. Night fishing terms will be included as Appendix. This should be an item on the Feb agenda for consideration once agreed with DDAC.</p> <p>RFO has invoiced for hire fee and it has been paid. Review of financial contribution to be considered as part of 'licence' agreement.</p>	<p>DDAC has met with MM on site and propose costing of placing pallets similar to the disabled pallet which is at the end of Madgett's Walk. This is a metal unit and has wood on it like decking which looks much better than the planned concrete ones. They would look better and be a safer option plus it will take less man hours at the Mere as the units can be made in advance and he said they will just fix into place. The cost of these are much more than the concrete ones but I believe it the right way to go and the costs are obviously the Clubs. The current concrete in place will be used as a walkway to the pallets which will be placed at the end of them.</p> <p>AGA has replied with guidance on planting scheme. Advice from NCC's environment team via SNC's Tree Officer needs follow up if anyone is willing? NE has not replied. DDAC's tree contractor will submit tree works application to SNC pending above.</p>
Facilities	F1121/15	Rectory Meadow	3. That councillors Gingell and Robertson and the Town Clerk review and update the lease between the Town Council and Diss & District Cricket Club to reflect the ongoing fence maintenance responsibility and other necessary changes.	Clerk / MG / JR	Mayoral year 2023-24 tbc	There are other more pressing leases and licences for review and approval namely D&D Angling Club, Diss Corn Hall, D&D Allotment Holders Association. It is proposed that a working party meeting is held to prepare a timetable before the Feb meeting of Facilities.	
Facilities	F522/10	Mere	To support the Regulations, terms and conditions relating to the trial of e-boats once the risk assessment has been updated with recommendations	Clerk	immediately	Completed & documents sent to interested party.	Sarah can you update on this item, thanks.