

**DISS TOWN COUNCIL  
MINUTES  
DRAFT**

Minutes of the meeting of the **Facilities Committee** held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 24<sup>th</sup> July 2024** at 7.15pm.

Present: Councillors: S. Kiddie  
A. Goulder  
S. Kiddie (Vice-Chair)  
K. Murphy (Ex-officio)  
S. Olander (Ex-officio)  
J. Robertson (Chair)  
L. Sinfield

In attendance: Sarah Villafuerte-Richards (Clerk / Chief Executive Officer)  
1 member of the public

**F0724/01**     **ELECTION OF CHAIRMAN OF THE FACILITIES COMMITTEE FOR THE MUNICIPAL YEAR 2024/25**

Members considered the election of a new Chairman of the Facilities Committee. It was

**RESOLVED:** That councillor Robertson is re-elected as Chairman of the Facilities Committee for the Municipal Year 2024/5.

**F0724/02**     **APOLOGIES**

Apologies were received and accepted from councillors Browne, Collins & Welch.

**F0724/03**     **ELECTION OF VICE-CHAIRMAN OF THE FACILITIES COMMITTEE FOR THE MUNICIPAL YEAR 2024/25**

Members considered the election of a new Vice Chairman of the Facilities Committee for the Municipal Year 2024/5. It was

**RESOLVED:** That councillor Kiddie is re-elected as Vice-Chair of the Facilities Committee for the Municipal Year 2024/5.

**F0724/04**     **NOMINATION OF SUBSTITUTE REPRESENTATIVES**

Councillors Kitchen and Taylor substituted for councillors Collins & Welch. It was noted that the substitute has the vote in place of the councillor not present and helps in the situation that the meeting is not quorate. It helps larger political Councils stay balanced.

**F0724/05**     **DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**

Minute No.	Councillors Name	Personal/Other Interest	Pecuniary Interest	Reason
F0724/11	A. Kitchen	X		This councillor is a member of the Diss & District Royal British Legion.
F0724/10	A. Goulder	X		This councillor is a volunteer at Citizens Advice.

**F0724/06**     **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 22<sup>nd</sup> May 2024 were confirmed as a true record of the meeting and signed by the Chair.

**F0724/07**

**PUBLIC PARTICIPATION**

There was one member of the public present who spoke about the committee structure item on the Full Council agenda specifically the link between the Facilities committee & events. It was noted that this part of the discussion was deferred for six months.

**F0724/08**

**ITEMS OF URGENT BUSINESS**

There were no items of urgent business.

**F0724/09**

**DISS PARK**

a) Members considered a proposal to replace the trampoline and service the roundabout (report reference 15/2425 referred). It was noted that the Council is duty bound to keep it safe. Weekly checks until now have deemed it low risk but it would need to be closed if repairs cannot be undertaken imminently. It was

**RESOLVED:** 1. To approve expenditure of £675 exclusive VAT on a roundabout service allocated to play equipment R&R (code 4061).  
2. To approve expenditure of £2,947.31 on installing a replacement trampoline in the park allocated to nominal code 461 'Earmarked Reserves Community Infrastructure Levy'.

**(Action: FBM; immediately)**

b) Members considered a proposal to plant a tree in Diss Park near to the Beacon to celebrate 20 years of Rosedale Funeral Home (report reference 16/2425 referred). It was noted that the new Beacon seating is well used and it is essential the tree does not block the view from the Beacon across the Mere to St Mary's church. The proposed position for the tree was not very accurate on the plan and will not impede the view. It was also agreed that a robust tree likely to withstand potential vandalism should be purchased. There were also discussions regarding the offer from County & District Councillor Kiddie regarding a replacement tree & this on the Rosedale tree going alongside the car park. It was

**RESOLVED:** 1. To approve the planting of a robust small-leaved Lime tree (*Tilia cordata*) in Diss Park near the site of the old oak and not impeding the Beacon view to the Mere / St Mary's church by Rosedale Funeral Home to celebrate their 20th birthday.  
2. That the Clerk liaise with Rosedale Funeral Home regarding a plaque/inscription to acknowledge their contribution at their cost.

**(Action: Clerk; immediately)**

**F0724/10**

**PEST CONTROL**

Members considered a proposal to increase the pest control measures around Madgett's Walk and the Diss Youth & Community Centre (report reference 17/2425 referred). Cllr Goulder explained that the rat sightings have increased over the last few weeks and neighbouring Citizens Advice is concerned about the vulnerability of their clients.

It was noted that there are various factors contributing to the problem primarily increases in food source, town centre hygiene and increased Mere water level and all stakeholders including local businesses and the community need to come together to resolve the issue.

The value of meeting stakeholders face to face followed by written confirmation was emphasised and it was noted that Norfolk County Council has recently released an article urging residents to consider how to protect their homes from flooding given the abnormally high levels of rainfall in the last 9 months. Cllr Goulder abstained from the vote and it was

**RESOLVED:**

1. To appoint Millenium Pest Control Ltd to install nine additional bait boxes around Madgett's Walk and carry out twice weekly visits for the next 10 weeks at £1,695 allocated to budget code 4425 (Health & Safety).

2. To appoint Millenium Pest Control Ltd to install five bait boxes at the DYCC and carry out twice weekly visits for the next 6 weeks at £995 allocated to budget code 4425 (Health & Safety).

3. To allocate £5k in the Health & Safety budget code (4425) from 2025-26 onwards to allow for pest control measures across all DTC sites.

**(Action: FBM / RFO: immediately)**

**F0724/11**

**EVENTS**

Members received the notes of the DDAY80 event debrief meeting, and initial discussions on plans for remembrance and event(s) to commemorate the 80th anniversary of VE & VJ Days. It was noted that future events should include poster publicity given feedback. The Clerk was complimented for the way she leads these meetings.

**(Action: KJ; for all events)**

**F0724/11**

**PROGRESS REPORT**

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

**F0724/12**

**MEMBER UPDATES**

There was one item raised relevant to this committee regarding the possibility of generating income from the DYCC and Council Offices sites from charging for car parking spaces. It was noted that the lease conditions imposed on the same may not allow for such, but this could be included on a future agenda.

**(Action: Clerk; as appropriate)**

**F0724/13**

**DATE OF THE NEXT MEETING**

Members noted that the next meeting of this committee is scheduled for 9<sup>th</sup> October 2024.

Meeting closed at: 20.27.

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Chairman: Councillor Robertson