



COMMITTEE MEMBERSHIP:

S. Browne, D. Collins, S. Kiddie (Vice-Chair), K. Murphy (ex officio), S. Olander (ex-officio), J. Robertson (Chair), L. Sinfield, G. Waterman, J. Welch

FOR INFORMATION:

R. Peaty, J. Wooddissee, A. Kitchen, M. Gingell, E. Taylor
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 19.07.23

Date: 12 July 2023

ALL MEMBERS OF THE FACILITIES COMMITTEE

Dear Councillor,

You are hereby summoned to attend a meeting of the **Facilities Committee** to be held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 19th July 2023** at **7.15pm** to consider the business detailed below.

Deputy Town Clerk/Chief Operations Officer

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 31st May 2023 (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 (*the period of designated time for public participation is 20 minutes unless directed by the Chairman of*

the meeting. Individual members of the public are entitled to speak for a maximum of five minutes each).

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. Boardwalk & Slip Treads

To receive a report (reference 13/2324 herewith) to replace and upgrade the treads and upgrade the appearance of the boardwalk.

9. Progress Report

To note progress on decisions made at the last meeting of this committee (copy herewith).

10. Car Boots 2024/25

To receive a report (reference 14 /2324 herewith) to increase the car boot sales currently held on the park for years 2024/25 and 2025/26.

11. Member Forum

To consider information or issues relevant to this committee from members for brief discussion, action or inclusion on a future agenda.

12. Date of Next Meeting

To note that the next meeting of this committee is scheduled for 22nd November 2023.

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 31st May 2023** at 7.15pm.

Present: Councillors: S. Kiddie
S. Olander (ex-officio)
J. Robertson (Chair)
L. Sinfield
E. Taylor
G. Waterman
J. Welch

In attendance: Sonya French (Chief Operations Officer) & R. Ludkin (Buildings & Facilities Manager)

- F0523/01** **ELECTION OF CHAIRMAN OF THE FACILITIES COMMITTEE FOR THE MUNICIPAL YEAR 2023/24.**
Members elected a new Chairman of the Facilities Committee. It was
- RESOLVED: To elect J. Robertson as the Facilities Committee Chair for Municipal Year 2023/24.
- F0523/02** **APOLOGIES**
Apologies were received and accepted from Councillors D. Collins and K. Murphy.
- F0523/03** **ELECTION OF VICE-CHAIRMAN OF THE FACILITIES COMMITTEE FOR THE MUNICIPAL YEAR 2023/24**
Members discussed and elected a new Vice-Chairman of the Facilities Committee. It was
- RESOLVED: To elect Councillor S. Kiddie as Vice Chairman of the Facilities Committee for the Municipal Year 2023/24.
- F0523/04** **NOMINATION OF SUBSTITUTE REPRESENTATIVES**
Councillor Taylor was substituted for Councillor Collins.
- F0523/05** **DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**
There were none.
- F0523/06** **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 15th February 2023 were confirmed as a true record of the meeting and signed by the Chair.
- F0523/07** **PUBLIC PARTICIPATION**
- Members considered 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 (*the period of designated time for public participation is 20 minutes unless directed by the Chairman of the meeting. Individual members of the public are entitled to speak for a maximum of five minutes each*).
- There were no members of the public present.
- F0523/08** **ITEMS OF URGENT BUSINESS**
Members discussed 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*).
- There were no items of urgent business.
- F0523/09** **STRATEGIC PLAN**
Members noted progress on the Strategy Action Plan.

Councillor Taylor updated the Committee with regards to the progress on the Diss & District Neighbourhood Plan (DDNP).

FC0523/10 REGULATIONS & APPLICATION FORMS

Councillors approved all of the revised/new regulations and application forms. It was

RESOLVED: a) To approve the revised Cemetery Regulations.

RESOLVED: b) To approve the revised Cemetery Fees

RESOLVED: c) To approve the revised Market Place Fees.

RESOLVED: d) To approve the revised/new Market application form/Risk Assessment & Regulations.

RESOLVED: e) To approve the revised Park Hire fees.

RESOLVED: f) To approve the new Park Hire, Risk Assessment and Regulations.

RESOLVED: g) To approve the revised DYCC fees.

RESOLVED: h) To approve the revised DYCC application form with Risk Assessment & Terms & Conditions.

RESOLVED: i) To approve the new application Park application form, regulations, and Risk Assessment.

Council discussed having more car boot sales on the park throughout the year, they would like to consider increasing the amount from 8 to 12. This discussion will be brought back to the next Facilities meeting for further discussion.

(Action; COO immediately)

F0523/11 PROGRESS REPORT

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

F0523/12 CORONATION EVENT

Members received report 03/2324 regarding the Coronation Event in the Park on the 7th May 2023. It was

RESOLVED: To agree to offset the shortfall for the additional expenditure (Local Government Act 1972, s. 145) on the Coronation event against the bank interest received from the Council's Nationwide account.

(Action: RFO immediately)

F0523/13 MEMBER FORUM

Council members engaged in discussions regarding the exploration of acquiring alternative properties with the Town that would better serve as a Town Council office compared to the current facility. Additionally, they addressed the necessary future upgrade needed at the Town Council offices.

F0523/14 DATE OF NEXT MEETING

Members noted that the next meeting of this committee is scheduled for 19th July 2023.

Meeting closed at: 20.20 hours

Chairman: Councillor Robertson

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

Item 7

| Priority Number | SMART Objectives | How will we achieve these objectives? | When will we achieve these objectives? | Who will achieve these objectives? Officer / 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)? | 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 Summer 23. | 1. Produce a site-specific risk assessment for each facility | Sep-23 | COO / DepClerk, RFO, F&B Manager Chairs of Facilities & Executive committees | Staffing costs | | This work has now been completed and the B&F manager is currently working out how to best utilise it within his team. |
| 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. 2. Review Council's water quality management plan to determine outstanding actions. 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. 4. Plant more oxygenating plants around the Mere (min. 6 months water testing data). 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 7. Work alongside neighbouring properties to ensure their wastewater is not being directed into the Mere 8. Consider other potential events / activities on / around the Mere assuming it is safe to do so. | Spring - Summer 23 | Action group of Clerk & councillors - SB, JR, GW?, JW? Contractor Facilities committee River Waveney Trust Diss Litterpicking Group Diss & District Angling Club Mere neighbours District Council | Staff plus plant costs. Up to £25k | A Mere Water Quality Management Plan was developed in November 2017 and the short-term recommendations have been implemented. Plan was reviewed in July 2021 & medium- and long-term recommendations require consideration. Monthly water samples have been taken against baseline data prior to implementing measures to improve water quality. Location plan of plants in Mere. 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. Plan of wastewater discharge required for all neighbouring properties alongside confirmation from landowner. Attendance at activity / event. | A new action group of councillors needs to be set up to forward this objective with a view to looking at the current objectives. |

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Report Number:
13 / 2324

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|------------------|----------------------------|
| Report to: | Facilities Committee |
| Date of Meeting: | 19 th July 2023 |
| Authorship: | COO/Deputy Town Clerk |
| Subject: | Boardwalk Upgrades |

Introduction

1. This report highlights the necessity of replacing the boardwalk treads with anti-slip treads for health and safety reasons and proposes the upgrade and staining of the boardwalk to promote tourism in Diss (see Appendix A for picture of boards). The aim is to enhance visitor safety and attract more tourists to the area.

Health and Safety Concerns

2. The current boardwalk treads in Diss present a potential safety hazard due to their lack of sufficient grip, especially during wet or frosty conditions. Slippery surfaces increase the risk of accidents and injuries for people using the boardwalk, compromising their safety. To address this concern, it is imperative to replace the existing treads with anti-slip treads that provide enhanced traction and reduce the likelihood of slips and falls.

Importance of Tourism

3. Promoting tourism is crucial for the economic growth and development of Diss. A well-maintained and visually appealing boardwalk can serve as a major attraction, drawing visitors from near and far. Tourists are more likely to visit destinations that prioritise safety and offer enjoyable experiences. By ensuring the boardwalk is safe, inviting, and aesthetically pleasing, Diss can position itself as an attractive tourist destination, benefiting local businesses and the community as a whole.

Benefits of Anti-Slip Treads

4. Replacing the boardwalk treads with anti-slip treads brings several advantages:
 - a. **Enhanced Safety:** Anti-slip treads provide improved traction, reducing the risk of accidents and injuries caused by slippery surfaces. This is especially important for the elderly, families with young children, and individuals with mobility limitations.
 - b. **Visitor Confidence:** Installing anti-slip treads demonstrates a commitment to visitor safety and well-being. This increases visitor confidence, making them more likely to explore the boardwalk and enjoy the surrounding attractions without concern for their safety.

- c. Year-Round Accessibility: By utilising anti-slip treads, the boardwalk becomes accessible even during wet or frosty periods. This ensures a consistent and enjoyable experience for visitors throughout the year.

Upgrade and Staining for Visual Appeal

5. In addition to replacing the treads, upgrading and staining the boardwalk will enhance its visual appeal, making it more inviting to tourists. A well-maintained boardwalk, with a fresh coat of stain, showcases the dedication of Diss Town Council to creating an attractive and welcoming environment. This aesthetic improvement will help create a positive impression on visitors, encouraging them to explore further and spend more time in Diss.

Conclusion

6. The replacement of boardwalk treads with anti-slip treads is crucial to address health and safety concerns and ensure the well-being of visitors in Diss. Upgrading and staining the boardwalk will further contribute to promoting tourism by creating an appealing destination that attracts visitors and encourages them to explore the area. By prioritizing safety and aesthetics, Diss can position itself as a desirable location for both residents and tourists, fostering economic growth and community pride.
7. It is recommended that necessary measures be taken promptly to replace the boardwalk treads with anti-slip treads and initiate the upgrade and staining process to promote tourism and ensure a safe and visually appealing experience for all visitors to Diss

Costs

8. The estimated costs for the required materials are as follows:

No Nonsense Anti-Slip Quick Drying Decking Stain 2.5 Litre:

Quantity: 10 tins

Price per tin: £15.99

Total: £159.90

No Nonsense Synthetic Brushes 10 Piece Set:

Quantity: 1

Price per set: £14.99

(This part of the quote would be already within the set budget for this year)

Anti-Slip Grip Decking Strips:

Quantity: 550 strips (1-meter length)

Price per strip: £8.98

Total: £4,939

Catenary Wire Kit 3mm X 30m:

Quantity: 1

Price: £20.99

Total Cost for all improvement: £5,134.88

Extra Cost to the Budget: £4,959.99

Conclusion

9. The proposed upgrades to the boardwalk in Diss, including the installation of anti-slip boards, repairs, and restraining, are essential to ensure the safety and accessibility of the area. The estimated cost for the required materials is £5,134.88. It is recommended that the necessary funds be allocated to proceed with the project, as it will significantly improve the usability and safety of the boardwalk, enhancing the overall experience for visitors and residents alike.

Recommendation(s)

- 1. To agree to the quote supplied for the upgrade of the Boardwalk at a cost of £5,134.88.**
- 2. To use Boardwalk EMR (Project C) monies amounting to £4,473.00 and for the remainder of the costs amounting to £661.88 to come out of the Boardwalk Maintenance Budget code 4062.**

Anti Slip Boards



Progress Report

Item 9

| Committee | Minute Reference | Subject | Action | Assigned to | Timescale | Comments or further action |
|------------|------------------|-------------------|---|-----------------|--------------------------|---|
| 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 | DCT has applied to change to a charity and this is proceeding – work in progress. |
| 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. | Clerk | 01.03.2023 | Diss Town Guide will be contributing to the beacon extension project by way of additional panels. Map under considered. The Clerk will meet with contractor to confirm detailed spec for project prior to seeking comparative quotes & applying for funding to support the project. |
| Facilities | F0220/15 | DYCC | c) To consider the feasibility of the reconfiguration of the upstairs floor of the DYCC. | Clerk | 01.03.2023 | There are youth investments grants available to assist with refurbishment programmes but the timescale for the current round is too close (9th June deadline), |
| 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 | Council's solicitor has retired. Clerk to meet with successor to bring her up to speed on the lease reviews including this one. |
| Facilities | F1122/07 | Strategic Plan | It was agreed that councillors Waterman and Welch would review the background to the Mere water quality priority and consider joining the action group to move this objective forward. Cllr Kitchen requested the information also. | Clerk | TBC | AG to look at objectives with a view to coming back to committee in Oct. |
| Facilities | F0223/10 | Diss Sportsground | To set up action group of Councillors Robertson, Sinfield, B&FM and COO or CEO to consider options for Sports ground. | COO/CEO | 01.07.2023 | Group will be set up once Carnival has been completed, to allow officers to be able to attend action group meetings. |
| Facilities | F0223/17 | Diss Park | CEO to look into installation of a bank of sockets close to Beacon. | CEO | 31.07.23 | This work is ongoing alongside the beacon surround installation. |



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|------------------|---|
| Report to: | Facilities Committee |
| Date of Meeting: | 19 th July 2023 |
| Authorship: | COO/Deputy Town Clerk |
| Subject: | Advantages of Increasing Charity Car Boot Sales from 8 - 12 |

Introduction

1. This report presents a comprehensive analysis of the potential benefits associated with increasing the number of Charity Car Boot sales held on Diss Park from 8 to 10 in years 2024/25 and 12 in years 2025/26. The purpose of this report is to provide the Council with valuable insights into the advantages of expanding these events, ultimately aiding in the decision-making process.

Background

2. The existing schedule of 8 annual Charity Car Boot sales on Diss Park has proven to be successful in raising funds for various charitable causes. However, considering the popularity of these events and the growing demand from participants and attendees, there is a need to evaluate the feasibility and benefits of increasing the frequency of these sales as highlighted by members at the previous Facilities meeting held in May 2023.

Increased Fundraising Potential

3. Expanding the number of Charity Car Boot sales to 10 in years 2024/25 and then 12 in years 2025/26 presents a significant opportunity to maximize fundraising efforts. With more events, there will be additional chances for charities to raise funds for their causes. Increased frequency enables more diverse charities to participate and benefit from these sales.

Enhanced Community Engagement

4. Charity Car Boot sales have proven to be highly engaging community events. By increasing the number of sales, Diss Park can provide a greater number of opportunities for residents, visitors, and organisations to come together. This would not only strengthen community ties but also promote social cohesion and a sense of belonging among participants.

Boost to Local Economy

5. The expansion of Charity Car Boot sales would have positive economic implications for Diss and its surrounding areas. These events attract a significant number of visitors, resulting in increased footfall and spending in local businesses

such as cafes, restaurants, shops. The additional four events per year would create more revenue-generating opportunities for local enterprises, contributing to the growth and sustainability of the local economy.

Promotion of Sustainable Practices

6. Charity Car Boot sales often encourage the reuse and recycling of items, contributing to a more sustainable and environmentally friendly community.

Potential Challenges

7. It is important to consider potential challenges associated with increasing the number of Charity Car Boot sales. These include extra work for the admin and finance teams to organise and manage operationally, and secondly the impact of the extra vehicles and people on the park.

Figures for Boot Sales in 2023

8. There has been a total of four car boot sales held this year, and each event has seen varying levels of participation.

Pink Ladies Tractor Run: 20 cars
Diss Carnival: 70 cars
Mind: 72 cars
Scouts: 110 cars

It is evident that some of these events were well attended, while on had a significantly lower number of participants.

Conclusion

8. In conclusion, increasing the number of Charity Car Boot sales on Diss Park from 8 to 10 in years 2024/25 and from 10 to 12 in years 2025/26 presents numerous advantages. The expansion would enhance fundraising efforts, boost the local economy, and foster community engagement. While certain challenges may arise, the potential benefits far outweigh these concerns. Therefore, it is recommended that the Council seriously considers increasing the frequency of these events to maximize their positive impact on Diss and its surrounding community.

Recommendation(s)

To increase the car boot sales for years 2024/25 from 8 to 10 per year and to increase the car boot sales from 10 – 12 in years 2025/26.