

## DISS TOWN COUNCIL MINUTES

Minutes of the meeting of the Facilities Committee held online on Wednesday 28<sup>th</sup> July 2021 at 7.15pm.

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

In attendance: Sarah Richards (Town Clerk)  
Robert Ludkin (Maintenance Manager)

**F0721/01 APOLOGIES**

Apologies were received and accepted from councillors Collins (holiday), Kitchen (memorial service preparation), Murphy (self-isolating) and Olander (wedding attendance).

**F0721/02 NOMINATION OF SUBSTITUTE REPRESENTATIVES**

Councillor Warren substituted for councillor Kitchen.

**F0721/03 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**

There were none.

**F0721/04 MINUTES OF THE LAST MEETING**

It was

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

**F0721/05 PUBLIC PARTICIPATION**

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

**F0721/06 ITEMS OF URGENT BUSINESS**

There were none.

**F0721/07 FACILITIES MEMBER VACANCY**

Members noted that Councillor Murphy has joined the Facilities Committee to replace former Councillor Mason.

**(Action: Clerk; immediately)**

**F0721/08 STRATEGIC PLAN**

a) Members noted progress on the Strategy Action Plan. It was agreed that the approved supplier list and form would be circulated to members.

**(Action: SF / RL; immediately)**

b) Members considered a report (reference 15/2122) regarding the Mere water quality strategic objective. It was noted that a considerable amount of work has been completed in recent months and agreed that the strategic action plan would be updated to reflect the report outcomes as it should act as a living document. Councillor Robertson is reviewing correspondence relating to the Mere drainage and councillor Browne is reviewing the water data.

The Chair of the Diss & District Angling Club is yet to report back on the draft Memorandum of Understanding and present their proposal for extending existing swims/ platforms and adding swims. It was agreed that clauses to prevent overfishing the Mere and that the DDAC would pay the annual fee set at the Council's discretion would be added to the MoU. It was noted the DDAC is aware of the market valuation recommended by AGA, which was based on professional opinion. It was suggested that given the ultrasonic unit was installed in 2018 that the unit should be repaired at no cost to Council and agreed that the action by dates should be added to the notes of meetings. It was

- RESOLVED: 1. To approve the draft Memorandum of Understanding between Diss Town Council and the Diss & District Angling Club subject to the additional clauses including the annual rent, rental review, Friday and Saturday night fishing parameters, overfishing and other clauses deemed necessary.
2. To give delegated authority to the Clerk to work with the Chair of the Facilities committee, Council Leader and Chair of the Diss & District Angling Club to finalise the Memorandum of Understanding.
- (Action: Clerk / JR / SO; by 18.11.21)

**F0721/09 ATHLETICS TRACK**

Members considered a report (reference 14/2122 referred) to provide funds from the current Earmarked Reserves to clean and repair the athletics track. It was noted that maintenance for this asset should have been budgeted for and that the Responsible Finance Officer has it noted for the forthcoming budgeting process. There was discussion about the proposal in the Diss & District Neighbourhood Plan for a preferred accessible site for new leisure provision and the considerable funding requirements and that the action group reviewing the income generational opportunities on this site will be considering how to bridge the gap between income and expenditure. It was

- RESOLVED: To approve expenditure of £4,000 from Earmarked Reserves SPG track maintenance to clean and repair the athletics track.
- (Action: RL; immediately)

**F0721/10 CEMETERY REGULATIONS**

Members considered amendments to the Cemetery Regulations. It was

- RESOLVED: to approve the amendments to clauses 40 and 41 of the Cemetery Regulations.
- (Action: Clerk; immediately)

**F0721/11 REPRESENTATIVES ON OUTSIDE BODIES**

a) Members considered appointing a Council representative to the Diss & District Allotment Association. It was

- RESOLVED: to appoint councillor Wooddissee as the Council representative to the Diss & District Allotment Association.
- (Action: Clerk / JW; immediately)

b) Members considered appointing a Council representative to a group connecting local communities. It was

- RESOLVED: to appoint councillor Browne as the Council representative to a group connecting local communities.
- (Action: Clerk / SB; immediately)

**F0721/12 MERE'S MOUTH**

Members considered in principle approval of a commitment to move forward with the Mere's Mouth as the destination for a sculpture as part of Norfolk County Council's EXPERIENCE Tourism Art Trail Project. It was noted that the landowner, the Diss Parochial Charity has already given its permission for the project to start and the timetable allows for a considerable consultation period with relevant parties. It was

- RESOLVED: to approve in principle a commitment to move forward with the Mere's Mouth as the destination for a sculpture as part of Norfolk County Council's EXPERIENCE Tourism Art Trail Project.
- (Action: Clerk; immediately)

**F0721/13 PROGRESS REPORT**

Members noted progress on decisions made at the last meeting of this committee. It was agreed that the date for completion for the MoU relating to the wildlife gardens would be amended to mid-September, that the future maintenance requirements relating to the bird proofing at the Corn Hall would be considered as part of the budgeting process and that the date for completion for CCTV on the Sports Ground site would be updated once the Maintenance Manager has liaised with the contractor regarding the schedule of works proposed for the town centre CCTV system.

- (Action: Clerk / RFO / MM; immediately)

**F0721/14**    **MEMBER FORUM**

Members considered information or issues relevant to this committee from members for brief discussion, action or inclusion on a future agenda. A resident has enquired about a permit for use of model boats on Diss Mere. There was discussion regarding the feasibility of this given retrieval of boats, safety and impact on anglers and wildlife. It was agreed that councillor Welch would liaise further with the resident on a more detailed proposal and research into what other councils do. It was noted that Needham lakes may provide this opportunity.

Members also discussed the recent Diss Community Noticeboard post relating to the boardwalk gates that appear closed. It was noted that a quote is being sourced to hold the gates open on a magnet and timed to close. It was also agreed that the Police would be informed regarding the illegal vehicular access to Mere Street which has increased particularly from the Chapel St end. It was

RESOLVED: to consider model boat permits for Diss Mere on the next Facilities committee agenda.  
**(Action: JW / DepTC; by 18.11.21)**

**F0721/15**    **DATE OF NEXT MEETING**

Members noted that the next meeting of this committee is scheduled for 24<sup>th</sup> November 2021.

**F0721/16**    **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 items which are properly considered to be of a confidential nature.

**F0721/17**    **CEMETERY CHAPEL**

Members considered a confidential report (reference 16/2122 referred) regarding the works required on the Cemetery Chapel. There was discussion regarding its longer-term use, the accuracy of the uplift on wood price stated in the report and it was agreed that the date on the tender form should be amended to coordinate with the September Full Council meeting. It was

RESOLVED: To advertise the contract for the specified works to the Cemetery Chapel on the government's Contracts Finder website with a review of the quotes received and budgetary requirements by the September Full Council meeting.  
**(Action: DepTC / RFO; by 09.09.21)**

**F0721/18**    **PARK**

Members considered a confidential report (reference 17/2122 referred) regarding the installation of new park play equipment. There was discussion about the advantages and disadvantages with both options. Option 1 was more imaginative with more entry and exit points, provides a ramp to the upper platform, which may have both risks and rewards for wheelchair users at the top although there was a concern raised regarding the photo of the completed solution as it looked not to be level on the ground.

Members discussed the positioning of the springer in Option 2 that is proposed a considerable distance away from the main piece, that it may be less accessible for those who are unable to walk, includes a footpath to enable access, appears to be more vandal proof with more suitable surfacing solution and double-width slide.

There was discussion regarding the possibility of including elements of both designs, a swing for wheelchair users, and whether the swinger could be moved to be with the main part of the equipment in Option 2. It was noted that the 25-year guarantee does not apply to all items and that the ongoing maintenance costs would need to be understood for budget setting. It was agreed the two options would be presented to the community for feedback and that the suppliers would be asked to guarantee their prices until the end of September to allow for the consultation period.

RESOLVED: 1. To consult the public on the two play equipment options for Diss Park from w/c 2<sup>nd</sup> August for two weeks with a review of the feedback and any changes to the proposals for review by Full Council in September.

2. To approve the installation of the additional play equipment to the north of the existing play area and west of the pathway leading to Denmark Street in Diss Park.  
**(Action: Clerk / DepTC; by 09.09.21)**

**F0721/19**    **TOILETS**

Members considered a confidential report (reference 18/2122 referred) regarding the Council's toilet

cleaning contract. It was noted that one of the quotations provided had included VAT in the original report, which reduced the additional cost considerably and that the output specification i.e., what the Council expects the toilets to look like would be requested from the preferred supplier. It was

RESOLVED: To appoint the cleaning services of Mary Moppins to clean the Park and Mere's Mouth toilets from 7<sup>th</sup> August 2021 for one year at a cost of £14,453 with the shortfall allocated from General Reserves subject to an output specification agreed by the Clerk and with a review of service provision undertaken towards the end of year 1.

**(Action: MM / Clerk; immediately)**

Meeting closed at: 20.56.

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Chairman: Councillor Robertson