

DISS TOWN COUNCIL MINUTES

Minutes of the meeting of the Facilities Committee held online on Wednesday 25th November 2020 at 8pm.

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

In attendance: Sonya French (Deputy Town Clerk)
Sarah Richards (Town Clerk)
Robert Ludkin (Maintenance Manager)
Alex Jamieson (Responsible Finance Officer)
Susan Hurst – (Finance/Administrative Assistant)
Cllr J. Welch
Cllr.K.Murphy

F1120/01 APOLOGIES

There were no apologies.

F1120/02 NOMINATION OF SUBSTITUTE REPRESENTATIVES

There were none.

F1120/03 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

Minute No.	Councillors Name	Personal/Other Interest	Pecuniary Interest	Reason
F1120/08	D. Collins	x		This councillor is a member of the Diss Town Guide Committee
F1120/09	J. Mason	x		This councillor is a member of the Diss Parochial Charity
F1120/09	S. Olander	x		Waterfield & Sons and is a friend of the supplier
F1120/15	S. Warren	x		This councillor is related to an employee of Bierton & Woods

F1120/04 MINUTES OF THE LAST MEETING

It was

RESOLVED: That the minutes of the meeting of the Facilities Committee held on 29th July 2020 were confirmed as a true record of the meeting and will be signed with the Clerk post meeting.

F1120/05 PUBLIC PARTICIPATION

There were no members of the public in attendance.

F1120/06 ITEMS OF URGENT BUSINESS

There were none.

F1120/07 STRATEGY PLAN

Councillors considered draft proposals from the Chair and Vice Chair of this committee regarding the agreed priorities for the Strategy Plan relevant to this committee. There was discussion regarding having specific measures relating to all objectives. It was

RESOLVED: To approve the draft proposals regarding the agreed priorities for the strategy plan relevant to this committee to include specific measures.

(Action: Chair/VC and Dep TC by 10.12.20)

F1120/08 BUDGET

Members considered draft budget proposals for expenditure and income relating to this committee (report number 28/2021 referred). It was noted that the information contained within the report was transparent and the RFO was thanked for her work.

It was explained that the future earmarked reserves is being reworked for allocation to specific projects.

There was discussion regarding the facilities projects and proposed spending plan (Appendix 1). Members considered combining the Mere's mouth water biodiversity project with mere fountain and it was agreed that these figures would be reviewed.

Members discussed a permanent pump versus a temporary rental pump to control the mere water levels and it was suggested that a whole life cost analysis of the permanent pump versus renting would be undertaken.

The proposed funds for the garden and floral scheme were queried and it was noted that these are for the Diss floral scheme specifically and it was agreed that the notes on Appendix 1 would be fully updated.

There was discussion around building up a reserve to replace the two recently purchased vans and reviewing the Corn Hall maintenance allocation, with an estimation of costs associated with landlord responsibilities.

The costs of the sports ground were reviewed alongside the usage of the facility whilst acknowledging the plans to improve Diss leisure provision. It was suggested that the Skateboard park would require reserves set aside over the next 10 years for future refurbishment/replacement.

Members discussed building up a reserve to renew, replace and repair the boardwalk, as well as allocating funds from EMR to carry out the works required to the cemetery chapels.

It was noted that one of St Mary's churchyard wall panels require refurbishment/replacement and that the paths do not need resurfacing.

It was agreed that a reserve should be built up for the park toilet refurbishment and the Meres mouth toilets allocation should be retained as a separate entity. It was

RESOLVED: To review and revise the Facilities committee budget proposals for presentation to the most appropriate future meeting of council.

(Action: RFO/Clerks/Chair of Executive to review and change)

F1120/09 MERE'S MOUTH

Councillors considered the reallocation of the three parking spaces at Mere's Mouth (report reference 26/2021 referred). Norfolk County Council Highways have been consulted and confirmed that blue badge holders can legally park anywhere on the highway so long as they are not causing an obstruction and display their permit and timer.

It was noted that changing existing spaces to blue badge specific spaces would require a legal order at considerable cost. There was a view that blue badge holders who require wheelchair access via the rear of their vehicles would find it more difficult on the highway. It was agreed that publicity would include reference to residents being considerate of blue badge holder's access. The council's representative on the Diss Parochial Charity confirmed their support of the proposed recommendation. It was

RESOLVED: Not to reinstate the three parking spaces on the Mere's Mouth post refurbishment and to install three removable bollards at the entrances to the Mere's Mouth up to a total cost of £1,400 from Town / Park R&R.

(Action: Dep TC/MM by 15.12.20)

F1120/10 PARK TOILETS

The committee considered installation of automatic taps in the Park toilets, (Report reference 27/2021 referred). There were discussions about the skills of the recently recruited member of the maintenance team and the cost savings to council. It was confirmed that he is willing to carry out these works and is suitably qualified. It was also noted that staffing changes within the maintenance team would be communicated to all members. It was

RESOLVED: To purchase the four new mixer battery operated sensor taps up to a value of £1,740 from Park Toilets EMR for the installation in house.
(Action: MM/Dep TC by 31.12.20)

Admin/Finance Assistant has joined the meeting.

F1120/11 PROGRESS REPORT

Councillors noted progress on decisions made at the last meeting of this committee. There was a query regarding the height of the flag pole and there was a discussion about pigeons feeding from Mere Street. There was a suggestion that an ultra-violet paint substance could be used as a deterrent to the pigeons.

(Action: MM/Dep TC by 28.01.21).

F1120/12 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 suggested that the Diss Floral Team could consider ways to enhance the Mere's mouth area through floral displays and seating and it was confirmed that the Meres mouth toilet windows will be installed prior to reopening.

F1120/13 DATE OF NEXT MEETING

Members noted that the next meeting of the Facilities Committee is scheduled for Wednesday 3rd February 2021 at 8pm virtually.

F1120/14 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 item which is properly considered to be of a confidential nature.

F1120/15 CEMETERY INTERMENT TRANSFER

Councillors considered an interment transfer (report reference 25/2021 referred). Thanks were extended to the Finance/Admin assistant for her excellent report. There was discussion regarding vehicle access and egress and the weight of the plant and coffins on the newly resurfaced cemetery road ways. It was noted that one of the options was to lift the memorials from the Roman Catholic church subject to consent. It was also noted that no specific site in Diss Cemetery had yet been discussed for the memorials with the family. The family are keen to have Diss cemetery as their final resting place for their loved ones. It was noted that an additional cost could be attributed to any damage caused by excessive weight on the road ways. It was

RESOLVED: To provide written consent that the Council is willing to receive the remains of the later Derek and Vera Cooper in Diss Cemetery at a location to be agreed by the Clerk in order for the family to proceed with the licence application for the exhumation to the Ministry of Justice at a total cost to the Cooper family of £9,979.49 to exclude the memorial vase cost.
(Action:MH/Dep TC March 2021)

Meeting closed at: 21:55.

Chairman: Councillor Robertson