

DISS TOWN COUNCIL MINUTES

Minutes of the meeting of the **Facilities Committee** held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 9th February 2022** at 7.15pm.

Present: Councillors: S. Browne (Vice-Chair)
R. Peaty
M. Gingell
S. Kiddie
A. Kitchen
S. Olander (ex-officio)
K. Murphy
J. Robertson (Chair)
E. Taylor (ex-officio)
J. Welch

In attendance: Sonya French (Deputy Town Clerk)
Robert Ludkin (Maintenance Manager)
One member of the public

F0222/01 APOLOGIES

Apologies were received and accepted from Councillor D. Collins.

F0222/02 NOMINATION OF SUBSTITUTE REPRESENTATIVES

There were none.

F0222/03 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

Minute No.	Councillors Name	Personal/Other Interest	Pecuniary Interest	Reason
FO222/08	Councillor Kiddie, Councillor Browne, Councillor Welch	Other Interest	None	All 3 councillors volunteer on the Queen's platinum jubilee committee.

F0222/04 MINUTES OF THE LAST MEETING

Councillors discussed the minutes, Councillor Olander stated that a member of the public had approached him stating that the minutes in their opinion was not a verbatim and accurate record of the meeting that took place. It was explained that minutes are not verbatim and are a historical record of the actions of the meeting. It was

RESOLVED: a) That the minutes of the meeting of the Facilities Committee held on 24th November 2021 were confirmed as a true record of the meeting and would be signed by the Chair.

b) That the minutes of the meeting of the Planning Committee held on 19th January 2022 were confirmed as a true record of the meeting and duly signed by the Chair.

F0222/05 PUBLIC PARTICIPATION

There were no members of the public present.

F0222/06 ITEMS OF URGENT BUSINESS

There were none.

F0222/07 STRATEGIC PLAN

Members noted progress on the Strategy Action Plan.

F0222/08 THE QUEEN'S PLATINUM JUBILEE

Members received a report reference 54/2122, regarding the progress for the Queen's Platinum Jubilee celebrations. Councillor Kiddie updated the committee on the plans for the jubilee celebrations.

Committee discussed further plans to improve the beacon in the Park, these included paving slabs which would encircle the bottom of the beacon. Committee were a little underwhelmed by the circumference of the circle as they believed that they would get lost underneath the seating area. Committee would prefer a larger stone circle to increase the area around the beacon for seating. It was

RESOLVED:

1. To approve the plans to celebrate the Queen's Platinum Jubilee on the Park on Thursday 2nd June 2022 to include music, food, beacon lighting, lantern procession and firework display subject to approval from the Safety Advisory Group at South Norfolk Council.
2. To select option 3 on report reference 54/2122 with four benches around the beacon instead of three.
3. To approve the installation of the paving to encircle the beacon and to give delegated authority to increase the size of the circle to the Town Clerk and Chair of Facilities.

F0222/09 DISS YOUTH & COMMUNITY CENTRE

- a) Members considered a report (reference 55/2122 referred) regarding room reconfiguration at the DYCC. Members discussed the report regarding SNYSB and their recommendations and believed that the area is free space and could be turned into functional space. It was

RESOLVED:

1. To approve the proposed changes to the first floor of the DYCC (as per Annex B) subject to planning or building regulations approval if required.
2. To give the Clerk delegated authority to work with the Chair of the Facilities and Executive committee to negotiate a rental agreement and hire charge with SNYSB.
- b) Members noted that a visual survey of the DYCC roof is being undertaken at a cost of £1,998 allocated to expense code 398 (DYCC Earmarked Reserves) to determine works required under the Clerk's delegated authority and given the specialist nature of the survey.
(Action; Clerks by next meeting of Facilities)

F0222/10 REGULATIONS

- a) Members considered and approved changes to the car boot regulations. It was

RESOLVED: To approve the new car boot regulations.

- b) Members discussed and approved new market trader regulations. It was

RESOLVED: To approve the new market regulations.

(Action: Dep TC to implement new regulations and add to website)

F0222/11 PARK PAVILION KIOSK AGREEMENT

Members talked through the legality of the agreements and whether we needed to show them to a Solicitor, after further discussion committee agreed that the agreements were general agreements and therefore they were happy to agree them as they stood without getting a solicitor to look over them. It was

RESOLVED: To approve the changes to the Park Pavilion Kiosk Agreement.

(Action: Dep TC to implement, immediately)

F0222/12 PROGRESS REPORT

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

F0222/13 MEMBER FORUM

Members considered information or issues relevant to this committee from members for brief discussion, action or inclusion on a future agenda. Councillors discussed and agreed that they would like the clerk to arrange a tour for groups of 3-4 councillors to visit all of the facilities owned by Diss Town Council.

(Action: Town Clerk, immediately)

F0222/14 DATE OF NEXT MEETING

Members noted that the next meeting of this committee is scheduled for 4th May 2022.

F0222/15 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.

F0222/16 **PARK SECURITY**

Members considered a confidential report (reference 56/2122 referred) regarding the park security. Councillors discussed the project surrounding the park security and the difficulties with making agreements and arranging suitable quotations. After lengthy discussion, it was

RESOLVED: The Facilities committee agree to send the park security project to Full Council to make an agreement to change to a park enhancement project as opposed to park security project.
(Action: Town Clerk to place on FC agenda for March 2022)

Meeting closed at: 20.50 hours

Chairman: Councillor Robertson