

**DISS TOWN COUNCIL  
MINUTES  
(DRAFT)**

Minutes of the meeting of the **Facilities Committee** held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 23<sup>rd</sup> November 2022** at 7.15pm.

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

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

**F1122/01 APOLOGIES**

Apologies were received and accepted from councillors Browne (caring for family member), Collins (bank reunion), Gingell (ill health) & Olander (Union meeting).

**F1122/02 NOMINATION OF SUBSTITUTE REPRESENTATIVES**

Councillor Sinfield substituted for councillor Collins.

**F1122/03 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**

There were none.

**F1122/04 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 20<sup>th</sup> July 2022 were confirmed as a true record of the meeting and signed by the Chair.

**F1122/05 PUBLIC PARTICIPATION**

There was one member of the public attending to conduct some research post meeting regarding her PhD project.

**F1122/06 ITEMS OF URGENT BUSINESS**

There were no items of urgent business.

**F1122/07 STRATEGIC PLAN**

Members noted progress on the Strategy Action 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.

**(Action: Clerk; immediately)**

**F1122/08 BUDGET**

Members considered the Facilities committee budget recommendations for 2023/24 for approval by the Executive Committee on 7<sup>th</sup> December 2022. It was

RESOLVED:

1. To approve the budget allocation for the Facilities committee related expenditure of £182,644 and income of £98,451 to Full Council on 21<sup>st</sup> December.
2. To approve the Earmarked Reserves contribution from the precept of £10,000 (option 2) to Full Council on 21<sup>st</sup> December.

**F1122/09 SKATEBOARD PARK**

Members received a report on lighting upgrade at the Skateboard Park (report reference 37/2223 referred). It was

RESOLVED: 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.

**F1122/10 COUNCIL OFFICES**

Members received an update on the Council Offices refurbishment proposals (report reference 38/2223 referred). There was a discussion regarding the possibility of selling the property and finding other suitable accommodation given the potential refurbishment costs of a Grade II listed building. It was agreed that the offices are centrally located, that estimated costs will not be known until the quotes are received and that other accommodation would also need to be made fit for purpose. It was noted that the plant room would house the air source heat pump and that the stairlift would remain for access to the first floor.

**F1122/11 PROGRESS REPORT**

Members noted progress on decisions made at the last meeting of this committee. It was agreed that the Wetherspoons development item would be archived as they are holding off any developments at this time.

**(Action: COO/DepClerk; immediately)**

**F1122/12 MEMBER FORUM**

Members considered reported issues relevant to this committee for brief discussion, action or inclusion on future agendas. Councillor Waterman raised the issue of smart / casual dress code as per the Meeting Protocol distributed with the revised Facilities agenda pack. He would like members to reconsider the requirement for this and it was agreed that this would be a future item for consideration at a Full Council meeting. There was a discussion regarding whether the way members / Officers of Council are dressed would disassociate members of the public from the Town Council or be any form of barrier, that members' views / decision making processes are not impacted by dress code, that smart dress is the norm for Council meetings across the county and that removing the requirement altogether may result in a lower expectation / standard in dress at meetings.

**(Action: CEO/Clerk; by 15.12.22)**

**F1122/13 DATE OF NEXT MEETING**

Members noted that the next meeting of this committee is scheduled for 15<sup>th</sup> February 2023.

**F1122/14 PUBLIC BODIES (Admission to Meetings)**

Members resolved 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.

**F1122/15 SKATEBOARD PARK**

Members considered recommendations regarding upgrades to the Skateboard Park (confidential report reference 39/2223 referred). It was reported that one councillor had received good feedback from users regarding the recent and proposed upgrades to the facility. It was noted that these works were always envisaged but that the budget didn't previously allow for it. It was

RESOLVED:

1. To appoint Waterfield's to complete the resurfacing of the Skate Park central island and footpath at a cost of £6,525.00 + VAT.
2. To appoint Eastern Play Services Ltd to replace four sheets of skate lite flooring at a cost of £3,650.40 + VAT.
3. To allocate expenditure for both projects first to Earmarked Reserves Skateboard Park and the remainder from Earmarked Reserves Community Infrastructure Levy.

**(Action: Facilities & Buildings Manager / RFO; by 15.12.22)**

Meeting closed at: 8.10pm.

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Chairman: Councillor Robertson