

DEPUTY TOWN CLERK
Miss S French, CILCA

DISS TOWN COUNCIL
Council Offices, 11-12 Market Hill,
Diss, Norfolk, IP22 4JZ.
Telephone/Fax: (01379) 643848
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Please ask for: Sonya French
Our ref: F 03.02.2021
Date: 01 February 2021

NOTICE OF MEETING

Dear Members of the Public and Press,

You are cordially invited to a meeting of the **Facilities Committee** to be held online on **Wednesday 3rd February 2021 at 8pm** to consider the business detailed below. Anyone wishing to attend the meeting should contact the Town Clerk using the details above prior to the start of the meeting for the link.

Deputy Town Clerk

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 25th November 2020 (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 (*members of the public are entitled to speak for a maximum of three minutes*).
6. **Items of URGENT business**
To discuss any item(s) of business which the Chair or 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. **Honoured and Junior Good Citizen Awards**
To consider a request to include a special group category for the Honoured and Junior Good Citizen awards given the extraordinary work of volunteers during the Covid-19 pandemic.
8. **Fishing Agreement**
To consider an agreement between Diss & District Angling Club and Diss Town Council regarding fishing at the Mere (report reference 37/2021 herewith).

9. Progress Report

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

10. Member Forum

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

11. Date of Next Meeting

To note that the next meeting of this committee is scheduled for 5th May 2021.

12. Public Bodies (Admissions to Meetings)

To consider 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.

13. Allotments

To consider a request from the Diss & District Allotment Holders Association to control the muntjacs (report reference 39/2021 herewith).

14. Cemetery

To consider a report regarding Cemetery Management (report reference 38/2021 herewith).

COMMITTEE MEMBERSHIP:	FOR INFORMATION:
Councillors:	Town Clerk
S. Browne (ex-officio) (Vice-Chair)	Deputy Town Clerk
D. Collins	Maintenance Manager
M. Gingell	
S. Kiddie	K. Murphy
A. Kitchen	S. Warren
J. Mason	J. Welch
S. Olander (ex-officio)	
D. Poulter	Diss Express
J. Robertson (Chair)	Diss Mercury
E. Taylor	

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>.

Please note that this meeting will be held online due to Covid-19. Anyone wishing to attend the meeting should contact the Town Clerk using the details above prior to the start of the meeting for the link.

DISS TOWN COUNCIL DRAFT MINUTES

Minutes of the meeting of the **Facilities Committee** held online on **Wednesday 25th November 2020** at 8pm.

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

In attendance: Sonya French (Deputy Town Clerk)
Sarah Richards (Town Clerk)
Robert Ludkin (Maintenance Manager)
Alex Jamieson (Responsible Finance Officer)
Susan Hurst – (Finance/Administrative Assistant)
Cllr J. Welch

F1120/01 APOLOGIES

There were no apologies.

F1120/02 NOMINATION OF SUBSTITUTE REPRESENTATIVES

There were none.

F1120/03 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

Minute No.	Councillors Name	Personal/Other Interest	Pecuniary Interest	Reason
F1120/08	D. Collins	x		This councillor is a member of the Diss Town Guide Committee
F1120/09	J. Mason	x		This councillor is a member of the Diss Parochial Charity
F1120/09	S. Olander	x		Waterfield & Sons and is a friend of the supplier
F1120/15	S. Warren	x		This councillor is related to an employee of Bierton & Woods

F1120/04 MINUTES OF THE LAST MEETING

It was

RESOLVED: That the minutes of the meeting of the Facilities Committee held on 29th July 2020 were confirmed as a true record of the meeting and will be signed with the Clerk post meeting.

F1120/05 PUBLIC PARTICIPATION

There were no members of the public in attendance.

F1120/06 ITEMS OF URGENT BUSINESS

There were none.

F1120/07 STRATEGY PLAN

Councillors considered draft proposals from the Chair and Vice Chair of this committee regarding the agreed priorities for the Strategy Plan relevant to this committee. There was discussion regarding having specific measures relating to all objectives. It was

RESOLVED: To approve the draft proposals regarding the agreed priorities for the strategy plan relevant to this committee to include specific measures.

(Action: Chair/VC and Dep TC by 10.12.20)

F1120/08 BUDGET

Members considered draft budget proposals for expenditure and income relating to this committee (report number 28/2021 referred). It was noted that the information contained within the report was transparent and the RFO was thanked for her work.

It was explained that the future earmarked reserves is being reworked for allocation to specific projects.

There was discussion regarding the facilities projects and proposed spending plan (Appendix 1). Members considered combining the Mere's mouth water biodiversity project with mere fountain and it was agreed that these figures would be reviewed.

Members discussed a permanent pump versus a temporary rental pump to control the mere water levels and it was suggested that a whole life cost analysis of the permanent pump versus renting would be undertaken.

The proposed funds for the garden and floral scheme were queried and it was noted that these are for the Diss floral scheme specifically and it was agreed that the notes on Appendix 1 would be fully updated.

There was discussion around building up a reserve to replace the two recently purchased vans and reviewing the Corn Hall maintenance allocation, with an estimation of costs associated with landlord responsibilities.

The costs of the sports ground were reviewed alongside the usage of the facility whilst acknowledging the plans to improve Diss leisure provision. It was suggested that the Skateboard park would require reserves set aside over the next 10 years for future refurbishment/replacement.

Members discussed building up a reserve to renew, replace and repair the boardwalk, as well as allocating funds from EMR to carry out the works required to the cemetery chapels.

It was noted that one of St Mary's churchyard wall panels require refurbishment/replacement and that the paths do not need resurfacing.

It was agreed that a reserve should be built up for the park toilet refurbishment and the Meres mouth toilets allocation should be retained as a separate entity. It was

RESOLVED: To review and revise the Facilities committee budget proposals for presentation to the most appropriate future meeting of council.
(Action: RFO/Clerks/Chair of Executive to review and change)

F1120/09 MERE'S MOUTH

Councillors considered the reallocation of the three parking spaces at Mere's Mouth (report reference 26/2021 referred). Norfolk County Council Highways have been consulted and confirmed that blue badge holders can legally park anywhere on the highway so long as they are not causing an obstruction and display their permit and timer.

It was noted that changing existing spaces to blue badge specific spaces would require a legal order at considerable cost. There was a view that blue badge holders who require wheelchair access via the rear of their vehicles would find it more difficult on the highway. It was agreed that publicity would include reference to residents being considerate of blue badge holder's access. The council's representative on the Diss Parochial Charity confirmed their support of the proposed recommendation. It was

RESOLVED: Not to reinstate the three parking spaces on the Mere's Mouth post refurbishment and to install three removable bollards at the entrances to the Mere's Mouth up to a total cost of £1,400 from Town / Park R&R.
(Action: Dep TC/MM by 15.12.20)

F1120/10 PARK TOILETS

The committee considered installation of automatic taps in the Park toilets, (Report reference 27/2021 referred). There were discussions about the skills of the recently recruited member of the maintenance team and the cost savings to council. It was confirmed that he is willing to carry out these works and is suitably qualified. It was also noted that staffing changes within the maintenance team would be communicated to all members. It was

RESOLVED: To purchase the four new mixer battery operated sensor taps up to a value of £1,740 from Park Toilets EMR for the installation in house.
(Action: MM/Dep TC by 31.12.20)

Admin/Finance Assistant has joined the meeting.

F1120/11 PROGRESS REPORT

Councillors noted progress on decisions made at the last meeting of this committee. There was a query regarding the height of the flag pole and there was a discussion about pigeons feeding from Mere Street. There was a suggestion that an ultra-violet paint substance could be used as a deterrent to the pigeons.

(Action: MM/Dep TC by 28.01.21).

F1120/12 MEMBER FORUM

Members considered information or issues relevant to this committee from members for brief discussion, action or inclusion on a future agenda. It was suggested that the Diss Floral Team could consider ways to enhance the Mere's mouth area through floral displays and seating and it was confirmed that the Meres mouth toilet windows will be installed prior to reopening.

F1120/13 DATE OF NEXT MEETING

Members noted that the next meeting of the Facilities Committee is scheduled for Wednesday 3rd February 2021 at 8pm virtually.

F1120/14 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.

F1120/15 CEMETERY INTERMENT TRANSFER

Councillors considered an interment transfer (report reference 25/2021 referred). Thanks were extended to the Finance/Admin assistant for her excellent report. There was discussion regarding vehicle access and egress and the weight of the plant and coffins on the newly resurfaced cemetery road ways. It was noted that one of the options was to lift the memorials from the Roman Catholic church subject to consent. It was also noted that no specific site in Diss Cemetery had yet been discussed for the memorials with the family. The family are keen to have Diss cemetery as their final resting place for their loved ones. It was noted that an additional cost could be attributed to any damage caused by excessive weight on the road ways. It was

RESOLVED: To provide written consent that the Council is willing to receive the remains of the later Derek and Vera Cooper in Diss Cemetery at a location to be agreed by the Clerk in order for the family to proceed with the licence application for the exhumation to the Ministry of Justice at a total cost to the Cooper family of £9,979.49 to exclude the memorial vase cost.
(Action:MH/Dep TC March 2021)

Meeting closed at: 21:55.

Chairman: Councillor Robertson



DISS TOWN COUNCIL

Council Offices, 11-12 Market Hill,
Diss, Norfolk, IP22 4JZ.

Telephone & Fax: (01379) 643848

Email: towncouncil@diss.gov.uk

Website: www.diss.gov.uk

Report Number:

37 / 2021

Report to:	Facilities Committee
Date of Meeting:	3 rd February 2021
Authorship:	Deputy Town Clerk
Subject:	Fishing Agreement

Background

1. The Diss & District Angling Club have been using the Mere to fish on for several years and currently pay yearly fishing rights which amount to £905.

Land ownership

2. The Mere and Park are owned by the Town Council. Appendix A denotes ownership of the Mere's Mouth area. The area marked in red is owned by Diss Parochial charities and leased to Diss Town Council.

Proposal

3. Despite an historically good working relationship between the Town Council and the Angling Club, there is currently no agreement in place between the two organisations. The proposal is to create a Memorandum of Understanding (MoU) so that both parties have clarity on the agreed rules regarding fishing on the Mere.
4. The rationale for creating a MoU rather than a full contractual agreement is primarily cost-effectiveness. The Town Council already has a MoU with the Friends of Parish Fields regarding maintenance of the walkway at the rear of the Diss Youth & Community Centre (Appendix B), which could be used as a template at approximately £1k in solicitors fees versus £2.5-£3k for a full contractual agreement.
5. The Angling Club has confirmed they would be happy with a MoU.

Other points for consideration

6. The Chairman of the Angling Club has asked if they can contribute towards the electricity costs of having the fountain on longer during the summer months to help towards keeping the blue/green algae at bay on the Mere.
7. To increase the timings of the fountain by 4 hours per day during the months of June, July and August the Angling club are happy to pay £250 per month, £750 in total on top of their yearly fees, which will cover the additional hours electricity costs.

Recommendations

1. To draft a Memorandum of Understanding between the Diss & District Angling Club and Diss Town Council to bring forward to a future meeting of the Executive Committee for consideration.
2. To accept the offer of £750 per year from the Diss & District Angling Club towards electricity costs and run the fountain for a longer period of 4 hours per day June – August.



Diss Mere

Play Area

Diss Park Public Toilet

Car Park

Diss Park

Park Pavilion Kiosk
Ice Cream

Mereside Tea Rooms

Diss Publishing
Book Shop

Hilary & Alice
Second-hand
furniture shop

Greggs
Takeaway

Golden Dragon
Takeaway • Delivery

Pizza Time

Hays Travel

Mere Street P

Nationwide
Building Society

Istanbul Kebab House
Takeaway • Delivery

Costa
Takeaway

CANNELLS BUTCHERS
Butchers

Waterfront Inn

First Home
Improvements...

D&G Hair Salon

Chapel Street P

Key

Diss Mere - owned by DTC

Diss Park - owned by DTC

Mere's Mouth - NOT owned by DTC

Park Rd

Park Rd

Google

Memorandum of Understanding

Between

(Diss Town Council)

and

(Friends of Parish Fields)

This Memorandum of Understanding (MOU) sets for the terms and understanding between the Land Owner Diss Town Council of 11-12 Market Hill, Diss, Norfolk, IP22 4JZ (DTC) and the Friends of Parish Fields of 26 Heywood Road, Diss, Norfolk, IP22 4DJ to maintain the walkway alongside the edge of the property at the Diss Youth & Community Centre, which is known as the 'Boundary Belt' and is shown as edged red on the plan at Annex A. A description of the 'Boundary Belt' is contained in Annex B.

DTC hereby allows the Friends of Parish Fields to restore the pathway which runs along the rear of DTC land at Shelfanger Road on the Boundary Belt at their expense. This will also allow the Friends of Parish Fields to maintain the walkway for future generations to enjoy.

The Friends of Parish Fields shall undertake the activities listed at Annex C and hereafter maintain the Boundary Belt in a good and workmanlike manner to the reasonable satisfaction of DTC.

Reporting

DTC and Friends of Parish Fields will monitor the work during the reinstatement to make sure all work on the land is completed as specified above.

Funding

This memorandum is an agreement to allow the Friends of Parish Fields to maintain the Boundary Belt as specified. This MOU imposes no liability on DTC to fund or contribute funds towards the carrying out of such works or maintain thereafter.

Duration

This MOU is entered at will and may be modified by mutual consent of authorised officials from DTC and Friends of Parish Fields partners. This MOU shall become effective upon signature by the authorised officials from DTC and Friends of Parish Fields and will remain in effect until terminated in accordance with the following paragraph.

Termination

This MOU shall remain in force unless terminated by:-

- a) The mutual agreement of the parties or

- b) One party serving upon the other a written notice specifying their intention to terminate this agreement ('Termination Notice'). This MOU shall terminate upon the expiry of the notice being not less than 6 months' following the date that the Termination Notice was served upon the other party ('Termination Date').

Each party shall continue to carry out their obligations under this MOU until the Termination Date.

Liability

DTC accepts no liability, financial or otherwise, for the works being carried out under this MOU nor any future obligation to maintain or keep in repair the Boundary Belt should this MOU be terminated.

Insurance

DTC shall ensure that appropriate public liability insurance remains in place for the duration of this MOU to cover the use of the Boundary Belt. Friends of Parish Fields shall also ensure that appropriate public and employer liability is in place for the duration of this MOU to cover the use of the Boundary Belt.


Ownership

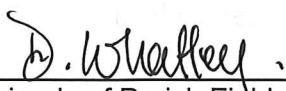
Nothing in this agreement shall be construed as a Lease or Licence by DTC to the Friends of Parish Fields of the Boundary Belt not creating any proprietary interest therein. The Friends of Parish Fields shall be permitted access to and the right to provide services on the Boundary Belt for the purposes of complying with its obligations under the MOU.

Contact Information

Town Clerk
Diss Town Council
01379 643848
towncouncil@diss.gov.uk

David Whatley
Friends of Parish Fields representative
flyingfishdish21@gmail.com

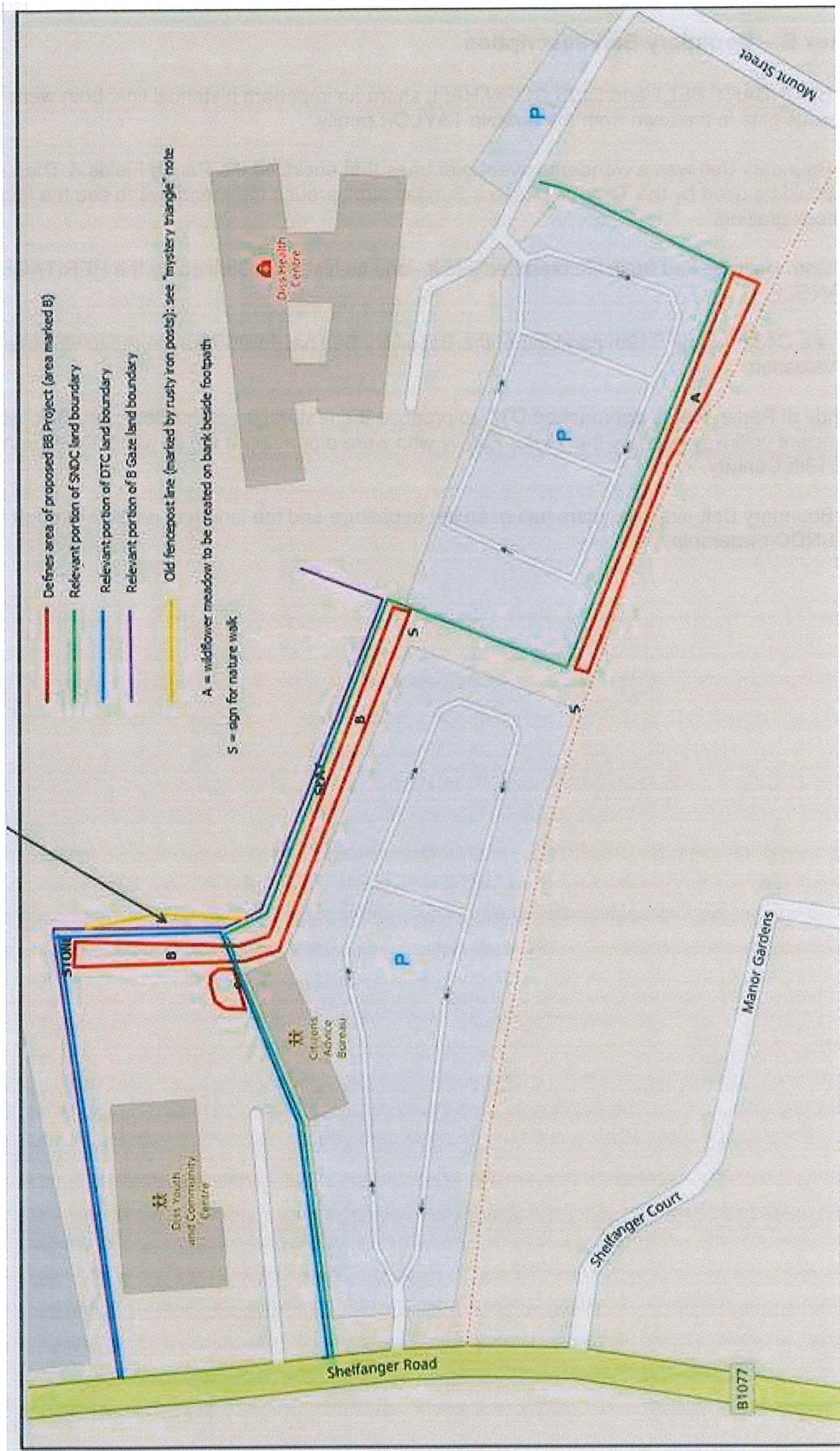
 Date: 7. 11. 19.
DTC signature
(Clerk, Diss Town Council)

 Date: 7. 11. 2019.
Friends of Parish Fields signature
(David Whatley, Friends of Parish Fields)

The map illustrates the proposed BB Project area, which is defined by a red line. The project area is situated along Shetfanger Road, which runs horizontally across the bottom of the map. To the left of the project area is the 'Dix Youth and Community Centre'. To the right is the 'Citizens Advice Bureau'. Further to the right is the 'Dix Health Centre'. The map also shows 'Manor Gardens' and 'Shetfanger Court'. A legend on the left side of the map defines the following:

- Red line: Defines area of proposed BB Project (area marked B)
- Green line: Relevant portion of SNOC land boundary
- Blue line: Relevant portion of DTC land boundary
- Purple line: Relevant portion of B Gaze land boundary
- Yellow line: Old fencepost line (marked by rusty iron posts); see "mystery triangle" note

Additional labels on the map include 'A = wildflower meadow to be created on bank beside footpath' and 'S = sign for nature walk'. The map also shows 'Mount Street' at the top right and 'B1077' at the bottom right.



Annex B – Boundary Belt description

The BOUNDARY BELT and DISS CORN HALL share an important historical link; both were generous gifts to the town from the notable TAYLOR family.

The Boundary Belt was a wonderful avenue of trees that encircled the Parish Fields & The Lawn that could be used by the Taylors to take a Sunday stroll around the meadows to see the local livestock grazing.

The Corn Hall has had fresh life breathed into it - and its history enshrined by the HERITAGE TRIANGLE.

The late C18th / early C19th parkland of the Boundary Belt has fallen away in the town's memory and valuation.

Friends of Parish Fields approached DTC to propose the restoration of the Boundary Belt, which is an ancient walkway used by the Taylor Family who were a prominent family within Diss during the 18th/19th Century.

The Boundary Belt over the years has been left to pasture and the land has passed through to DTC and SNDC ownership.

Annex C

A: The WILDFLOWER WALKWAY

DETAILS OF WORK	NEXT STEPS / STAKEHOLDERS
1. Directional signage at path entrance on Mount St. to be positioned below Citizen Advice Bureau sign.	Contact Diss Heritage Triangle Trust for design advice / support.
2. Three information boards on history and habitat attached to boundary wall.	Permission granted from relevant landowners Kyme Lodge & Manor Gardens. Info and maps to be agreed. Size and position finalised. Designs to be shared with Diss Heritage Triangle Trust.
3. Undertaken plant survey of existing grassy slope then organise additional seeding (i.e. yellow rattle).	To be carried out by South Norfolk Council, Norfolk Wildlife Association & PFF. Approach local garden centres for support.
4. Honeysuckle introduced on fence.	PFF to organise.
5. Directional signage attached to lamppost at walkway exit into lower car park.	SNC / PFF to agree design.

B: The GREEN PROMENADE: START

DETAILS OF WORK	NEXT STEPS / STAKEHOLDERS
1. Welcome signage attached to lamppost at edge of lower corner car park.	Info to be collected and agreed / to be designed by PFF & shared with Diss Heritage Triangle Trust.
2. Possible green footsteps to lead you across bottom of car park.	Health & Safety clearance by South Norfolk Council for indicating a pedestrian route in car park. Stencil to be designed / paint approved.
3. Retain existing path following old route of footpath.	Cut back some trailing branches / add where necessary some wood chip mulch (offered by SNC)
4. Up to 5 nature-related inscriptions carved into stone placed at intervals along the path. Sculpture trail to follow.	Source & agree words of wisdom from Goethe to John Clare to Bob Dylan / finalise size of stones / contact Lettering Arts Trust to see if they want to get involved.
5. Preserve small 'cornfield' area created by spilt seed from feeding chickens.	Ephemeral feature – leave it to flourish on its own.
6. Remove one obstructing stump in middle of pathway	PFF to do.
7. Add 2 new lime trees on the car park side of the pathway/ clear ivy from thorn trees. Add field maple & hawthorn along fence line.	Complete application to eforests.co.uk for support.
8. Re-instate a re-positioned base & seat just down from the second lamp-post – no back so can sit both ways.	Blocks of stone & wood for slats to be sourced / Local resident & PFF to complete.
9. Add information boards on the history of the promenade.	Info to be collected and agreed / to be designed by PFF / shared with Diss Heritage Triangle Trust.

B. THE GREEN PROMENADE: PART 2

DETAILS OF WORK	NEXT STEPS / STAKEHOLDERS
1. Raise and smooth off the level where the two pathways meet	Move clay and concrete dumped in ditch to help with levelling / add membrane.
2. Create Stumpery on site of Ghost Pond	Collect 5 bags of hardcore to help build drainage channel / weeping pipe from Stumpery.
3. Continue to define pathway	Spread wood chip mulch (sourced free from SNC) where necessary.
4. Restore ditch as a guiding feature	After removal of dumped materials, re-profile length of ditch / fresh planting on the crown of the ditch + clear stumps + ask DTC to remove dumped firewood.
5. Restore holly & yew trees on the other side of the pathway	Produce a risk assessment / PFF to cut leaning yew tree close to the ground.
6. Re-connect the two paths	Remove fence that has recently been added to separate the two areas / add low stone buttress with ferns to replace old brick wall.
7. Establish the perimeter line of the Boundary Belt	Put protective fencing above the 'ghost pond' and extend along the length of the ditch – chestnut palings with posts every 2 metres, cost (approx. £250 to come from South Norfolk District Councillor budget)
8. Add information boards on the history of the Promenade.	Info to be collected and agreed / to be designed by PFF / shared with Diss Heritage Triangle Trust.

Committee	Minute Reference	Subject	Action	Assigned to	Timescale	Comments or further action
Facilities	F0319/10	Wetherspoons Easement	To incorporate the additional maintenance cost into the deed of easement as discussed with the applicant.	Clerk	TBC	Contractors have until October 2020 to start on site. Easement may have to be amended to the landowner as party to the deed or or deed of easement will have to be completed when the land has transferred to Wetherspoons. It was reported in East Anglian Daily Times on 1st May, that new pub openings are not expected until 2022. See Infrastructure item. Should be facilities.
Facilities	F0618/19	Member Forum	a) That the Acting Town Clerk would provide the relevant information regarding duck pellet sales to Councillor Liggett for further investigation and recommendation.	Clerk / DepTC	Summer 2020	Dealey Bird Control were prepared to supply, maintain and fill automated bird feeders on the Park side of the Mere. DTC to confirm location of feeders & liaise with local business to provide smaller quantities of seed. TBC given lost income on hawk flying project. Also looking at updating the info boards around the Mere with what to feed birds.
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 lease agreement.	Clerk	May/June 2020	Suggested changes to the MoU suggested by solicitor. Awaiting details for approval and signature. To be picked up and progressed by clerk.
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.	Clerks/DC	TBC	Awaiting further information from DTG committee. No update. May be tied in with the CV Acknowledgement plans
Facilities	F1119/07	Corn Hall	a) To approve expenditure of £3,727 from the Corn Hall budget to contract Dealey & Associates Ltd to undertake the bird proofing works to the Corn Hall roof.	Clerk/MM	June	Approved at last meeting. Discovered that existing bird netting was result of recent renovations to Corn Hall thus contractor approached to advise. Reply received claiming that they erected what was in situ. Queried this with main architect on Project.
Facilities	F1119/09	Cemetery	To defer consideration of the Cemetery Chapel to the next Executive Committee with survey quotations to be sourced	Clerk	May/June 2020	Structural Engineer is going to inspect inside of Chapel on 11th Feb utilising a scaffold Tower supplied by Cornhall. Once this has been completed he will compile a report for a decision to be made on the Chapel repairs at the next Facilities Committee.
Facilities	F0220/07	Cemetery	To request that the extension of the Cemetery allows for an additional 60 years of burials/ashes at nil cost to the Town Council.	Clerk	June	Done. In terms of the cemetery land requirement, M Scott Properties suggested in their representation to the GNLP Reg 18C consultation in March that 3 pieces of work were required to substantiate and justify requested policy: a) A Cemetery Risk Assessment - to ensure that the site is suitable in terms of the groundwater conditions (this is being scheduled in Winter/Spring) b) A detailed Population Projection - to compare future death rates with population growth and religious groups; (forwarded to Chair of DDNP for support) c) A detailed assessment of future burial practice with reference to the move to a greater number of woodland/natural burials.
Facilities	F0220/09	Diss Mere	That Diss Community Team seek further quotes including contacting the original purchaser of the fountain to either repair or replace the lighting feature on the existing fountain or replace the Diss Mere fountain at lower cost.	Clerk	TBC	No update.
Facilities	F0220/12	Meetings	To arrange publicity to reflect the change of the Council Chamber's name to Walden Studio.	Clerks	June	This was scheduled for the May meeting so will need to be rescheduled when appropriate.
Facilities			c) To consider the feasibility of the reconfiguration of the upstairs floor of the DYCC during the 2020/21 financial year.	Committee	2020/21	On a future Facilities agenda
Facilities	F1120/07	Strategy Plan	To approve the draft proposals regarding the agreed priorities for the strategy plan relevant to this committee to include specific measures.	Chair/VC and Dept TC	by 10.12.2020	Done
Facilities	F1120/08	Budget	To review and revise the Facilities committee budget proposals for presentation to the most appropriate future meeting of council.	RFO/Clerks/ Chair of Exec to review & change		Done

Committee	Minute Reference	Subject	Action	Assigned to	Timescale	Comments or further action
Facilities	F1120/09	Mere's Mouth	Not to reinstate the three parking spaces on the Mere's Mouth post refurbishment, and to install three removable bollards at the entrances to the Mere's Mouth up to a total cost of £1,400 from Town/Park R&R.	TC/MM	by 15.12.2020	Done
Facilities	F1120/10	Park Toilets	To purchase the four new mixer battery operated sensor taps up to the value of £1,740 from Park Toilets EMR for the installation in house.	MM/Dept TC	by 31.12.2020	This has been put on hold due to Covid and will be picked up by MM once out of lockdown.