

**DISS TOWN COUNCIL  
MINUTES**

Minutes of the meeting of the **Facilities Committee** held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 19<sup>th</sup> July 2023** at 7.15pm.

Present: Councillors: D. Collins  
S. Kiddie  
J. Robertson (Chair)  
G. Waterman  
J. Welch  
E. Taylor

In attendance: Sonya French (Chief Operations Officer) & R. Ludkin (Buildings & Facilities Manager)

**F0723/01 APOLOGIES**

Apologies were received from S. Olander, L. Sinfield, and S. Browne.

**F0723/02 NOMINATION OF SUBSTITUTE REPRESENTATIVES**

Councillor E. Taylor was nominated, and members voted and agreed that he would be acting as a substitute for Councillor L. Sinfield.

**F0723/03 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**

There were none.

**F0723/04 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 31<sup>st</sup> May 2023 were confirmed as a true record of the meeting and signed by the Chair.

**F0723/05 PUBLIC PARTICIPATION**

There were no members of the public present.

**F0723/06 ITEMS OF URGENT BUSINESS**

There were no items of urgent business.

**F0723/07 STRATEGIC PLAN**

During the meeting, councillor acknowledged the advancements made on the Strategy Action Plan. They also engaged in a comprehensive discussion concerning the insufficient progress made on the Mere quality, delving into the issues surrounding the Mere drainage. As a result, the Councillors have expressed the desire to include the matter of the Mere drainage in the agenda for the upcoming facilities meeting in November 2023.

**Action: (Find paperwork and add as an item on November Facilities agenda; COO by next meeting).**

**F0723/08 BOARDWALK AND SLIP TREADS**

Members received a report (ref 13/2324), detailing the proposed replacement and enhancement of the boardwalk treads, along with aesthetic upgrades. Councillors engaged in a thorough deliberation on the matter of boardwalk slip treads and also took note of the necessary repair works that are deemed essential. It was

**RESOLVED:**

**1. To agree to the quote supplied for the upgrade of the Boardwalk at a cost of £5,134.88.**

**2. To use Boardwalk EMR (Project C) monies amounting to £4,473.00 and for the remainder of the costs amounting to £661.88 to come out of the Boardwalk Maintenance Budget code 4062**

**Action: (B&FM to organise Boardwalk upgrades; immediately)**

**F0723/09 PROGRESS REPORT**

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

**F0723/10 CAR BOOTS 2024/25**

The members of council were presented with Report 14/2324, which proposes an expansion of the car boot sales held in the park for the years 2024/25 and 2025/26. During the meeting, councillors engaged in a comprehensive discussion regarding the car boot sales, expressing overall support for the idea. However, they also raised concerns about the current condition of the park, particularly the potential impact of additional car boot sales on the grass.

In view of these concerns, the members further deliberated on the necessity of conducting a thorough assessment to gauge the impact of the extra car boot sales in the year 2024/25. They recommended that the results of this assessment be presented to the council before proceeding with the addition of further car boot sales in the subsequent year 2025/26. It was

**RESOLVED:** To increase the car boot sales for years 2024/25 from 8 to 10 and pending a subsequent assessment of the condition of the park considered by Council on whether this decision has caused a further impact on the grassed area to increase the car boot sales from 10 – 12 in years 2025/26.

**F0723/11 MEMBER FORUM**

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

The COO/Deputy Town Clerk gave Council an update on the recently received fire safety report concerning the Sports Ground, councillors then discussed the matter. As a result of their discussion, it was unanimously agreed that the sports pavilion should be closed over the summer to any groups that utilise the inside of the building on a daily basis until all the necessary work to address the fire safety concerns has been satisfactorily completed.

To proceed with the required work and assess the associated costs, the councillors have requested the inclusion of a Full Council session at the conclusion of the upcoming Infrastructure meeting next week. During this session, they aim to secure approval for the funding needed to undertake the essential safety measures and ensure the timely completion of the project.

**Action: (COO/Deputy Town Clerk to bring matter to an extraordinary meeting of FC on 26.07.23; immediately)**

Councillors brought attention to a recent planning application agreement concerning the property adjacent to the council offices. As part of this agreement, the builder committed to replacing trees located at the rear of their property. In light of this commitment, the councillors have tasked the Town Clerk with ensuring that the tree replacement work is being carried out in strict adherence to the approved planning application.

To obtain clarity on the progress and compliance of the tree replacement, councillors are requesting an update from the Town Clerk, who also holds the position of CEO. This update will enable the councillors to stay informed and monitor the situation to ensure that the agreed-upon actions are carried out according to the approved planning conditions.

**(Action: Town Clerk; 1 month)**

Councillors would like an update on the heritage triangle garden memorandum of understanding and which volunteer group is responsible for the work in the garden.

**(Action: Town Clerk; 1 month)**

The presence of conifers at the bottom of the garden, adjacent to the Council Offices, has been brought to the attention of council during this session due to the concern that they might become problematic if allowed to grow too large. In a previous interaction, the former Tree Officer had advised both the previous Mayor, Councillor E Taylor, and the Clerk that these Conifers needed to be removed.

To proceed with the necessary action in line with the Tree Officer's recommendation, the Town Clerk is requested to initiate consultation with the volunteer group team. The aim of this consultation is to facilitate the removal of the conifers, thereby addressing the potential issue posed by their growth.

**(Action; Town Clerk; 1 month)**

**F0723/14**    **DATE OF NEXT MEETING**

Members noted that the next meeting of this committee is scheduled for 22<sup>nd</sup> November 2023.

Meeting closed at: 20:25

-----  
Chairman: Councillor Robertson