

**DISS TOWN COUNCIL
MINUTES**

Minutes of the meeting of the **Facilities Committee** held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 22nd May 2024** at 7.15pm.

Present: Councillors: D. Collins
S. Kiddie
K. Murphy (Ex-officio)
J. Robertson (Chair)
L. Sinfield
E. Taylor
J. Welch

In attendance: Sarah Villafuerte-Richards (Clerk / Chief Executive Officer)

F0524/01 APOLOGIES

Apologies were received and accepted from councillors Browne and Olander. Cllr Goulder was not in attendance but was having issues with receipt of emails so may not have received the agenda summons.

Post note meeting – apologies were subsequently received from cllr Goulder.

F0524/02 NOMINATION OF SUBSTITUTE REPRESENTATIVES

Councillor Taylor substituted for councillor Browne.

F0524/03 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

Minute No.	Councillors Name	Personal/Other Interest	Pecuniary Interest	Reason
F0524/08	J. Welch	X		This councillor has been speaking to the proposers.
F0524/09	K. Murphy	X		This councillor is a member of the District's Council.

F0524/04 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 14th February 2024 were confirmed as a true record of the meeting and signed by the Chair.

F0524/05 PUBLIC PARTICIPATION

There were no members of the public present.

F0524/06 ITEMS OF URGENT BUSINESS

There were no items of urgent business.

F0524/07 DISS PARK

Members considered a proposal to install an automatic duck feeder in the Park (report 02/2425 referred). There was discussion regarding the positioning of the feeder and whether it would be better located on the Mere's Mouth. It was noted that it should be positioned where most feeding takes place and it needs to be encouraged away from the town centre. Location query. Several members were concerned regarding the dispensing of pellets directly into the hands of young children due to spillage. Councillors also discussed the price which was considered quite high, competition, and the 90-day notice period within the 3-year term.

It was agreed the Clerk would follow up with the Feed Ducks Initiative and subject to satisfactory responses, it was

RESOLVED:

3. To approve the installation of a duck feeder machine in Diss Park at the proposed location (Appendix C) for a minimum of 3 years before the start of the summer season 2024.
2. That the Clerk signs the cover agreement on behalf of Diss Town Council.
3. That the Facilities & Buildings Team prepare the foundation for the duck feeder and install it according to the installation guide provided.
(Action: Clerk / F&B Manager; immediately & prior to delivery tbc)

F0524/08 Diss Youth & Community Centre

Members considered a proposal from the Friends of Parish Fields (FPF) regarding extending the walkway through the DYCC site. The Chair has met on-site with a representative of the FPF and advises that the path is narrow and confirmation would be required of the ownership of the fence and hedge on the boundary. Given the uncertainty around the building's future, it was

RESOLVED: That members agree to reconsider the proposal from the Friends of Parish Fields regarding extending the walkway through the DYCC site at a future time.

(Action: Clerk / members; as appropriate)

F0524/09 TOWN MAPS

Members considered a proposal to install new inserts in the town map boards (report 03/2425 referred). It was noted that the contractor has not updated the board on the Mere's Mouth toilets since pre-Covid and the draft design is considerably more eye-catching than the current map partly due to the use of just one sponsor. This contractor will no longer print the paper copy version of the maps but a similar map is now produced by a local company in conjunction with the Town Guide committee. The proposal to use the same design with up to 9 different sponsors for each board around the town was favoured. It was agreed that the Falcon Publishing would be approached before committing out of courtesy. It was

RESOLVED:

1. To approve the installation of the newly designed town map on the Mere's Mouth toilet building subject to approval from South Norfolk District Council.
2. To approve the installation of the newly designed town maps alongside the Beacon trail walking map in the 9 map boards around the town as per Appendix B subject to approval from South Norfolk Council and liaison with Falcon Publishing.

(Action: Clerk; immediately)

F0524/10 DISS MERE DRAINAGE

Members received a verbal update regarding progress towards addressing the high-water levels of the Mere following significant rainfall recently. Following an inspection, there is only a small amount of water and little flow under the drain cover in the Aldi car park nearest the A1066. The Morrison's Property Specialist / Surveyor is going to establish whether works have been undertaken to rectify the collapsed chamber under the garage forecourt (now managed independently).

The District Council is also keen to explore the drainage on their site and is willing to pay 50% of cost of CCTV survey. The outdoor team will determine if there are any blockages in the drain from its inlet under Madgett's Walk up to the Aldi site tomorrow given there appears to be very little flow from it. The sleepers along Madgett's Walk, which have been dislodged due to holes at the back of the beds created by rats and following rainfall, have been secured for safety and the fountain timings have been extended to 8 hours per day to improve the water

quality. It was noted that liaison with the Environment Agency would be required to help enlist the engagement of other stakeholders including the maintenance of the filter beds at the river Waveney / Morrisons owned land at the end of the drain.

(Action: AG of KM / KM / ET / F&BM & Clerk; by 11.07.24)

F0524/11 PROGRESS REPORT

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

F0524/12 MEMBER UPDATES

There were no member updates relevant to this committee for brief discussion, action or inclusion on a future agenda.

F0524/13 DATE OF THE NEXT MEETING

Members noted that the next meeting of this committee is scheduled for 17th July 2024.

F0524/14 PUBLIC BODIES (ADMISSIONS TO MEETINGS)

Councillors 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.

F0524/15 DISS & DISTRICT ALLOTMENTS

Members considered quotes received to reduce the height of the leylandii hedge at the allotment site off Louies Lane to a manageable height for ongoing maintenance (report 04/2425 referred). It was

RESOLVED:

1. To appoint Anglian Tree Solutions Ltd to carry out the hedge reduction works at a total cost of £3,600 with a contribution from the Diss & District Allotment Holders Association (DDAHA) of £1k from September 2024 to Community Infrastructure Levy funds following consultation with the Planning Authority.
2. To budget £1,000 to a new allotment code from 2025 onwards to cover the cost of annual hedge maintenance.
3. To request that the Diss & District Allotment Holders Association increase their contribution of £400 per year by 10% from 2026 onwards to cover inflationary increases.
4. To review the existing lease between DTC & the freeholders in light of the DDAHA's request to allow individual plot holders to install their own sheds on their plots at their cost and to maximum dimensions.
5. To work with the Council's solicitors to draft a new agreement between the Council and the DDAHA.

(Action: Clerk / F&BM / RFO; by 31.12.24)

Meeting closed at: 8.40pm.

Chairman: Councillor Robertson