

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 20.07.22
Date: 14 July 2022

NOTICE OF MEETING

Dear Members of the Public and Press,

You are cordially invited to attend a meeting of the **Facilities Committee** to be held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 20th July 2022** at **7.15pm** to consider the business detailed below.

Deputy Town Clerk

AGENDA

- 1. Election of Chairman of the Facilities Committee for the Municipal Year 2022/23.**
To elect a new Chairman of the Facilities Committee.
- 2. Apologies.**
To receive and consider apologies for absence
- 3. Election of Vice-Chairman of the Facilities Committee for the Municipal Year 2022/23.**
To elect a new Vice Chairman of the Facilities Committee.
- 4. Nomination of Substitute Representatives**
To note nominated substitute representatives attending in place of those who have sent their apologies.
- 5. 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.
- 6. Minutes**
To confirm as a true record, the minutes of the Facilities Committee held on 9th February 2022 (copy herewith).
- 7. 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*).
- 8. Items of URGENT business**
To discuss any item(s) of business which the Chair or Deputy 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*).

9. **Strategic Plan**
To note progress on the Strategy Action Plan (copy herewith).
10. **Mere**
To consider the application form, risk assessment and terms and conditions relating to a model boat trial on Diss Mere (copies herewith).
11. **Diss Youth & Community Centre**
To receive a report (reference 14/2223 herewith) regarding the woodland walk project to the rear of the Diss Youth & Community Centre.
12. **Progress Report**
To note progress on decisions made at the last meeting of this committee (copy herewith).
13. **Member Forum**
To consider information or issues relevant to this committee from members for brief discussion, action or inclusion on a future agenda.
14. **Date of Next Meeting**
To note that the next meeting of this committee is scheduled for 23rd November 2022.

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

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>.

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

**Diss Town Council
Strategy Action Plan 2021-2023
Infrastructure Committee**

Item 9

	A	B	C	D	E	F	G	H	I
No.	Priority Number	SMART Objectives	How will we achieve these objectives?	When will we achieve these objectives?	Who will achieve these objectives?	Who will achieve these objectives? Other (contractor / cllr / local authority)	What costs will be incurred for each of the steps / objectives?	How will we measure whether we have achieved each step / objective(s)?	Any other comments
36	Priority 3 of 5: Facilities Management Programme (Facilities Committee)	B. To create an asset/facility management programme to forward budget more effectively and make cost efficiencies by Jan 2022.	1. Produce a site-specific plan for each facility, which integrates onsite factors that need to be considered and managed to mitigate associated risk to our assets	Oct-21 July-Oct 2022	Maint Man / DepClerk		Staffing costs		
39	Priority 4 of 5: Mere Water Quality/Biodiversity (Facilities Committee)	A. To improve the water quality of the Mere to make the Mere safer and increase visitor footfall by 2023.	1. Estimate current usage of the Mere by residents, visitors and groups.	04/03/2024 March 2022	Clerk Action Group	Action group of councillors - SB / SO & JR			
40	Priority 4 of 5: Mere Water Quality/Biodiversity (Facilities Committee)	A. To improve the water quality of the Mere to make the Mere safer and increase visitor footfall by 2023.	2. Review Council's water quality management plan to determine outstanding actions.	Apr-21	Clerk	Action group of councillors - SB / SO & JR		A Mere Water Quality Management Plan was developed in November 2017 and the short-term recommendations have been implemented. Review medium- and long-term recommendations.	
41	Priority 4 of 5: Mere Water Quality/Biodiversity (Facilities Committee)	A. To improve the water quality of the Mere to make the Mere safer and increase visitor footfall by 2023.	3. Complete regular water surveys using the Council's own measuring equipment and that of third parties (e.g. universities) to measure the effectiveness of measures taken.	Mar-22	Maint Man / Maintenance		Unknown at this time, more information on costs required.	Monthly water samples taken against baseline data prior to implementing measures to improve water quality.	It is understood there are issues with measuring equipment which need to be addressed before regular surveys can re-start. Should already have considerable baseline data from previous surveys. Key Stakeholder – Diss & District Angling Club
42	Priority 4 of 5: Mere Water Quality/Biodiversity (Facilities Committee)	A. To improve the water quality of the Mere to make the Mere safer and increase visitor footfall by 2023.	4. Plant more oxygenating plants around the Mere (min. 6 months water testing data).	04/09/2024 January 2022	Maint Man / Maintenance – DDAC	Council's planting contractor	Staff plus plant costs.	Location plan of plants in Mere.	
43	Priority 4 of 5: Mere Water Quality/Biodiversity (Facilities Committee)	A. To improve the water quality of the Mere to make the Mere safer and increase visitor footfall by 2023.	5. Consider upgrading or replacing the fountain to improve the oxygenation of the water with additional lights to make a feature of the fountain for lighting displays / events	Mar-22	Clerk / Maint Man Action Group / Facilities committee	Facilities committee	Up to £25k	Estimate usage of the Mere by residents, visitors and groups. Survey visitors to Diss on reason for visit to identify number of people being attracted to Diss by the Mere.	Costly capital outlay to weigh up against considerable benefits of improved water quality, wildlife environment and visitor attraction. The fountain is also a well photographed amenity in Diss with visitors coming to see the Mere/fountain.

**Diss Town Council
Strategy Action Plan 2021-2023
Infrastructure Committee**

	A	B	C	D	E	F	G	H	I
No.	Priority Number	SMART Objectives	How will we achieve these objectives?	When will we achieve these objectives?	Who will achieve these objectives?	Who will achieve these objectives? Other (contractor / cllr / local authority)	What costs will be incurred for each of the steps / objectives?	How will we measure whether we have achieved each step / objective(s)?	Any other comments
44	Priority 4 of 5: Mere Water Quality/Biodiversity (Facilities Committee)	A. To improve the water quality of the Mere to make the Mere safer and increase visitor footfall by 2023.	6. Work alongside other agencies (e.g. Environment Agency) to consider ways to further improve the water quality.	Mar-22	Clerk Action Group		Staff Costs		
45	Priority 4 of 5: Mere Water Quality/Biodiversity (Facilities Committee)	A. To improve the water quality of the Mere to make the Mere safer and increase visitor footfall by 2023.	7. Work alongside neighbouring properties to ensure their wastewater is not being directed into the Mere.	01/04/2024 Jan - March 2022	Clerk & MM Action Group		Staff Costs	Plan of wastewater discharge required for all neighbouring properties alongside confirmation from landowner.	
46	Priority 4 of 5: Mere Water Quality/Biodiversity (Facilities Committee)	A. To improve the water quality of the Mere to make the Mere safer and increase visitor footfall by 2023.	8. Consider other potential events / activities on / around the Mere assuming it is safe to do so.	Aug-22	Action Group / Facilities committee	Facilities committee / community involvement	Not yet known	Attendance at activity / event.	

DISS TOWN COUNCIL



DISS TOWN COUNCIL
 Council Offices, 11-12 Market Hill
 Diss, Norfolk, IP22 4JZ
 Telephone (01379) 643848

1 Introduction

MODEL BOAT SAILING REGULATIONS

- 1.1 These regulations set out the terms and conditions which must be adhered to by anyone granted a licence to sail model boats including submersibles on Diss Mere. These regulations define the Council's rights in relation to the Mere, and the standards and obligations the Council is placing on the model boat user.
- 1.2 Anyone who is granted a licence to sail model boats on Diss Mere must accept and agree unreservedly to abide by these regulations.
- 1.3 These regulations are intended to be fair and reasonable.
- 1.4 These regulations also set out penalties for breach and include a clearly defined process to appeal certain decisions taken by the Council.
- 1.5 In the event of any dispute concerning application of these regulations, the decision of the Maintenance Manager as Diss Town Council's representative, will be final.

2 Future changes

- 2.1 These regulations may be revoked, amended or supplemented in such a manner that the Council may, at their discretion from time to time, direct. Users are required to familiarise themselves with such developments. Council will give users 4 weeks' notice of any such developments.
- 2.2 The stewardship of the Mere is the responsibility of the Maintenance Manager (and his / her delegated colleagues) who is entrusted and authorised to apply discretion and judgement in the interpretation of the regulations.

3 Model boat sailing fees

- 3.1 Annual fee: £50 payable annually to Diss Town Council.
- 3.2 Payments can be made via bank transfer or cheque to Diss Town Council.
- 3.3 The fees are reviewed annually & the Town Council reserves the right to amend rental charges, with due notice.

4 Model boat user behaviour

- 4.1 Model boat users are required to conduct themselves in a manner which does not cause a danger, annoyance, nuisance or impediment to any other persons, other users of the Mere, neighbouring ~~businesses-properties~~ or members of the public. This includes the use of threatening or abusive behaviour, foul language, substance abuse or drunkenness whilst using Diss Mere.
- 4.2 At no point should any model boat user endanger, or harass, the wildlife in and around Diss Mere.
- 4.3 The model boat user must not assign, transfer, sub-contract or licence the benefit of this licence to any other person or company.
- 4.4 The Council reserves the right to charge any model boat user the full cost of any damage to property owned by the Council consequent to their model boat sailing activities.

5 Technical specifications in relation to permitted model boats

- 5.1 To be sailed on Diss Mere, a model boat must conform to the following standards:
 - 5.1.1 The boat must be radio controlled (or free sailing), not connected to the bank by a cable
 - 5.1.2 The boat must have a sealed engine, batteries (or packs), propellant chambers and propeller shafts, and flotation devices if possible
 - 5.1.3 Submersibles must have emergency flotation devices

5.1.4 Boats should be electrically, or steam powered. Steam powered boats will need insurance on their boilers.

5.2 The following types of boats are not permitted:

5.2.1 Small high-powered racing boats

5.2.2 Internal combustion engine powered

5.2.3 Excessively loud boats (making a noise louder than 830 decibels).

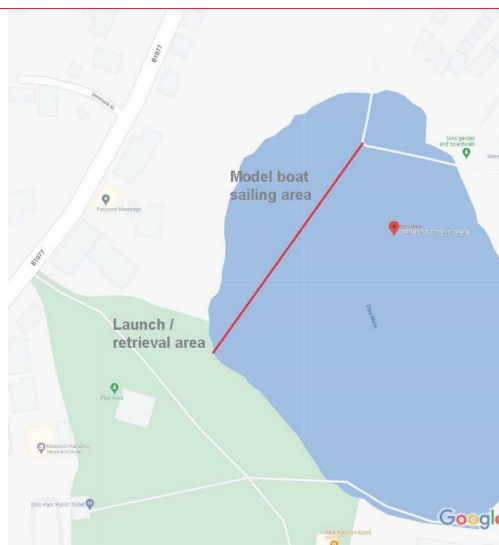
6 Defined area of sailing

6.1 Sailing is to be confined to the area designated by the Council: ~~the water enclosed by the boardwalk, as highlighted by the yellow line as per the plan~~ below.

6.2 The Council reserves the right to alter this designated area at any time.

6.3 The Council will be responsible for providing relevant signage and a life ring nearby.

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7 Days and hours of access to the Mere

7.1 Sailing model boats is permitted on any day of the year ~~but not to interfere with the activities of the Diss & District Angling Club or key events taking place in the Park.~~

~~7.2 Access to the boating area is linked to the opening hours of the boardwalk. The gardens and boardwalk run from the rear of the Diss Town Council offices to King's Head Yard. There are access points at both ends of the walk. The gates at the Diss Town Council office end are open from 7am to 5pm Monday to Friday and 9am to 3.45pm Saturday and Sunday. The gates at King's Head Yard are open from 7am to 4.30pm Monday to Friday and 9am to 3.30pm Saturday and Sunday. The gates are set to automatically open and close at these times. To exit if gate is locked, please press button.~~

~~7.3.2~~ Whenever possible, model boat users will be given prior notice of maintenance and ~~other work events~~ on and around the Mere which could affect their sailing activities. The Council will not be liable for any direct or consequential loss arising from such work.

8 Health & Safety requirements

8.1 All model boat users are required to undertake a risk assessment for their leisure activity annually or as any change to operation occurs. This must be provided to the Council. The form for the risk assessment can be found at www.diss.gov.uk or alternatively from the Council Offices. The Maintenance Manager reserves the right to refuse permission to sail if the completed risk

assessment is not fit for purpose.

8.2 The Council shall not be liable for damage to any property or for any losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability incurred by the model boat user.

8.3 All model boat users are required to:

8.3.1 Co-operate and comply with all directions of the Council and to ensure all instructions regarding health and safety issues are understood and applied by model boat users.

8.3.2 Take reasonable care of their personal health, safety, and welfare and that of others who may be affected by their acts or omissions.

8.3.3 At no time enter the water. Any accidental sinking of a vessel must be notified to the Council for appropriate recovery.

8.3.4 Assist the Council by reporting any accident or incident that has or may cause injury to a person or damage to property.

9 Model boat users' insurance requirements

9.1 All model boat users are required to hold and maintain valid insurance cover for third party public and products liability with a limit for claims of not less than £2 million.

9.2 Model boat users shall provide evidence of insurance cover upon application for a licence to sail, and on the yearly renewal of their licence. This data will be kept secure and confidential between the parties.

10 Complaints

10.1 Complaints should be made in the first instance to the Maintenance Manager who will seek to resolve same and issue a direction. If the complainant is not satisfied with the result the complainant should read the complaints policy which can be found at www.diss.gov.uk.

11 Model boat sailing agreement

Declaration

In signing this document, I/we hereby acknowledge that I/we are in acceptance of the Model Boat Sailing Regulations for Diss Mere as set out by Diss Town Council.

Name

Address:

.....

Post Code:

Tel. No.:

Email address:

Signature: Date:

DISS TOWN COUNCIL



APPLICATION FOR SAILING MODEL BOATS ON DISS

MERE

APPLICATION NO:

DISS TOWN COUNCIL
Council Offices, 11-12 Market Hill
Diss, Norfolk, IP22 4JZ
Telephone (01379) 643848
Email: towncouncil@diss.gov.uk
Website: www.diss.gov.uk

Name of Organisation/Individual:

Address:

Postcode

Tel No:

Email Address:

Name/Address where invoices should be sent (if different from above)

Postcode

Applications will only be accepted when accompanied with the following:

Enclosed
(please tick)

1. A copy of your current third party public liability insurance certificate providing named cover, which should provide a minimum cover of £2,000,000.
2. A signed copy of the Model Boat Sailing Risk Assessment form
3. Fee (£50 per annum per person): BACS payment accepted

I/We hereby apply for a licence to sail model boats on Diss Mere in accordance with the Council's current scale of charges and subject to their terms and conditions. I/We further undertake to leave the site clean and tidy and to remove from the site at the end of sailing all goods, equipment and rubbish. I/We agree to reimburse Diss Town Council for any damage/breakages which may occur as a result of the activity.

Printed -

Signed -

Date -

Privacy Notice

Diss Town Council takes your privacy seriously and will only use your information in relation to your application for a pitch on Diss Market. However, we would like to contact you with details of events you may be interested in. If you consent to us contacting you for this purpose, please tick the box(es) to say how you would like us to contact you.

Email Telephone / SMS

If you prefer not to be contacted with details of events, then please tick this box
For further information, please refer to our GDPR Policy at www.diss.gov.uk.

OFFICE USE ONLY

Insurance • YES Date checked: Expiry



EVENT RISK ASSESSMENT FORM

Please fill in this form and return it **signed and dated** with your Model Boat Sailing Licence Application form.

DISS TOWN COUNCIL
Council Offices, 11-12 Market Hill
Diss, Norfolk, IP22 4JZ
Telephone (01379) 643848
Email: www.diss@gov.uk
Website: www.diss.gov.uk

Contact Person Activity Model Boat Sailing

Contact Organisation Site Diss Mere Broadwalk

Safety measures you will put in place to reduce the risk of accidents Rating band (see table below)

Setting up and retrieval of model boats Ensure all equipment is placed in a tidy manner and do not create trip hazards to persons walking past.

Take particular care at the edge of the water.

Take particular care in wet weather and in slippery conditions.

Vehicles

Please park considerately.

First Aid

Make sure you have provided First Aid equipment and that it is up to date; a mobile phone must be carried to call the emergency services.

Personal Safety

Make sure someone else knows where you are and what you are doing.

At no time should you enter the water.

Ensure your vessel is in fully working order before you sail it.

RISK RATING ACTION REQUIRED

Likelihood	Severity of Injury	Rating Band	Action
1 = Most unlikely	1 = Trivial Injury	1 - 2 = Minimal Risk	Maintain Control Measures
2 = Unlikely	2 = Slight Injury	3 - 4 = Low Risk	Review Control Measures
3 = Likely	3 = Serious Injury	6 - 8 = Medium Risk	Improve Control Measures
4 = Most Likely	4 = Major Injury or Death	9 - 12 - 16 = High Risk	Consider Control Measures

Signature: Print Name: Date:

DTC Staff Use Only

Dear Mallard Court Residents

I am writing to provide you with an update to the proposal to trial the use of an e-boat on Diss Mere. Yesterday the Chair of our Facilities committee and I met with your neighbour, Sally Handley, to discuss this and we have listened to your views.

We will be presenting changes to the proposal to reflect the feedback received namely that the area for the trial will change from within the confines of the boardwalk area (to the rear of your properties) to the area of the Mere running parallel with Denmark Street (see attached plan). This will mean that the e-boat would be launched from the Park side of the Mere and not the boardwalk.

We also propose reducing the noise level maximum to less than 30 decibels. The 80 suggested is far more than necessary and was based on a policy template used at Graves End which uses racing boats.

The revised regulations will be considered by our next Facilities committee on 20th July. As previously stipulated, we require the applicant to complete a risk assessment and provide appropriate insurance cover for the activity (as we do with any activity on our land). The e-boat will not be going near the reeds - it is part of the agreement that they don't, it would get stuck and could damage the boat.

We would like to reiterate that this would be a trial only and we would work closely with the applicant to ensure that the regulations are adhered to. It will give the opportunity for the Council to see how the process works and tweak it if necessary.

The Town Council is regularly asked what more we can do with the Mere (as one of the town's greatest assets) to increase footfall to in turn help support the shops in town. We do believe that this activity will benefit more than just the user in particular young families who will be pleased to watch the boat sail across the Mere.

The very successful Queen's Platinum Jubilee event was a good opportunity for us to trial the very same e-boat, which was launched on to the Mere from the fishing platform just beyond Madgett's Walk. The wildlife followed it and seemed interested, the e-boat floated with the lanterns being towed by it, the only noise came from the water being moved by the boat and the feedback we've received from the public is that they enjoyed seeing the boat on the Mere.

Kind regards
Sarah Richards
Town Clerk

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

Tel/Fax: 01379 643848 (Ext: #209)

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Email: towncouncil@diss.gov.uk

Website: www.diss.gov.uk

Report Number:
14 / 2223

Report to:	Facilities Committee
Date of Meeting:	20 th July 2022
Authorship:	Parish Fields Friends / Town Clerk
Subject:	Boundary Belt & woodland walk (DYCC)

Introduction

1. As you will know, members of the Parish Fields Friends (PFF) have been working to establish a “Boundary Belt” walkway (BB), comprising a wildflower slope and a woodland walk, here in Diss.
2. The latest stage of this project, which is supported (including by financial contributions) by both South Norfolk Council (SNC) and Diss Town Council (DTC), culminated in an official opening ceremony for the woodland walk, performed by Cllr Taylor as Diss Mayor, on the third of June. Items prepared and put in place for this opening included a wall-mounted artistic route map, an “Admiral’s cuff” fingerpost sign, a lectern explaining BB history and a quiet bench (hardwood seat fixed onto granite blocks).

Bench

3. The bench in particular was a product of cooperation, DTC allowing us to recover unwanted granite blocks and generous PFF supporters providing recovered wharf pilings (ironwood?) for the seat and tools for block fixings. Local artist Gary Breeze carved extracts from poems of the “Peasant poet” John Clare and PFF members built and sited the bench, and within days of its installation it was being used by local people.
4. However, just two weeks after the opening ceremony, it was vandalised: fixings holding one end of the (very heavy) bench top were removed and it was used to lever apart the blocks supporting the other end, separating them.
5. Spotted (and reported to DTC and the police) by PFF members, this vandalism has now to be addressed. No serious damage has been caused to the heavy wooden bench seat, and this is being held safely pending re-installation.
6. To minimise the risk of further damage when the bench is reinstalled, we plan to use secure fixing bolts (fitted with a specialist tool) and add an additional layer of protection using ground anchors made from recovered railway track steel (kindly donated by Bressingham Steam Museum).
7. The likely cost of these additional works is now being determined: it is hoped (but not yet confirmed) that remaining PFF funds will be able to cover this.

Future plans

8. Looking forward, PFF hopes to reach agreement with DTC to transfer into their ownership the various items installed along the BB, including the bench, with PFF providing maintenance (and DTC insurance).
9. The existing Memorandum of Understanding (MoU) between the PFF & DTC created prior to the works will be reviewed to ensure it remains fit for purpose and refers to the appropriate assets for insurance purposes.
10. The PFF plans to work in the stumpy area of the BB, creating a small pond which may harbour frogs and/or newts. They also wish to explore the possibility of adding a short pathway at the northern end of the woodland walk to provide an exit onto Shelfanger Road.

Wildflower slope

11. Further down the BB, progress has been made on the 'wildflower slope' alongside the Health Centre car park. Agreeing a mowing schedule with the appropriate team from SNC has delayed mowing, allowing overgrowth of grasses, which are now expected to be cut; PFF members will then rake up and remove the arising hay. This process will spread already set wildflower seeds and impoverish the soil, assisting future flower growth.
12. Surveying the slope with help from Helen Baczowska from Norfolk Wildlife Trust has already identified 50 different species of plant (including grasses) on the slope. Significantly, this includes Ladies Smock, an indicator species confirming that this fragment of historic meadow is pasture of some antiquity (and suggesting it may well be more biodiverse than St Mary's churchyard).

Recommendation

To note the contents of this report.

Progress Report

Item 12

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	Easement may have to be amended to the landowner as party to the deed or deed of easement will have to be completed when the land has transferred to Wetherspoons. Changes to the boardwalk extension have been proposed so these will need to be reflected in the easement documentation. New planning application is still pending consideration by SNC. No update.
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 agreement.	Clerk	28.02.22	HTT has asked for a further delay whilst the DCT and themselves work out how to merge. It seems that the DCT may have to become a charity for it to be successful.
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	01.06.2022	This is being considered as part of the beacon surround design.
Facilities	F0220/15	DYCC	c) To consider the feasibility of the reconfiguration of the upstairs floor of the DYCC.	Committee	Jul-22	Upgrade to create more office space in two areas of the upstairs has been agreed and start date awaited from contractor. Maintenance Manager has moved over to the DYCC and CCTV has been installed.
Facilities	F0421/09	Skateboard Park	2. To review the impact of the trial post March 2022 to determine future lighting requirements.	Facilities committee	by 28.04.22	MM to check lighting and to be brought back to committee at September meeting 2022.
Facilities	F0721/17	Cemetery Chapel	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.	DepTC / RFO	by 09.09.21	Work started but has halted due to a bat being present. All surveys have taken place and report will be on July agenda.
Facilities	F1121/07	Strategic Plan	<p>1. To approve the proposals of the Diss & District Angling Club to extend their swims including their height by 5-10cm.</p> <p>2. To approve the DDAC's proposal to add an additional swim as per proposed dimensions at swim/peg 6.</p> <p>3. To approve the DDAC's proposals to develop the proposed planting scheme to improve the aesthetics of Madgett's Walk subject to ongoing maintenance by the DDAC and review of the suggested plants by AGA and Natural England.</p> <p>4. To approve the trimming and removal of trees and reeds from the park swims subject to consent from the Tree Officer at the District Planning Authority and in conjunction with the Council's tree surgeon and Chair of Planning.</p> <p>5. To approve the terms for night fishing and include as an Appendix to the Memorandum of Understanding.</p> <p>6. To approve a hire fee of £1,500 to the DDAC for 2022-23 (excluding utilities) with a review of their financial contribution to other recommended measures to improve the Mere water quality before determining the fee for subsequent years.</p> <p>7. To approve a trial of the use of e-boats on the Mere subject to a review of the application form, terms of use and licence. □</p>	Clerk/ RFO	by 03.02.22	<p>DDAC has met with MM on site and propose costing of placing pallets similar to the disabled pallet which is at the end of Madgetts Walk. This is a metal unit and has wood on it like decking which looks much better than the planned concrete ones. They would look better and be a safer option plus it will take less man hours at the Mere as the units can be made in advance and he said they will just fix into place. The cost of these are much more than the concrete ones but I believe it the right way to go and the costs are obviously the Clubs. The current concrete in place will be used as a walkway to the pallets which will be placed at the end of them.</p> <p>AGA has replied with guidance on planting scheme. Advice from NCC's environment team via SNC's Tree Officer needs follow up if anyone is willing? NE has not replied. DDAC's tree contactor will submit tree works application to SNC pending above.</p> <p>MoU has been amended but will need to reflect above.</p> <p>Documentation relating to e-boat trial on agenda.</p>
Facilities	F1121/10	Sports Ground	That the full report regarding hire fees and contracts for users of the Sports Ground would be presented to the December meeting of the Executive committee.	Clerk/DepTC	by 02.12.21	On agenda.

Progress Report

Committee	Minute Reference	Subject	Action	Assigned to	Timescale	Comments or further action
Facilities	F1121/15	Rectory Meadow	<p>1. To approve expenditure of up to £2,668.40 from Town / Park R&R to remove the existing hedging and install a 80m length and 1.8m high green metal fence along the western boundary of Rectory Meadow adjacent to the Entry subject to additional quotations sought.</p> <p>2. To request that Diss & District Cricket Club increase their contribution to cover 50% of the final costs of the works.</p> <p>3. That councillors Gingell and Robertson and the Town Clerk review and update the lease between the Town Council and Diss & District Cricket Club to reflect the ongoing fence maintenance responsibility and other necessary changes.</p>	Clerk/ RFO/ MG / JR	by 03.02.21	Planning has confirmed that they would not approve plans to remove the hedge which is likely to be protected under the Hedgerows Act. They would only support the install of a 1m fence, not requiring consent. They were also concerned about the potential consequence of fencing in this footway for safety of users in the dark. Trying to reduce one issue (anti-social behaviour) could create another (safety implications). Mature box hedging of minimal maintenance could be installed in the gaps (leaving one for safety) without the fencing at much lower cost. It is recommended that this is left on the back burner for the time being. We have received no correspondence from the Cricket Club this year.
Facilities	F0222/09	Diss Youth & Community Centre	<p>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.</p> <p>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.</p> <p>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.</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	Clerks	by next meeting of Facilities	<p>1. Work will commence in next two months as per agreement.</p> <p>2. Deputy Town Clerk completed negotiation over rental and this was agreed by Council.</p> <p>3. Roof survey has been completed and no works are required at this time.</p>
Facilities	F0222/13	Member Forum	To arrange a tour for groups of 3-4 councillors to visit all of the facilities owned by Diss Town Council.	DepTC	By Oct 2022	Tours to be arranged after summer break to allow for structure to bed in. To be completed by October Meeting.
Facilities	F0222/16	Park Security	To place on FC agenda for March 2022	Clerk		Considered by FC in March. Post meeting cllrs Collins & Taylor, the Clerk met with NCC Highways Officers and SNC Tree Officer. The mound option has been ruled out due to the impact on tree roots. A combination of additional seating, planters / hedging and bollards is being considered. NCC has confirmed that the kerb could be dropped opposite the bus station (widest gap between trees) to allow for larger vehicle, maintenance and emergency access.