

# DISS TOWN COUNCIL MINUTES

Minutes of the meeting of the **Facilities Committee** held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 24<sup>th</sup> November 2021** at 7.15pm.

Present: Councillors: D. Collins  
M. Gingell  
S. Kiddie  
A. Kitchen  
J. Robertson (Chair)  
E. Taylor (ex-officio)  
J. Welch

In attendance: Sarah Richards (Town Clerk)  
Robert Ludkin (Maintenance Manager)  
1 member of the public

**F1121/01 APOLOGIES**

There were apologies from councillors Browne, Olander and Poulter.

**F1121/02 NOMINATION OF SUBSTITUTE REPRESENTATIVES**

There were none.

**F1121/03 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**

Minute No.	Councillors Name	Personal/Other Interest	Pecuniary Interest	Reason
F1121/07a	J. Welch	x		This councillor is a friend of the resident requesting the use of e-boats on the Mere.

**F1121/04 MINUTES OF THE LAST MEETING**

It was

RESOLVED: That the minutes of the meeting of the Facilities Committee held on 28<sup>th</sup> July 2021 were confirmed as a true record of the meeting and would be signed by the Chair.

**F1121/05 PUBLIC PARTICIPATION**

There was one member of the public in attendance observing only.

**F1121/06 ITEMS OF URGENT BUSINESS**

There were none.

**F1121/07 STRATEGIC PLAN**

- a) Members received an update on the Mere Water Quality Management Plan (report reference 36/2122 referred). There was discussion regarding the removal of trees and it was agreed that this would only be with the approval of the Tree Officer at the Planning Authority, Council's tree surgeon and Council's Planning Chair. Members noted that there would be an appropriate risk assessment undertaken reference recommendation 7, that the timescales for this objective would be amended to reflect the reduced size of action group and that additional member support would be requested again in the New Year. It was

RESOLVED:

1. To approve the proposals of the Diss & District Angling Club to extend their swims including their height by 5-10cm.
2. To approve the DDAC's proposal to add an additional swim as per proposed dimensions at swim/peg 6.
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.

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.

5. To approve the terms for night fishing and include as an Appendix to the Memorandum of Understanding.

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.

7. To approve a trial of the use of e-boats on the Mere subject to a review of the application form, terms of use and licence.

**(Action: Clerk / RFO; by 03.02.22)**

b) Members noted progress on the Strategy Action Plan.

**F1121/08 THE QUEEN'S PLATINUM JUBILEE IN 2022**

Members received a report (reference 37/2122 referred) regarding the progress towards planning for the Queen's Platinum Jubilee celebrations. It was

RESOLVED: To recommend to the Executive committee / Full Council that £5,177 is requested in the precept for the 2022-23 financial year to finance the Queen's Platinum Jubilee celebrations.

**(Action: RFO; immediately)**

**F1121/09 FACILITIES BUDGET**

Members considered a report (reference 38/2122 referred) regarding the Facilities committee budgetary proposals for the 2022-23 financial year. It was

RESOLVED: That Committee agrees the following budgets for the financial year 2022/23 for recommendation to Full Council:

- a) Income increases as proposed by the Budget Action Group in Appendix A
- b) Budgets for expenditure of revenue costs as proposed by the B.A.G in Appendix B
- c) Budgets for expenditure of Earmarked Reserves as proposed by the B.A.G in Appendix B

**(Action: RFO; immediately)**

**F1121/10 SPORTS GROUND**

Members considered a report (reference 40/2122 referred) regarding hire fees and contracts for users of the Sports Ground.

RESOLVED: That the full report regarding hire fees and contracts for users of the Sports Ground would be presented to the December meeting of the Executive committee.

**(Action: Clerk / DepTC; by 02.12.21)**

**F1121/11 PROGRESS REPORT**

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

**F1121/12 MEMBER FORUM**

Members considered information or issues relevant to this committee from members for brief discussion, action or inclusion on a future agenda. The Chair thanked the Clerk for her efforts for the Remembrance Day parade and wreath laying ceremony and Fiona McSweeney for a fantastic issue of Diss Matters.

**F1121/13 DATE OF NEXT MEETING**

Members noted that the next meeting of this committee is scheduled for 9<sup>th</sup> February 2022.

**F1121/14 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.

**F1121/15 RECTORY MEADOW**

Members received a confidential report regarding the replacement of hedging at Rectory Meadow with a

fence (report reference 39/2122 referred). There was discussion regarding the benefits of a fence versus the existing hedge, the contribution from the Diss & District Cricket Club and it was agreed that the Clerk would liaise with the Chairs of the Facilities and Executive committees should additional Council funds be required. It was

RESOLVED:

1. To approve expenditure of up to £2,668.40 from Town / Park R&R to remove the existing hedging and install a 80m length and 1.8m high green metal fence along the western boundary of Rectory Meadow adjacent to the Entry subject to additional quotations sought.
2. To request that Diss & District Cricket Club increase their contribution to cover 50% of the final costs of the works.
3. That councillors Gingell, Poulter 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.

**(Action: Clerk / RFO / MG / DP / JR; by 03.02.21)**

Meeting closed at: 7.54pm.

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Chairman: Councillor Robertson