

DEPUTY TOWN CLERK
Miss S French, CILCA

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

Telephone/Fax: (01379) 643848
Email: towncouncil@diss.gov.uk

Please ask for: Sonya French
Our ref: F 11.05.2022
Date: 05 May 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 11th May 2022** at **7.15pm** to consider the business detailed below.

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 9th February 2022 (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 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*).
7. **Strategic Plan**
To note progress on the Strategy Action Plan (copy herewith).
8. **Park Lighting**
To consider report (reference 69/2122 herewith refers) regarding upgrades to the lighting columns in the Park.

9. **Not for Profit Organisations**
To consider a report (reference 70/2122 herewith refers) for use of Market Place and Mere's Mouth by Not-for-Profit and charity organisations.
10. **Sports Ground**
To note changes on the income received at the Sports Ground (reference 71/2122 herewith refers).
11. **Cemetery Bungalow**
To consider report (reference 72/2122 herewith refers) regarding the end of the Cemetery bungalow tenancy.
12. **Mere**
To consider the application form, risk assessment and terms and conditions relating to e-boat trial on Diss Mere (copies herewith).
13. **Progress Report**
To note progress on decisions made at the last meeting of this committee (copy herewith).
14. **Member Forum**
To consider information or issues relevant to this committee from members for brief discussion, action or inclusion on a future agenda.
15. **Date of Next Meeting**
To note that the next meeting of this committee is scheduled for 4th May 2022.
16. **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 item which is properly considered to be of a confidential nature.
17. **Cemetery Chapel Roof**
To receive a verbal update on the Cemetery Chapel roof replacement works.

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	C. Valori
K. Murphy	S. Warren
S. Olander (ex-officio)	J. Wooddissee
J. Robertson (Chair)	
E. Taylor (ex-officio)	Diss Express
J. Welch	Diss Mercury

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
DRAFT**

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
F0222/08	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
Facilities Committee**

Item 7

	A	B	C	D	E	F	G	H	I	J	K
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	COVID Impact	Progress
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				This work is a very large portion of work and will need longer to complete, hoping to complete by Nov 2022.
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					There has not been another meeting of this Action Group since the last Facilities committee meeting and there appeared to be little interest in additional volunteers coming forward. The main progress regarding this objective excluding the Queen's Platinum Jubilee arrangements as per objective 8 has been progressing the outcomes from the last meeting regarding DDAC - see update on progress report.
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		
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.		
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.	04/04/2024 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.			

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Report Number:
69 / 2122

Report to:	Facilities Committee
Date of Meeting:	11 th May 2022
Authorship:	Town Clerk
Subject:	Park Lighting / CCTV

Introduction

1. Several years ago, 50% of the lighting columns in Diss Park were upgraded by Pearce & Kemp Ltd and £10k is allocated in Earmarked Reserves to cover the cost of replacing the remaining 50%.

Quotations

2. A quote has been received (see Appendix A) to upgrade the Park lighting, which totals £11,504.08.
3. The quotation also includes £3,894.28 for two additional mounting posts and power supplies for another CCTV camera on the Park near the Pavilion. The existing camera on the Park toilet block does not pick up activity on the opposite side of the Park near the MUGA and pod. These works will improve the connectivity of the camera already on the Park toilet block.
4. P&K is our preferred contractor for this work and has recently installed the power supplies for the CCTV at the Skateboard Park which is now up & running.
5. The second quote (Appendix B) is from etc..., the Council's appointed CCTV contractor.
6. This will be for 'creating a wireless bridge link to a new column in the middle of the park along with another new column near the Pavilion. An upgrade of the existing link to the toilets/carpark column which already exists. These will all come back to the council offices. Also included will be CCTV on the new column near the pavilion along with the existing one near the carpark and the toilets.'
7. The quotation totals £3,950 inclusive of the cherry picker hire.

Budget

8. Following a discussion with the Responsible Finance Officer, it is recommended that the additional costs of £5,398.36 (£15,398.36 - £10k EMR) Park lighting and mounting posts / power supplies for the CCTV are paid from General Reserves, currently totalling £337,621.
9. It is further recommended that the CCTV costs of £3,950 is allocated to Earmarked Reserves – Infrastructure CCTV.

Recommendations

1. To approve the remaining Park lighting upgrades including the additional mounting posts and power supplies for the CCTV at an additional cost of £5,398.36 allocated to General Reserves.
2. To approve the CCTV works at the Park for a total of £3,950 allocated to Earmarked Reserves – Infrastructure CCTV.



PEARCE & KEMP
LIMITED

ELECTRICAL & LIGHTING CONTRACTORS

Unit 20, Halesworth Business Centre, Norwich Road,
Halesworth, Suffolk IP19 8QJ

Tel: 01986 872130 Fax: 01986 875045
E-mail: enquiries@pearce-kemp.co.uk



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REGISTRATION
110

Mr Robert Ludkin
Maintenance Manager
Diss Town Council
11-12 Market Hill
Diss
Norfolk
IP22 4JZ

Our Ref: PK/Q13535Rev4L/lps
Date 23rd February 2022

Dear Robert

Re- Replacement D W Windsor Lantern and brackets Diss Mere Revision 4

Further to your recent enquiry, I am pleased to provide you with our Revised quotation to carry out the following works:

Please Note- we have altered the quote below to 9 units as requested, the lanterns would need to be cost checked with D W Windsor which at this time we are unable to confirm

Section 1- Replace brackets and lanterns to existing columns

Remove the existing lanterns to tip

Supply and install 8 No D W Windsor Swan neck bracket, Strand C lantern 16led A1 optic 4000k complete with standard 35lux Photocell and internal cabling to existing columns and control gear

Test and commission

Supply and install Section 1 for the sum of: £8911.95 plus Vat at the current rate

Section 2- Replace Column, bracket and lanterns

Remove the existing Column and lanterns to tip

Supply and install 1No D W Windsor Column, Swan neck bracket, Strand C lantern 16led A1 optic 4000k complete with standard 35lux Photocell and internal cabling to existing columns and control gear

Test and commission

Supply and install Section 2 for the sum of: £2592.13 plus Vat at the current rate

Section 3 – CCTV Column Only

Supply and install 2No. DW Windsor Columns for CCTV – no power supplies allowed for – use as a mounting post only

Supply and install Section 3 for the sum of: £2981.42 plus Vat at the current rate

1 of 3



Section 4 – CCTV power supplies

Position 1- (near 4-way intersection of footpath)) from an existing column supply and install an additional isolator in the feed column, trench to a maximum of 5m, lay 5m swa cabling into cctv column and terminate into a new isolator read for connection by others

Position 2- (near pavilion) from an existing column supply and install an additional isolator in the feed column, trench to a maximum of 10m, lay 10m swa cabling into cctv column and terminate into a new isolator read for connection by others

Supply and install Section 4 for the sum of: £912.86 plus Vat at the current rate

Important Notes

D W Windsor delivery

Please note our quotation also includes 1 No £510.00 delivery charge from D W Windsor to our yard or nominated site, we have tried to lower this charge but have been unsuccessful (please also note that this charge is for a 1 of delivery and if the column and lantern sections below are carried out separately, they will charge again.

Existing Columns

Our quotation assumes that the existing columns and control base gear is up to a serviceable condition and adequate to except the new parts

Delivery Times

Materials are estimated at 8-10 weeks from issuing the purchase order. To ensure that the materials are ready for your call off we would like to order the materials on receipt of the order for works. **These would then be invoiced upon delivery to us and can either be stored by us or delivered to site whichever is preferred**

General notes

G39 Clearances

Please note we have assumed all your units have the correct G39 clearance if this is not the case these would have to be quoted separately. (Please note if these are within G39 restrictions no contractor can work on these without a shutdown)

Operatives/company

Please note all our operatives are HERS registered as well as the company and this should be a minimum requirement to work on any highway equipment.

The above prices are valid for 30 days and fixed for 3 months, should the site not be completed in this time period we reserve the right to make an additional charge.

The above rates are based on our payment terms of 14 day from date of invoice, should there be an issue with a payment we need to be notified within 5 days of invoice date as to the query so it can be rectified to allow payment on the 14-day deadline, any late payments which we feel do not have a justifiable reason may attract an additional interest charge.



No allowance has been included for any light shields, if required these would be an additional cost

No allowance has been made for any traffic management, hard dig, in the noted trenches, these are assumed to be in the soft grass only

I trust the above is satisfactory for your requirements however please do not hesitate to contact me with any queries you may have.

Please note our quotation is based upon the works being carried out during normal working hours

No allowance has been made for any main utility service costs in our quotation

Yours sincerely



Lacey Sewell
Operations Manager





Job – CCTV for the Mere

Site – Diss Town council Offices

11/12 Mere Street

Diss

Norfolk

IP22 4JZ

Tel – 01379 643848

Email – Robert.ludkin@diss.gov.uk

Contact – Robert Ludkin

Customer requirements	Costs	Details, Notes and Positions
Fit CCTV to newly installed lighting columns at the Mere. To upgrade/replace the Wireless bridge link between the DTC offices and the Mere. To connect the existing column and the newly installed column by the Pavilion to the Wireless bridge network.		
Parts to include for the wireless bridge to include;		
1 x Ubiquiti M5 rocket 5Ghz Radio		To be fitted to the new central column.
1 x Airmax 5G Omni Antenna		To be fitted to the new central column.
1x M5 Nanostation Inc 1 x POE injector		To be fitted to the Diss town council building.
2 x M5 Loco inc 2 x POE Injector		One to be fitted to the column at the pavilion, existing column
3 x adjustable arm mounts for above		DTC building, existing and pavilion column.
2 x External metal IP65 enclosures and pole mounts		To be fitted to the pavilion and existing lighting column.
2 x 5 port POE network switches		To be fitted to the pavilion and existing lighting column.

2 x Active deterrence PTZ camera with dual lens. To include column mounting kit and Junction Box		To be fitted to the pavilion and existing lighting column. These will record two streams at once. One a fixed lens view and the other with a controllable pan/tilt and 4 x zoom ability
Misc fixings, cables etc..		
Parts total	£1910.00	
Labour to install	£1790.00	To include 2 days on site installing and 0.5 day set up for the wireless bridge
Total	£3700.00	
Cherry picker for one day.	£250.00	
All of the above prices are exclusive of VAT at 20%		



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Report Number:
70 / 2122

Report to:	Facilities Committee
Date of Meeting:	11 th May 2022
Authorship:	Town Clerk
Subject:	Free use of Market Place / Mere's Mouth

Introduction

1. The Council has fees set for fundraising stalls (£6.23) and commercial / business traders (£4.25 per metre) for the Market Place. There is also a fee of £33.45 for promotional stands. These fees are also levied for the Mere's Mouth.
2. There is not currently a fee set for organisations or groups that fall outside of these tariffs. These are not-for-profit organisations who are generally looking to raise awareness of their services.

NFP Requests for pitches

3. The following organisations have been given free sessions at the discretion of the Clerk:

Organisation	Site
Hearing Bus once a month	MP
World Scout Jamboree fundraiser	MP
BBC Radio Norfolk Live Broadcast	MM
Park Radio Live Broadcast	MM
Police Community Interaction	MM
Army MO	MM
Rotary Ukraine fundraiser	Town

4. Most recent examples include the MOD Army Recruiting Unit, which disputed the promotional fee quoted given they are offered the space free of charge at other towns and reflecting the Council's commitment to the Armed Forces covenant. The latter does not specify free use of facilities so is something to include if members feel it appropriate.
5. It was felt that the usual fundraising fee for the Rotary Ukraine appeal & World Scout Jamboree events should be waived as a small contribution to their efforts.

Proposal

6. In 2021-22 the Council generated a surplus of £14,345 from the Market Place. This covers any administrative costs relating to a small number of free bookings.
7. As a public space, activities and stalls on the Market Place / Mere's Mouth attract footfall. Unlike the DYCC, business rates are not levied on the site and any minimal utility costs are charged to the user.
8. The recommended course of action following a discussion with the RFO is that the Clerk continues to determine free use for charities / not-for-profit organisations under her delegated powers.

Recommendation

That the Clerk determines free use of the Market Place and Mere's Mouth for charities and not-for-profit organisations under her delegated powers.

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Report Number:
71 / 2122

Report to:	Facilities Committee
Date of Meeting:	11 th May 2022
Authorship:	Deputy Town Clerk
Subject:	Sports Ground

Introduction

1. In December 2021, the Executive Committee agreed a plan to renegotiate the charges and agreements at the Sportsground. (Appendix A refers).
2. Councillor Gingell and the Deputy Town Clerk undertook the task as specified below.

For Council to approve the implementation of a new charging structure for the Sports Ground starting 1st April 2022 summarised as follows: -

- a. Charge £45.00 per session for hire by Merryfields Nursery.
- b. Charge £40.24 per session for hire of the Athletics Ground
- c. Charge £31.30 per session for junior football

To write to Scole Lads, Diss Athletics Club and Merryfields Nursery informing them of the new charges during the new contract's procedure.

That Councillors Gingell, Poulter and the Deputy Town Clerk renegotiate the contract between Diss Town Council and Scole Lads for consideration by the Executive Committee in March 2022.

That Councillors Gingell, Poulter and the Deputy Town Clerk draft contracts between Diss Town Council and 1) Diss Athletics Club and 2) Merryfields Nursery for consideration by Executive Committee in March 2022.

Negotiations Outcomes

3. During negotiations various issues were highlighted to the negotiation team regarding the condition and maintenance of the Sports Ground that had an impact on the negotiations.
4. Considering all the information the team agreed with the long-term hirers on the below figures.
 - a. Merryfields £43.00 per session plus they will clean the main area of the pavilion including Ladies toilets and storage areas that they currently use. This cleaning does not include the changing areas or the men's toilets. This would be an equivalent saving to the council of £3850.00 per year.
 - b. Diss Athletics club would be charged £33.00 per session with an agreement to pay £14 per session for lights when used.

- c. Scole Lads will pay £23.98 for their junior sessions per game until end of March 2023 then £31.97 per session from April 2023.

Budget

5. Previously the sports ground was running at a shortfall of £8,643.23 per year. See below for breakdown.

Income

Scole Lads (Football)	£1,862.21
Diss Athletics Club	£2,456.12
Merryfields (Nursery)	£5,152.44
Total:	£9,470.77

Expenditure

Consumables	£ 1,379
CGM	£ 2,184
Machinery Fuel	£ 50
Track Clean	£ 2,000
SPG Water	£ 300
SPG Electricity	£ 1,652
SPG Phone	£ 150
SPG Phone	£ 240
SPG Insurance	£ 1,295
SKPk Insurance	£ 486
Trees	£ 500
Cess Pit	£ 100
364 Hours cleaning per year	£ 4,841
208 hours Maintenance Per Year	£ 2,937
Total Expenditure	£18,114

New Income and Expenditure

6. The below tables are an expected income and expenditure over the next two years at the Sportsground. The tables show that due to the increase in Income and a saving on cleaning and cleaning of the track we will have a small profit of £824.80 in 22/23 and £1751.52 in budget year 23/34.

Income as of 01.04.22

Scole Lads (Football)	£2781.68
Diss Athletics Club	£3,432.00
Merryfields (Nursery)	£7875.00
Total:	£14088.80

Expenditure as of 01.04.22

Consumables	£ 1,379
CGM	£ 2,184
Machinery Fuel	£ 50
Track Clean	£ 1,000
SPG Water	£ 300
SPG Electricity	£ 1,652
SPG Phone	£ 150
SPG Phone	£ 240
SPG Insurance	£ 1,295
SKPk Insurance	£ 486
Trees	£ 500
Cess Pit	£ 100
cleaning saved by (£3850.00) in 2021 by Merryfields undertaking.	£ 991.00
208 hours Maintenance Per Year	£ 2,937
Total Expenditure	£13,264.00

Income as of 01.04.23

Scole Lads (Football)	£3708.52
Diss Athletics Club	£3,432.00
Merryfields (Nursery)	£7875.00
Total:	£15,015.52

7. Please be aware that these figures do not cover any future repairs or upgrades of the property or grounds.

Recommendation(s)

No recommendations.

**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:
44 / 2122

Report to:	Executive Committee
Date of Meeting:	8 th December 2021
Authorship:	Deputy Town Clerk
Subject:	Sports Ground Fees and Contracts

Introduction

1. In September 2020, the Council adopted its three-year strategic plan and committed to review all council contracts and leases and to increase revenue generated at the Sports Ground as one of the objectives in the Cost Efficiencies priority.
2. The Action Group looking at this initiative has completed some research and looked locally at similar costings to the facilities that we currently hire out at the Sports Ground.
3. There are currently three hirers at the Sports Ground - Merryfields, a small nursery located inside the pavilion with a small fenced off garden; Scole Lads who rent the football pitches for their matches on alternate Sundays; and Diss Athletics Club who rent the athletics ground twice a week on a Tuesday and Thursday evening throughout the year.

Income from Sports Ground

4. We currently receive approximately £9,471 in income from the Sports Ground which is broken down as follows:-

Scole Lads (Football)	£1,862.21
Diss Athletics Club	£2,456.12
Merryfields (Nursery)	£5,152.44
Total:	£9,470.77

Costs for yearly maintenance of Sports Ground

5. We have taken a thorough look at the annual costs associated with maintaining the Sports Ground, which are broken down as follows:

Consumables	£ 1,379
CGM	£ 2,184
Machinery Fuel	£ 50
Track Clean	£ 2,000
SPG Water	£ 300
SPG Electricity	£ 1,652
SPG Phone	£ 150
SPG Phone	£ 240
SPG Insurance	£ 1,295
SKPk Insurance	£ 486
Trees	£ 500
Cess Pit	£ 100
364 Hours cleaning per year	£ 4,841
208 hours Maintenance Per Year	£ 2,937
Total Expenditure	£18,114

6. Diss Town Council (DTC) currently makes up a shortfall of £8,643.23 (maintenance costs minus income).
7. DTC has list of charges associated with the Sports Ground and there are varying percentage discounts historically given to the different organisations that rent the ground and pavilion. This has created a vast amount of work for the admin/finance team to manage. The proposal is to have one price with no discounts available to make the pricing structure fair to everyone and easier to manage.

Scole Lads

8. DTC has an agreement with Scole Lads giving them exclusive access to the football pitches, however there is no commitment from Scole Lads that they **will** use the pitches.

We currently have a published price which is:

£62.80 for senior game – 16 years and above.

£31.40 for junior games – up to 15 years of age.

We apply around a 50% discount to these rates for Scole Lads, therefore they currently pay £15.98 per match.

9. DTC currently lets Scole Lads utilise a large shed on the site to store equipment at no extra cost.
10. Scole Lads undertakes all of the lining of the pitches and owns all of the goalposts and nets.
11. We have reviewed local prices for hiring football pitches and the rates currently charged to Scole Lads are lower than other local providers.
12. Scole Lads have historically used the pitches for training and matches, however they now train at Hartismere High School in Winter and at Scole in Summer.
13. Scole Lads have 6 Junior teams (U11s through to U16s) and have become part of Scole United. So far this season 12 junior matches have been held on Sundays at the Sports Ground, with 3 postponed. No senior matches or training have taken place.
14. There are 37 remaining Scole Lads junior fixtures in the next 25 weeks, spread across 18 Sunday mornings, with no midweek football activity planned.
15. We are not maximising the activity on the football pitches on this site, and this is leading to a higher subsidy from the Council than would otherwise be the case.
16. We suggest removing the 50% discount from Scole Lads and charging the full £31.40 per session (with a potential 10% discount for block booking and advance payment) and renegotiating the agreement with them to enable us to actively market the football pitches to other potential users.
17. We have modelled various levels of activity and the income that would generate, using the model overleaf. We could and should increase the income generated from renting out the football pitches.

Values in cells shaded blue can be changed

	Weekday	Weekend
Number of sessions available per week	15	6
Single session rate for Adults	£62.80	£62.80
Single session rate for Juniors	£31.40	£31.40
Discount for block booking 10+ sessions	10%	10%
Block rate for adults	£56.52	£56.52
Block rate for Juniors	£28.26	£28.26
Number of sessions booked per week	0	2
Percentage of sessions block booked	80%	80%
Percentage of sessions booked singly	20%	20%
Percentage of sessions booked by Adults	80%	80%
Percentage of sessions booked by Juniors	20%	20%
Income per week from Adult bookings	£0.00	£92.44
Income per week from Junior bookings	£0.00	£11.56
Income per year (30 week season)	£0.00	£3,119.90
Total Football pitch income per year	£3,119.90	

Notes

Bookings should be for all pitches and include changing rooms

Booking should be for one of three distinct sessions:

Morning (0900 until 1230)

Afternoon (1300 until 1630)

Evening (1700 until 2030)

10% reduction for block booking of 10 sessions or more

50% reduction for Juniors

18. Floodlights are available at £13.96 for the first hour, then £8.22 per hour thereafter. These are charged at cost (not currently used by Scole Lads).

Diss Athletics

19. Diss Athletics Club (DAC) currently use the athletics ground for two evenings a week throughout the year.
20. DAC currently pays £20.12 per session, which is a 50% discount on our current scale of charges which is £40.24 for a maximum four-hour session, currently their sessions only last two hours including set up and clearing away of sports equipment.
21. In addition to these charges, floodlights are available at the costs given at 18 above.
22. With approximately eighty paying members, each paying £35 membership of which £15 per person goes to Sport England for membership, there is also a session cost of £1.50 for training, it was felt that DAC had some flexibility in charging more than £1.50 per session for training.
23. There is also the potential of applying for relevant sports funding and grant applications. For example, Sport England offers a return to play which is a small grant of between £300 and £10k. DAC could apply for this to help with providing sport and physical activity, respond to the immediate challenges of returning to play in a coronavirus-safe way, as well as providing new activities to get people active again.
24. DAC has the capacity to absorb the removal of the 50% discount; with an increase to subscriptions and grant applications.

25. It is proposed that DAC pays £40.24 for a four-hour session in line with our Sports Ground fee rate.

Merryfields Nursery

26. Merryfields were originally located in the Corn Hall but were moved to the Sports Ground Pavilion about 6 years ago.
27. Merryfields currently has sole use of the main room in the pavilion which has a kitchen attached, use of the toilets, 3 cupboards and a small garden area located at the rear. They rent the space for 5.5 hours per day Monday to Friday during term time.
28. We cannot rent to any other group as the nursery leave all their equipment out in the room. It would be beneficial to include a clause in their contract that the room is cleared at the end of the day.DTC to determine a dedicated storage space for the nursery to store all of their equipment at the end of a session.
29. The Nursery currently pays £29.25 per 5.5 hours session which is roughly a 55% discount on our current scale of charges of £65.01 per session.
30. After reviewing local like for like nursery fees with Merryfields please find below a comparison of the cheapest and most comparable fees.

Name		Totals
Merryfields	2-3 years old £4.25 per hour They are currently allowed x 6 per hour	£ 25.50
	3-4-year-olds £3.85 per hour They are currently allowed x 10 per hour	£ 38.00
	Income per hour x 16 children	£ 63.50
	Income per Session x 16 children	£ 349.25
	Income Per week for 16 children	£ 1,746.25
	Total Income for the 35 weeks of term	£61,118.75
Conkers	2-3 years old £ £4.95 per hour (Assuming the same as Merryfields x 6 per hour)	£ 29.70
	3-4-year-olds £4.80 per hour (Assuming the same as Merryfields x 10 per hour)	£ 48.00
	Income per hour x 16 children	£ 77.70
	Income Per Session x 16 children	£ 388.50
	Income Per week for 16 children	£ 1,942.50
	Total income for the 35 weeks of term (assuming the same as Merryfields)	£67,987.50

31. It was agreed that there was room for Merryfields to increase their pricing structure in line with Conkers nursery allowing them to increase their income by up to £6,868.75 per year.
32. We are proposing a new rental structure and rather than having discounts we are recommending a one-off fee of £45 per session. This would be an increase of £2,722.56 per year which could be offset by a small change in their charging structure of around £1 per child per day.

Contracts

33. There are currently no contracts in place between Merryfields or Diss Athletics Club and DTC. It is proposed that these are created by the action group.
34. Scole Lads has a 7-year contract with DTC ending May 2025. It is proposed that the contract is renegotiated with a view to renting out the space when Scole Lads are not utilising it.

Budget

35. If the committee agrees to all the above changes to hire charges, then the Sports Ground will be running on a proposed £4k shortfall in the budget year 22/23, as opposed to the £8k+ that it is currently running at.
36. It is proposed that work continues to identify other groups interested in renting out the football pitches and pavilion to enable the Sports Ground to operate cost neutrally.

Conclusion

37. To remove all previous charges for the hire of the Sports Ground, to set an individual price for each hirer and not apply any discounts in future.
38. There is a risk that the hirers may consider alternative venues for their bookings if they are able to find more cost-effective venues and new hirers may need to be sourced.

Recommendations:

- 1) For Council to approve the implementation of a new charging structure for the Sports Ground starting 1st April 2022 summarised as follows:-
- a. Charge £45.00 per session for hire of the Pavilion.
 - b. Charge £40.24 per session for hire of the Athletics Ground.
 - c. Charge £62.80 per session for adult football and £31.40 per session for junior football
- 2) To write to Scole Lads, Diss Athletics Club and Merryfields Nursery informing them of the new charges during the new contracts procedure.
- 3) That councillors Gingell and Poulter and the Deputy Town Clerk renegotiate the contract between Diss Town Council and Scole Lads for consideration by the Executive Committee in March 2022.
- 4) That councillors Gingell and Poulter and the Deputy Town Clerk draft contracts between Diss Town Council and 1) Diss Athletics Club and 2) Merryfields Nursery for consideration by the Executive Committee in March 2022.

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Report Number:
72 / 2122

Report to:	Facilities Committee
Date of Meeting:	11 th May 2022
Authorship:	Town Clerk
Subject:	Cemetery Bungalow Tenancy

Introduction

1. The Cemetery Bungalow tenant has given notice on her tenancy and will be leaving the bungalow at the end of May. The tenant thanked staff and councillors for many happy years in the bungalow. She and her late husband have lived in the bungalow for many years.
2. The Council currently receives £381 in monthly rental income, which in 2021-22 almost covered the expenditure as per below:

21-22

	Budget	Actual
Income	4572	4572
Expend	-760	-1119
	<u>3812</u>	<u>3453</u>

The result of 21-22 is that the precept paid £359.

3. The same amounts have been budgeted in 2022-23 for income and expenditure.

Options

4. There are a couple of options open to the Council. It is recommended that the property is brought up to date with rental standards – repaired and cleaned – and let on the open market.
5. It is hoped that the property could reach a minimal rental income of £600 per month. This would achieve an additional £2,628 in annual income for the Council once the cost of the works was met. Post works, additional annual income could increase to £4,428 assuming a rental of £750pm.
6. As part of the tenancy agreement, the tenant locks and unlocks the Cemetery gates at both ends of the site and dusk and dawn.
7. In the short to medium term and as a trial, it is also proposed that members agree to the gates at both ends of the Cemetery being left open as there are no staff available to close and re-open them.
8. The front gates on Heywood Road will have one half of the gate closed and locked continuing to prevent vehicular access. Therefore, members of the public would be

able to access the Cemetery on foot or via mobility scooter at night. It is currently possible for people to access the Cemetery both at the Roman Catholic entrance over the gate and indeed over the short wall at the front of the site.

9. The locking and unlocking of the gates could continue to be written into the tenancy agreement or pending the trial, could be left out.
10. A longer-term option could be to sell the bungalow to raise funds for other Council projects.

Quotes

11. Quotes for the required works will be sourced at the end of the tenancy and brought back to the next appropriate meeting of Council for consideration.

Recommendation

That members agree to the gates at both ends of the Cemetery being left open / unlocked for pedestrian access only on a short to medium term basis until the new tenancy agreement is adopted.



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 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 80 decibels).

6 Days and hours of access to the Mere

6.1 Sailing model boats is permitted on any day of the year.

6.2 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.

6.3 Whenever possible, model boat users will be given prior notice of maintenance and other work 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.

7 Defined area of sailing

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

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

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



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, in the opinion of the Maintenance Manager, 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:



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.

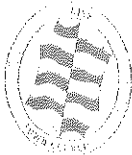
Email ☐

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: town@diiss.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

Progress Report

Item 13

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	F0618/19	Member Forum	a) That updated information would be provided to Council regarding the duck feeder machines.	Clerk / DepTC	01.04.22	Work has been completed on the birdproofing to the Corn hall.
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 ihas 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 will move to upstairs office once storage requirements of hirers has been determined and CCTV in situ.
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	F0721/13	Progress Report	To receive an update on the date for completion for CCTV on the Sports Ground site once the Maintenance Manager has liaised with the contractor regarding the schedule of works proposed for the town centre CCTV system.	Clerk/ RFO/ MM	Immediately	Completed.
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, further surveys to be undertaken.
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 contractor 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>

Progress Report

Committee	Minute Reference	Subject	Action	Assigned to	Timescale	Comments or further action
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.
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>	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	F0222/10	Regulations	<p>To approve the new car boot regulations.</p> <p>To approve the new market regulations.</p>	Dep TC		Completed.
Facilities	F0222/11	Park Pavilion Kiosk Agreement	To approve the changes to the Park Pavilion Kiosk Agreement	Dep TC	immediately	Completed.
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 Sep 2022	Tours to be arranged over the summer months to allow for better weather.
Facilities	F0222/16	Park Security	To place on FC agenda for March 2022	Clerk		Considered by FC in March. Post meeting clrs 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.