



**COMMITTEE MEMBERSHIP:**

S. Browne, D. Collins, A. Goulder, S. Kiddie (Vice-Chair), K. Murphy (ex officio), S. Olander (ex-officio), J. Robertson (Chair), L. Sinfield, J. Welch

**FOR INFORMATION:**

D. Craggs, A. Kitchen, R. Peaty, E. Taylor  
Town Clerk, Buildings & Facilities Manager, Office Administrator

Diss Express

**DISS TOWN COUNCIL**

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**TOWN CLERK (CEO)**

Mrs S Villafuerte-Richards (CiLCA)

Our ref: F 09.10.24

Date: 04 October 2024

**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 9<sup>th</sup> October 2024** at **7.15pm** to consider the business detailed below.

Town Clerk/Chief Executive Officer

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**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<sup>1</sup>**

To note any declarations of member's 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 24<sup>th</sup> July 2024 (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 (*the period of designated time for public participation is 20 minutes unless directed by the Chairman of the meeting. Individual members of the public are entitled to speak for a maximum of five minutes each*).

**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. Budget**

To note that a budget briefing document will be presented to the October meeting of Full Council.

**8. Diss Mere**

- a) To receive a report (reference 24/2425 herewith) regarding the Mere fountain servicing costs.
- b) To receive a report (reference 25/2425 herewith) regarding the removal of a tree on Mere's Mouth.

**9. Diss Park**

- a) To consider a recommendation (report reference 26/2425 herewith) to site a portacabin on Diss Park for event storage.
- b) To consider costs to make repairs to the Multi Use Games Area support posts (report reference 29/2425 herewith).

**10. Events**

- a) To consider a recommendation regarding the Carnival and VE & VJ Day events (report reference 27/2425 herewith).
- b) To receive a Christmas Lights Switch-On event update (report reference 28/2425 herewith).
- c) To receive a Remembrance event update (copy herewith).
- d) To note feedback from the Heritage Transport Fayre (copy herewith).

**11. Vince's Road Development Street Naming**

To receive feedback from the developer / District Council on the proposed street name of the Vince's Road development put forward by the Infrastructure Committee and consider alternatives (copy herewith).

**12. Progress Report**

To note progress on decisions made at the last meeting of this committee (copy herewith).

**13. Member Updates**

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 11<sup>th</sup> December 2024.

**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 24<sup>th</sup> July 2024** at 7.15pm.

Present: Councillors: S. Kiddie  
A. Goulder  
S. Kiddie (Vice-Chair)  
K. Murphy (Ex-officio)  
S. Olander (Ex-officio)  
J. Robertson (Chair)  
L. Sinfield

In attendance: Sarah Villafuerte-Richards (Clerk / Chief Executive Officer)  
1 member of the public

**F0724/01**     **ELECTION OF CHAIRMAN OF THE FACILITIES COMMITTEE FOR THE MUNICIPAL YEAR 2024/25**

Members considered the election of a new Chairman of the Facilities Committee. It was

**RESOLVED:** That councillor Robertson is re-elected as Chairman of the Facilities Committee for the Municipal Year 2024/5.

**F0724/02**     **APOLOGIES**

Apologies were received and accepted from councillors Browne, Collins & Welch.

**F0724/03**     **ELECTION OF VICE-CHAIRMAN OF THE FACILITIES COMMITTEE FOR THE MUNICIPAL YEAR 2024/25**

Members considered the election of a new Vice Chairman of the Facilities Committee for the Municipal Year 2024/5. It was

**RESOLVED:** That councillor Kiddie is re-elected as Vice-Chair of the Facilities Committee for the Municipal Year 2024/5.

**F0724/04**     **NOMINATION OF SUBSTITUTE REPRESENTATIVES**

Councillors Kitchen and Taylor substituted for councillors Collins & Welch. It was noted that the substitute has the vote in place of the councillor not present and helps in the situation that the meeting is not quorate. It helps larger political Councils stay balanced.

**F0724/05**     **DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**

Minute No.	Councillors Name	Personal/Other Interest	Pecuniary Interest	Reason
F0724/11	A. Kitchen	X		This councillor is a member of the Diss & District Royal British Legion.
F0724/10	A. Goulder	X		This councillor is a volunteer at Citizens Advice.

**F0724/06**     **MINUTES OF THE LAST MEETING**

Councillors confirmed as a true record, the minutes of the Facilities Committee. It was

**RESOLVED:** That the minutes of the meeting of the Facilities Committee held on 22<sup>nd</sup> May 2024 were confirmed as a true record of the meeting and signed by the Chair.

F0724/07

**PUBLIC PARTICIPATION**

There was one member of the public present who spoke about the committee structure item on the Full Council agenda specifically the link between the Facilities committee & events. It was noted that this part of the discussion was deferred for six months.

F0724/08

**ITEMS OF URGENT BUSINESS**

There were no items of urgent business.

F0724/09

**DISS PARK**

a) Members considered a proposal to replace the trampoline and service the roundabout (report reference 15/2425 referred). It was noted that the Council is duty bound to keep it safe. Weekly checks until now have deemed it low risk but it would need to be closed if repairs cannot be undertaken imminently. It was

**RESOLVED:** 1. To approve expenditure of £675 exclusive VAT on a roundabout service allocated to play equipment R&R (code 4061).

2. To approve expenditure of £2,947.31 on installing a replacement trampoline in the park allocated to nominal code 461 'Earmarked Reserves Community Infrastructure Levy'.

**(Action: FBM; immediately)**

b) Members considered a proposal to plant a tree in Diss Park near to the Beacon to celebrate 20 years of Rosedale Funeral Home (report reference 16/2425 referred). It was noted that the new Beacon seating is well used and it is essential the tree does not block the view from the Beacon across the Mere to St Mary's church. The proposed position for the tree was not very accurate on the plan and will not impede the view. It was also agreed that a robust tree likely to withstand potential vandalism should be purchased. There were also discussions regarding the offer from County & District Councillor Kiddie regarding a replacement tree & this on the Rosedale tree going alongside the car park. It was

**RESOLVED:** 1. To approve the planting of a robust small-leaved Lime tree (*Tilia cordata*) in Diss Park near the site of the old oak and not impeding the Beacon view to the Mere / St Mary's church by Rosedale Funeral Home to celebrate their 20th birthday.

2. That the Clerk liaise with Rosedale Funeral Home regarding a plaque/inscription to acknowledge their contribution at their cost.

**(Action: Clerk; immediately)**

F0724/10

**PEST CONTROL**

Members considered a proposal to increase the pest control measures around Madgett's Walk and the Diss Youth & Community Centre (report reference 17/2425 referred). Cllr Goulder explained that the rat sightings have increased over the last few weeks and neighbouring Citizens Advice is concerned about the vulnerability of their clients.

It was noted that there are various factors contributing to the problem primarily increases in food source, town centre hygiene and increased Mere water level and all stakeholders including local businesses and the community need to come together to resolve the issue.

The value of meeting stakeholders face to face followed by written confirmation was emphasised and it was noted that Norfolk County Council has recently released an article urging residents to consider how to protect their homes from flooding given the abnormally high levels of rainfall in the last 9 months. Cllr Goulder abstained from the vote and it was



**RESOLVED:**

1. To appoint Millenium Pest Control Ltd to install nine additional bait boxes around Madgett's Walk and carry out twice weekly visits for the next 10 weeks at £1,695 allocated to budget code 4425 (Health & Safety).

2. To appoint Millenium Pest Control Ltd to install five bait boxes at the DYCC and carry out twice weekly visits for the next 6 weeks at £995 allocated to budget code 4425 (Health & Safety).

3. To allocate £5k in the Health & Safety budget code (4425) from 2025-26 onwards to allow for pest control measures across all DTC sites.

**(Action: FBM / RFO: immediately)**

**F0724/11**

**EVENTS**

Members received the notes of the DDAY80 event debrief meeting, and initial discussions on plans for remembrance and event(s) to commemorate the 80th anniversary of VE & VJ Days. It was noted that future events should include poster publicity given feedback. The Clerk was complimented for the way she leads these meetings.

**(Action: KJ; for all events)**

**F0724/11**

**PROGRESS REPORT**

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

**F0724/12**

**MEMBER UPDATES**

There was one item raised relevant to this committee regarding the possibility of generating income from the DYCC and Council Offices sites from charging for car parking spaces. It was noted that the lease conditions imposed on the same may not allow for such, but this could be included on a future agenda.

**(Action: Clerk; as appropriate)**

**F0724/13**

**DATE OF THE NEXT MEETING**

Members noted that the next meeting of this committee is scheduled for 9<sup>th</sup> October 2024.

Meeting closed at: 20.27.

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Chairman: Councillor Robertson



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Report Number:  
**24 / 2425**

Report to:	Facilities Committee
Date of Meeting:	9 <sup>th</sup> October 2024
Authorship:	Facilities & Buildings Manager / Town Clerk
Subject:	Mere Fountain

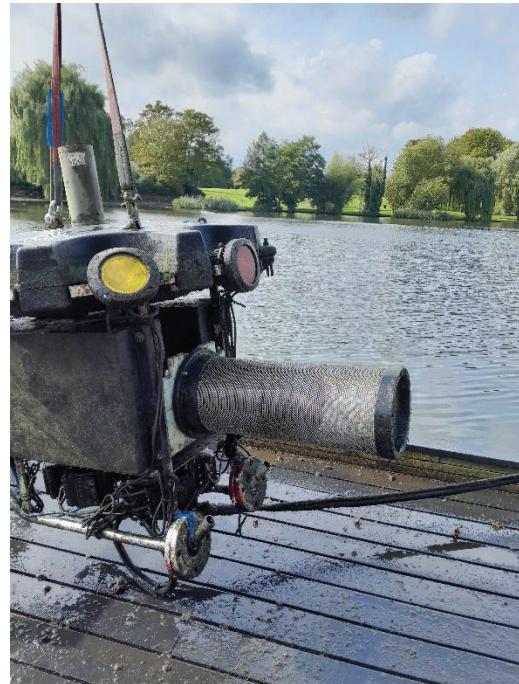
### Introduction

1. Every year we have the Mere fountain serviced. This involves retrieving it by boat, pressure washing to clear the green algae off the vents, checking the electrics and then repositioning it on the Mere.

#### Before service photo



#### After service photo



2. For many years, this annual service has been carried out by Waveney's who provide the boat and several years ago replaced the damaged pump.
3. This year's quote is £2,104.64 and has increased by £604.64. This is to allow for new stainless-steel weights to hold the pump in position as the existing box section weights are rusted through and will need replacing. Also, the hire charges/fuel for equipment have increased.
4. The fountain has historically been set on a timer to be on longer in the warmer months when the green algae is significant. This helps to move the water close to the fountain around, which reduces the impact on the fish stock belonging to the Diss & District

Angling Club who have paid a contribution towards electricity costs.

5. The effects of the fountain are not significant enough to oxygenize the water, which requires considerable investment in oxidation units. This is one of the options to consider as part of the Mere Water Quality Improvement plan, which has taken a back seat due to other projects.
6. The fountain, originally donated to the town by the Diss & District Rotary Club, is very old. The lighting hasn't worked for years. A replacement pump would cost in the region of £30k although a new model would naturally reduce ongoing energy costs, also to be considered as part of the above project.

### **Costs**

7. The costs for 6 months of 2024 have already exceeded the previous year:

#### **2023**

Electric:	£2,159.46
Service:	£1,500.00
Kiosk Licence:	£10.00

**Total: £3,669.46**

#### **2024**

Electric:	£1,650.53
Service:	£2,104.64
Insurance:	£160.00
Kiosk Licence:	£10.00

**Total: £3,925.17**

8. The 2024-25 budget available for the fountain is £2k so the service will only take us slightly over budget.
9. Although electric costs to date stand at £1,650.53 (month 6), a budget of £7,131 was set. It seems that we may well come in under budget by around 50% (£3,300).

### **Reducing electricity costs**

10. The fountain is switched on for 8 hours per day as follows (timings from May 2024).

On - Off

08.30 – 10.30 (2 hours)  
11.30 – 13.30 (2 hours)  
14.30 – 16.30 (2 hours)  
17.30 – 18.30 (1 hour)  
20.30 – 21.30 (1 hour)

11. It is proposed to consider reducing the switch on time during the winter months (October / November – April) to 6 hours potentially reducing the electricity bill by around 25% and offset the additional service costs.

12. The following timings are suggested:

9.30 - 11.30 (2 hours)  
13:30 – 15:30 (2 hours)  
19:30 – 21.30 (2 hours).

**Recommendations**

1. To approve expenditure of £2,104.64 to Waveney to service the Mere fountain.
2. To approve the reduction of the fountain timings from 8 to 6 hours per day to save electricity costs in the Winter months.





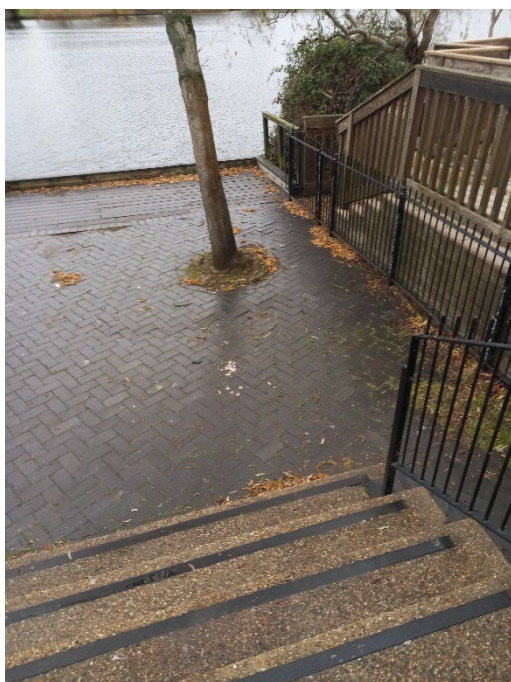
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Report Number:  
**25 / 2425**

Report to:	Facilities Committee
Date of Meeting:	9 <sup>th</sup> October 2024
Authorship:	Town Clerk
Subject:	Mere's Mouth tree

1. There is one Maple tree remaining on the Mere's Mouth put in with a District Council scheme many years ago.
2. The tree is unsuitable for its location and the roots are impacting on the surfacing causing a trip hazard for the public around the fishing platform and particularly for a nearby business who uses the area as a fire escape.



3. The land is owned by the Diss Parochial Charity but leased to the District Council with the toilets and is the responsibility of the Town Council.
4. Permission has been sought from the landowners who have no objection to the removal of the tree.
5. The District Planning Authority has confirmed it is extremely unlikely to object to the removal of the tree given the above circumstances.
6. A quote of £385, inclusive of the application to the local authority, has been sourced from the Council's tree surgeon to remove the tree.

7. A quote is awaited from several other suppliers for making good the surface prior to scheduling the works so that the job can be programmed seamlessly.
8. It is estimated that the cost of the above works will be £1,600 combined based on a previous quote for a similar job by a contractor on the Market Place and this expenditure will be coded to the tree management budget heading.
9. A suitable substitute tree will be planted on one of the Council's sites in lieu of the removal and in line with the Council's Biodiversity policy.

**Recommendation:**

To note the contents of this report.



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Report Number:  
**26 / 2425**

Report to:	Facilities Committee
Date of Meeting:	9 <sup>th</sup> October 2024
Authorship:	Buildings & Facilities Manager
Subject:	Diss Park – Storage Container

### Introduction

1. Every year at Carnival & for other events on the park, we have to transport equipment needed for events from different Town Council premises.
2. By providing a storage facility on the Park, time and costs would be saved.
3. After a long event day, there are few volunteers available to help tidy up and the equipment is mostly returned by paid staff.
4. The proposal is to have a green porta cabin positioned on the park to house all event-related equipment.
5. The metal container could be concealed by vegetation to mask it and blend in on the park.

### Positioning

6. It is proposed that an 8ft x 20ft container is positioned between the toilet block and the zip wire (see Appendix).
7. An alternative location would be on hard standing within the District Council's car park. It is likely that at least 2 existing spaces would be required (see Appendix).

### Planning

8. It is likely that the size of the container required to store all event equipment (& the contents of the Pavilion) would require planning consent costing £145.

### Container options & costs

9. There is an 8ft x 20ft container sited at the Sports Ground and rented out to a former Council staff member. The cost of moving this to the park would be £510 + vat.
10. A new green container 8ft x 8ft from Porto Space would be £2,150 + vat plus £170 + vat delivery. This would not accommodate the chairs currently stored in the Pavilion alongside the event gazebos, tables and other equipment.
11. A new green container 20ft x 8ft from Porto Space £2,275 + vat plus £170 + vat delivery.



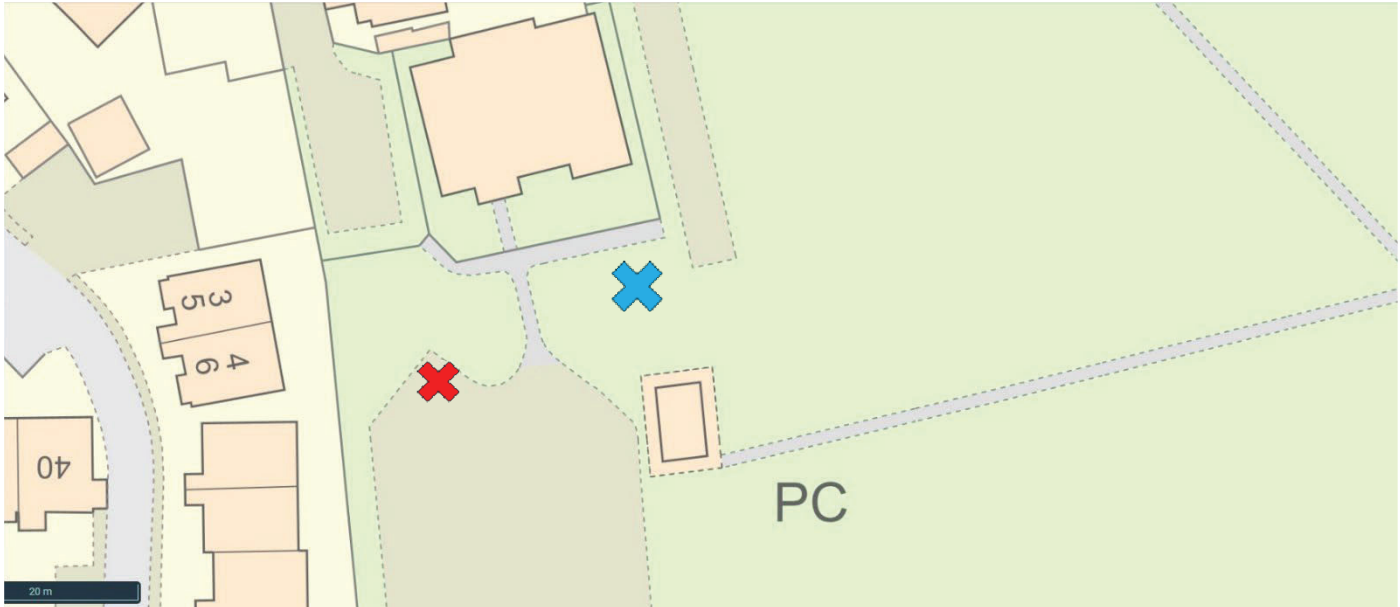
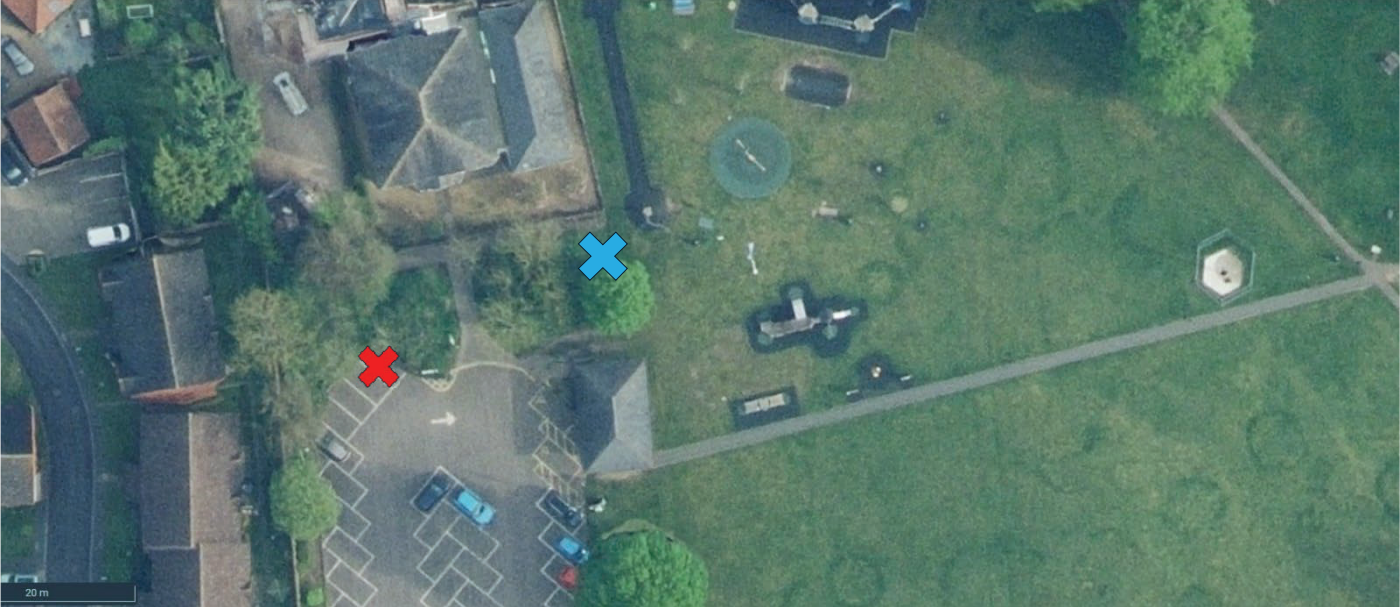
**Recommendations:**

1. To liaise with South Norfolk Council regarding the use of car parking spaces in Park Road car park for a cabin.
2. To approve the positioning of an 8ft x 20ft storage container on either the car park or on the park (as per Appendix).
3. To give three months' notice on the container agreement with the former member of staff and move this to the agreed position with expenditure of £655 allocated to Events 4991 budget code for 2025-26.

Proposed Storage Container Locations:

Blue – Placed on Diss Ton Council land.

Red – Placed on South Norfolk Council land.













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Report Number:  
**29 / 2425**

Report to:	Facilities Committee
Date of Meeting:	9 <sup>th</sup> October 2024
Authorship:	Town Clerk
Subject:	Park - Multi Use Games Area

### Introduction

1. Works were carried out in 2014 to extend the panels on the Multi Use Games Area (MUGA) in the Park to reduce the incidents of balls ending up on Park Road.
2. The play equipment inspection early this year identified that the welds on the extended posts had failed and marked it as low risk.

### Quote

3. A quote of £2,458.68 has now been received to repair the welds and is included in the Appendix.
4. Given the works were completed 10 years ago, it is out of warranty.

### Budget

5. The MUGA is a well-used facility and should be repaired for safety reasons.
6. The play equipment budget was £5k at the start of the year and it is only 20% spent at month 6 (with £3,975 remaining).
7. It is therefore recommended that the repairs are scheduled, and the expenditure is allocated partly to Earmarked Reserves Play Equipment (£500) and the remainder (£1,958.68) to play equipment R&R (4061) leaving £2,016 (40%) of the budget remaining.

### **Recommendation**

To approve expenditure of £2,458.68 to repair the welds on the extension posts of the Multi Use Games Area in the Park allocated to Earmarked Reserves Play Equipment (£500) and Play Equipment R&R (£1,958.68).



-----Original Message-----

From: Debbie Harratt <debbie@sutcliffeplay.co.uk>

Sent: 03 September 2024 15:52

To: Robert Ludkin <robert.ludkin@diss.gov.uk>

Cc: Jodie Neal <jodie@sutcliffeplay.co.uk>

Subject: RE: Message from "RNP583879600654"

Hi Robert,

Thank you for your patience while we looked into this for you.

I've been advised that the works to extend the MUGA were carried out in 2014 and are unfortunately out of warranty.

Our contracts co-ordinator has spoken to a couple of our sub-contractors and has obtained a quotation for the repair work.

This price is £2,458.68.

If you would like us to go ahead with these repairs, please let me know.

Kind regards



Debbie Harratt

Field Sales Coordinator

Tel +44 (0) 1977 653217

Fax +44 (0) 1977 653222

Exert from The Play Inspection Company's annual play equipment inspection 08/01/24 regarding the post welds:

8 - Low Risk (Finding 6)			
<b>Item:</b>	Multi Use Games Area - Multi Use Games Area (MUGA)	<b>Risk Level:</b>	L - Low Risk
<b>Manufacturer:</b>	Sutcliffe Play Limited	<b>Surface:</b>	Tarmac
			
<b>Finding:</b> The weld(s) on the extended posts have failed		<b>Action:</b> Refer to the manufacturer	



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Report Number:  
**27 / 2425**

Report to:	Facilities Committee
Date of Meeting:	9 <sup>th</sup> October 2024
Authorship:	Town Clerk
Subject:	Events / Carnival sub-committee debrief

### Introduction

1. For the last three consecutive years, Diss Town Council has had overall responsibility for overseeing several key events close to one another:

2022 - Queen's Platinum Jubilee 2<sup>nd</sup> June & Carnival 3<sup>rd</sup> July  
2023 – King's Coronation 7<sup>th</sup> May & Carnival 11<sup>th</sup> June

2. Last year, there was a relatively low-key event in the Park to commemorate the 80<sup>th</sup> anniversary of D-Day on 6<sup>th</sup> June preceding the much larger Diss Carnival 10 days later.

### Resourcing events

3. A huge amount of admin / marketing time goes into supporting Carnival each year and last year was no exception. Each year the sub-committee tries to improve on the event which invariably means a bigger impact on resources. It is estimated that the Council's Marketing / Events Administrator spends a minimum of three months (24 hours per week) leading up to Carnival on this event alone. That excludes additional time allocated to Council Officers and volunteer hours.
4. As DTC is responsible for these events and their safety implications, it is essential that they are resourced appropriately. We are fortunate to have willing volunteers on our sub-committees who give up their time in support of events, which are much loved by the community particularly Carnival.
5. However, most of the administrative and promotional tasks associated with events are carried out by staff predominately one staff member (see Appendix A).
6. There have been attempts to delegate tasks to others in the past, but many tasks are interrelated, require time in the office, access to DTC documents and have resulted in additional work for staff.

### Carnival sub-committee meeting debrief

7. The Clerk, Facilities & Buildings Manager and Cllr Robertson attended the Carnival sub-committee meeting on 24<sup>th</sup> September following an earlier Remembrance / VE & VJ Day meeting.



8. Discussions unfolded at the latter meeting regarding the feasibility of a combined Carnival / VE & VJ Day event with 1940s as the theme, a suggestion put forward by a member of the Diss & District Royal British Legion, an organisation with whom the Council works closely.
9. The rationale for the proposal is two-fold:
  - a) The Carnival sub-committee chooses a theme for its annual event, consideration of the theme was on its agenda and next year will be the last opportunity to celebrate VE & VJ day on this scale given the age of veterans
  - b) It would significantly reduce the impact on resources both staffing and volunteers as members of both committees could work together on one large event rather than duplicating effort for two.
10. Some background research had been undertaken on ideas for a joint theme (Appendix B).
11. A similar theme was selected for Carnival 2015 presumably for the 70<sup>th</sup> anniversary of VE Day.
12. The proposal for this theme was put forward to the Carnival sub-committee.
13. It is safe to say that most members disliked the idea. Reasons given were that the theme would not appeal to children, entertainment acts for the main area would be difficult to find and they had concerns regarding how members of the community currently affected by war would feel.
14. Although there is sympathy with the last point, any entertainment would need to be sensitively treated to avoid any upset and not all themes appeal to everyone.
15. Children are a very important audience for this family event so efforts would need to be made to work in partnership with schools and plan entertainment to appeal to them.
16. Several members of the sub-committee had considered alternative themes for Carnival but with little research into entertainment ideas to support them.
17. The majority of the sub-committee preferred to go with a 'Space' themed Carnival, a theme that had been agreed upon during Covid, but didn't go ahead so there may well be ideas for this in the archives.
18. It was suggested that the 'Space' theme could be chosen for 2026 allowing 2025 to focus on the 1940s.
19. Several members of the sub-committee stated that they felt pressured into agreeing to the proposed 1940s theme given the resourcing issue.
20. Due to the current workload across all events and DTC marketing, the Council's Marketing / Events Administrator feels that she is unable to support the Carnival to the degree she has previously. She does have capacity to continue publicising the event but would need to 'hand-over' some of the admin to other(s).
21. The Clerk is meeting with the Marketing / Events Administrator to review the task list and allocate the essential tasks accordingly.
22. As a Council, we must be mindful of the stress & workload that this major event creates and support staff appropriately.

## Events plan

23. That members approve a Space-themed Carnival for 8<sup>th</sup> June 2025 (traditional date for Carnival one week before Father's Day) and a separate VE / VJ Day celebration combined with Armed Forces Day on 28<sup>th</sup> June.
24. The latter event is led by the Diss & District Royal British Legion, who aspire to make this a larger event so this is a perfect opportunity for the Council to support them in doing so.
25. There will also be two small low-key Beacon lighting ceremonies on 8<sup>th</sup> May and 15<sup>th</sup> August to commemorate the 80<sup>th</sup> anniversaries of VE & VJ Days respectively. The same format will be used for both events reducing the workload.
26. The feedback from the Carnival meeting was shared with the Remembrance / VE & VJ 80<sup>th</sup> anniversary committee on 30<sup>th</sup> September and members were in full support of the above proposal, which I'm asking members to consider.

## Pros

27. You retain the goodwill of volunteers on both the Carnival and VE / VJ Day committees.
28. The workload will be reduced by supporting an existing event and not having to plan another separate large event.
29. There is already an event template for the beacon lighting ceremony, which can be re-utilised.

## Cons

30. Another resource needs to be identified to carry out some of the Carnival administrative tasks. Several members of the sub-committee agreed to help with the admin and processing applications (procession & stalls), chasing for paperwork and updating records could be facilitated from the office one day a week.
31. There is also the risk that this work will not be carried out adequately or in a timely fashion, which is a risk to DTC as the responsible organisation.
32. The Carnival and Armed Forces Day will take place within three weeks of one another.

## Conditions

33. It is suggested that the following conditions are agreed with the Carnival sub-committee to ensure that the risk of the work not been carried out is minimised.
  - a) That the Carnival sub-committee identifies members of the committee to undertake the identified administrative tasks relating to Carnival (Appendix X)
  - b) That the Council's Marketing / Events Administrator continues to support the Carnival with the identified administrative tasks and promotion via all relevant communications channels and that the committee provide the necessary information for her to do so
  - c) That the completed event management plan is shared with Diss Town Council by 1<sup>st</sup> March 2024
  - d) That the committee allocates an appropriate proportion of its budget to cover the cost of buying in administrative support if required and that this is sourced by mid-March to ensure that all elements of the event have been organised

- e) That the Carnival sub-committee continues to keep the Facilities committee abreast of Carnival planning developments.

#### Health & Safety

34. DTC is the lead organisation responsible for insuring the event and health & safety.
35. Although historically the Carnival sub-committee has organised this event almost independently from DTC (still insured by Council) with its own budget, these events were not then held on Council land, safety regulations have changed considerably since then and the event has grown significantly.
36. This would be a significant undertaking for a sub-committee with a high level of risk.

#### **Recommendations**

1. That members approve a Space-themed Carnival for 8<sup>th</sup> June 2025, a separate VE /VJ Day celebration combined with Armed Forces Day on 28<sup>th</sup> June and two small low-key Beacon lighting ceremonies for Thursday 8<sup>th</sup> May and Friday 15<sup>th</sup> August to commemorate VE & VJ Days respectively.

2. That the conditions under point 33 are agreed with the Carnival sub-committee.



## DISS TOWN COUNCIL

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Email: [towncouncil@diss.gov.uk](mailto:towncouncil@diss.gov.uk)  
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Report Number:  
**28 / 2425**

Report to:	Facilities Committee
Date of Meeting:	9 <sup>th</sup> October 2024
Authorship:	Facilities & Buildings Manager
Subject:	Christmas Lights Switch-On Event

### Introduction

1. Every year on the Market Place we have a Christmas Lights Switch-On event. This year it is on Saturday 7<sup>th</sup> December and starts at 12:00 with background music from Park Radio until 14:30 when the Salvation Army will kick things off with Ben Langley as compere.
2. During the rest of the day the other acts will be singing and performing on stage until the finale at approximately 18:30.
3. At 17:40 the parade starts from the back of No. 8, along Chapel Street, up Mere Street, to the Market Place and to the stage for the switch on this year at 18:00.
4. The parade will consist again this year of the old Fire Engine from Bressingham Museum and will have Santa on it and guests.
5. In the parade will also be the Corn Hall Panto cast, Dinsdale and others.

### Stalls

6. We have booked stalls to hopefully give a variation of food for people to enjoy whilst attending the event and to also use the existing traders in the town.
7. We have tried to keep to the theme of vehicle stalls and limited gazebos to help us with whatever weather conditions we have on the day so as not to have to cancel the event due to heavy winds etc.

### Updates

8. Everything has been organised to date, so we are now just tweaking things until the big day.
9. I have completed the Event Management plans and sent them to South Norfolk Council for their approval along with plans etc and market stall hygiene forms.
10. This year we have also hired more security for the day's event.

### Finance

11. We have been able this year to get sponsorship money totalling, to date, a sum of £3,666.61.
12. Expenditure costs, to date, of £4,980.41.
13. Stall income £324.
14. The Town Council budget £1,250, which more than covers the shortfall (see Appendix).
15. £260.20 remains in the budget code as a buffer for the 2025 event.

**F0224/10**    **EVENTS**

Members considered recommendations to financial support the infrastructure costs of the Carnival and Christmas Lights Switch-on events (report 52/2324 referred). It was felt that the Town Council should contribute more to help cover event infrastructure costs. It was noted that both events are well funded by sponsors and stallage income and that the events often retain a surplus at the end of the year to carry over to the next year. However, it was noted that this does rely on sponsors supporting the event and doesn't take account of escalating infrastructure costs which typically cost around £4.5k.

There was discussion regarding the scale of the two events and differences with expenditure and income and looking at the possibility of increasing the annual budget in line with inflation.

It was agreed that a balance should be maintained between the requirement to secure external funding, and for the committees to know that in the event external funding reduces, the Town Council can financially support these key town events.

Members discussed setting up an events sub-committee to have oversight over all events and a funding mechanism where each event financially supports the other. It was

**RESOLVED:** 1. To allow an additional £1,500 in the budget for the Carnival event to cover the increased infrastructure costs with a view to a future funding request to be presented to the April Full Council should it be required.

2. To consider a funding request for the Christmas Lights Switch-on event in September should it be required.

**(Action: RFO / sub-committees; immediately / April & September)**

## **Remembrance Parade and Sunday Service 2024**

Diss Town Council and the Royal British Legion warmly invite the public to take part in this year's Remembrance Sunday parade, wreath-laying ceremony, and church service to honour our fallen heroes.

The parade will commence as usual from Mere's Mouth at approximately 2:15pm on Sunday 10<sup>th</sup> November and to accommodate larger crowds and involve younger participants, this year's wreath-laying ceremony will take place on the Market Place.

The procession usually attracts over 35 different organisations including the Salvation Army Band, standard and flag bearers, the Royal British Legion, members of the armed forces, air and army cadets, emergency services, youth groups and various charities.

A short 'drumhead' service will be held in the Market Place following which representatives of local organisations will be invited to lay their wreath at the drumhead alter. After the ceremony, all are invited to St Mary's Church for a special remembrance service, beginning at 3pm. During this time the wreaths will be moved from the Market Place to the war memorial where this event will conclude with a short dedication gathering after the church service.

The Drumhead Service originated in the 1700's when soldiers about to go into battle required a place for reflection for the difficult times ahead. It was also used 'post battle' as a place of remembrance for their fallen comrades. It allows the regimental padre to hold a church service 'in the field' and they use the regimental drums, neatly piled and draped in the appropriate colours (e.g. national or regimental flags) to create a platform on which a Bible and other equipment could be placed to allow them to conduct a formal service. The Padre leads an ecumenical service and to this day remains in use.

Remembrance events are organised by a committee led by Diss Town Council, with representatives from the Diss & District Royal British Legion, Salvation Army, St Mary's Church, RAFA and from the army and air cadets.

Town Clerk, Sarah Villafuerte-Richards encourages the public to attend the parade, wreath-laying ceremony and church service, saying, "We invite everyone to join us in honouring the sacrifices made by our service men and women to protect our freedom."

For safety, a temporary road closure will be in effect on Sunday 10<sup>th</sup> November, from 2pm to 3:30pm for the Remembrance Parade. This will impact Mere Street, Market Place, St Nicholas Street, Mount Street (from Saracens Head to Market Place), and Market Hill in Diss.

Additionally, a minute's silence will be observed in the Market Place on Monday 11<sup>th</sup> November, at 11am. Please join us in these important tributes to commemorate the service and sacrifices of our Armed Forces community.

Diss Town Council has signed the Armed Forces Covenant and recognises the value Serving Personnel, both Regular and Reservists, Veterans and military families contribute to our business and our country. To find out more visit <https://www.diss.gov.uk/about-us>

Word count: 481



From: Ray Bryant 1 <[eraybryant@yahoo.co.uk](mailto:eraybryant@yahoo.co.uk)>  
Sent: 23 September 2024 20:41  
To: Sarah Richards <[sarah.richards@diss.gov.uk](mailto:sarah.richards@diss.gov.uk)>  
Cc: [councillorolander@diss.gov.uk](mailto:councillorolander@diss.gov.uk); 'Keith Kiddie' <[keith.kiddie@southnorfolkandbroadland.gov.uk](mailto:keith.kiddie@southnorfolkandbroadland.gov.uk)>; Graham Minshull <[graham.minshull@southnorfolkandbroadland.gov.uk](mailto:graham.minshull@southnorfolkandbroadland.gov.uk)>  
Subject: Heritage Transport Festival 2024



Hi Sarah,

I didn't see you yesterday, so in case you weren't there, it was another greatly enjoyable Transport Festival despite a fairly dense downpour in the late morning. Most people stayed on, and the shops, cafes and The Corn Hall became very crowded so the rain was a win for them.

A few of the first email comments below. I received quite a few plaudits, some from rather wet visitors so clearly the rain didn't dampen their enthusiasm for the event. By the start of the afternoon the rain had stopped and it wasn't long before sunshine triumphed and we were dancing in the streets.

The pop-up petrol stations, the music, the dancers, The Inspectors (hard to explain if you didn't see them), as well as a huge variety of vehicles were a great success. The unexploded bomb was safely diffused.

The closure of the roads worked really well, apart from a (very) few curmudgeonly old fogies who believed, as drivers, they were entitled to travel their normal route though town, in spite of the Road Closed signs ...we managed to persuade them otherwise!

Thank you for your help and support,

Ray Bryant

on behalf of

Diss Heritage Trust

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Subject: Re: Diss Heritage Transport Festival

Date: 22 September 2024 at 20:05:52 BST

To: anne hyde <[annehyde@gmail.com](mailto:annehyde@gmail.com)>

Thanks for today's great event, will definitely book in for next year , assuming you can do another

Paul Harber

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Subject: Thank you to the Diss Heritage Trust : Transport Festival Team

Date: 22 September 2024 at 20:46:58 BST

To: anne hyde <[annehyde@gmail.com](mailto:annehyde@gmail.com)>

Good evening Anne & Pete

What a great day. Shame the weather wasn't a bit kinder, we got soaked going home to Felixstowe. But that didn't spoil what was a really enjoyable day. The effort made by you and your band of helpers was very much appreciated. That town took us all back to the period of our cars, everywhere you looked. 50s & 60s for me and my 1959 Austin Healey Frogeye Sprite. Well done.

Every shop I went in reflected the same friendliness.

All the marshals I spoke to were polite and helpful, and again that friendliness.

The public were obviously thrilled to see all the classics.

My wife's Grandmother was born in Diss, Shelfhanger Road, so for a change she wanted to join me today. She too loved her day out.

This was my second Festival of Transport. Last year was so good, I didn't want to miss it this year. A lot of cars I've not seen before, which is difficult to imagine given the number of shows I attend each year.

Finally, it's official. The Diss Festival of Transport is now my favourite and go to show. Looking forward to the invites being posted for next years show.

Kind Regards

Dennis & Sue Hudson

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Subject: Re: Diss Transport Festival

Date: 22 September 2024 at 18:27:38 BST

To: anne hyde <[annechyde@gmail.com](mailto:annechyde@gmail.com)>

Hi Anne and Peter,

After our first visit to The Diss Transport Festival today, we would just like to say a big thank you for a really lovely day, keep up the good work. Hope to see you again next year.

Wendy and Philip Horn

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Subject: Congratulations

Date: 22 September 2024 at 22:33:37 BST

To: <[annechyde@gmail.com](mailto:annechyde@gmail.com)>

Congratulations Peter .It looked like a great day with people really enjoying themselves. It must have been a lot of work. But it was very good for Diss.

See you both soon

David

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Subject: SUNDAY

Date: 23 September 2024 at 07:17:19 BST

To: "Anne & Peter Hyde" <[annechhyde@gmail.com](mailto:annechhyde@gmail.com)>

Good morning,

We are sure you will be exhausted this morning, but wanted to just drop you a line to thank you for the opportunity of being part of your brilliant day.

Besides assembling an interesting array of vehicles, the effort you made with the street furniture and entertainment went a long way towards making it a very memorable day.

It was also pleasing to see how much support there was from the resident traders.

Thank you once again.

Kind regards

Nick, Erica & Peter

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Subject: DISS

Date: 23 September 2024 at 19:22:40 BST

To: Anne & Peter Hyde <[annechhyde@gmail.com](mailto:annechhyde@gmail.com)>

Hi Peter, Great show yesterday. Really enjoyed the day as did all of our members. Please include us in for next year. Regards Ian. SVEC.

**From:** [Lauren Davis](#)  
**To:** [Diss Town Council](#)  
**Cc:** [Sarah Richards](#); [Street Naming \(SNC\)](#)  
**Subject:** RE: Land at Vincas Road, Diss - Street Naming Application  
**Date:** 30 September 2024 15:57:10  
**Attachments:** [image002.png](#)  
[image010.png](#)

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Good Afternoon Alex,

I submitted this to the street naming team at South Norfolk and Broadland who have advised that using a Royal link can open up a huge delay with permission having to be obtained from the Lord Chamberlains office when using any reference to the Royal Family. They have advised there is no timeline on getting this permission and in the past has been very lengthy and may be turned down. They have advised that we decline this suggestion and request another suggestion is made due to the time constraints we have. We have to have the Street Name fairly quickly due to having the utility connections sorted on site other wise this could delay our build.

I have also discussed with the client and they have also requested that we decline this suggestion and request another street name is given.

Please advise?

Many thanks,

**Lauren Davis**

Project Co-Ordinator



1-2 Tollgate Business Park, Stanway, Colchester, CO3 8AB

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**From:** Diss Town Council <[towncouncil@diss.gov.uk](mailto:towncouncil@diss.gov.uk)>  
**Sent:** 30 September 2024 13:32  
**To:** Lauren Davis <[lauren@marfleetandblyth.co.uk](mailto:lauren@marfleetandblyth.co.uk)>  
**Cc:** Sarah Richards <[sarah.richards@diss.gov.uk](mailto:sarah.richards@diss.gov.uk)>  
**Subject:** RE: Land at Vincas Road, Diss - Street Naming Application

Good afternoon, Lauren.

The naming of the road was discussed at our latest Infrastructure Committee and they have suggested naming it **Kings Charles Way**. This links in with the royal theme in the development North of the current one which was brought forward in the year of the diamond jubilee. As this current development was brought forward in the year of King Charles' coronation they believe it to be a fitting suggestion.

Regards,

**Alex Rolfe - Office Administrator**

**Available:** Monday, Tuesday & Thursday

**Address:** Diss Town Council, 11/12 Market Hill, Diss, IP22 4JZ

**Email:** [alexander.rolfe@diss.gov.uk](mailto:alexander.rolfe@diss.gov.uk)

**Tel:** 01379 643848 - ext #207

**Website:** [www.diss.gov.uk](http://www.diss.gov.uk)



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**From:** Lauren Davis <[lauren@marfleetandblyth.co.uk](mailto:lauren@marfleetandblyth.co.uk)>  
**Sent:** 30 September 2024 11:08  
**To:** Sarah Richards <[sarah.richards@diss.gov.uk](mailto:sarah.richards@diss.gov.uk)>; Diss Town Council <[towncouncil@diss.gov.uk](mailto:towncouncil@diss.gov.uk)>  
**Subject:** RE: Land at Vincas Road, Diss - Street Naming Application  
**Importance:** High

Hi Sarah,

I hope you are well?

Is there any update on this please?

Many thanks,

**Lauren Davis**

Project Co-Ordinator



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## Extract from South Norfolk District Council's Street Naming and Numbering Policy:

### 4 General Naming Conventions

- Street names should not be difficult to pronounce or awkward to spell.
- In order to avoid offence either by inclusion or exclusion of an individual's name, the name of living persons should be avoided. Where the naming is proposed posthumously, agreement from the person's family or estate administrators should be obtained by the applicant and a copy sent to the relevant Council attached to the application. Only the first or last name will be used and not both to avoid the possible occurrence of future information coming to light that may taint that specific road name and give rise to costly street name procedures for both residents and councils alike.
- The street names should, where possible, reflect the history or geography of the site or area.
- Street names that could be construed as advertising should be avoided.
- Street names that could be considered offensive must be avoided.
- The use of North, South, East or West (as in Norwich Road North and Norwich Road South) should be avoided when the road is in two separate parts. In such a case, one half should be completely renamed.
- Phonetically similar names within an area should be avoided (i.e. Norwich Road and Norwich Close, or Churchill Road and Birchill Road).
- Apostrophes will not be used

### 5 Street Naming Conventions

5.1 When naming new streets, the following conventions should be considered. All new street names should end with one of the following:

- Avenue (for residential roads)
- Circus (for a roundabout only)
- Close (for a cul-de-sac only)
- Court (for a cul-de-sac only)
- Crescent (for a crescent shaped road)
- Drive (for residential roads)
- Gardens (for residential roads – subject to there being no confusion with local open space)
- Grove (for residential roads)
- Hill (usually for residential roads, particularly if there is a hill in the area)
- Lane (for development of a historic by-way or residential roads)
- Mead (for residential roads)
- Mews (for residential roads)
- Place (for residential roads)
- Rise (for residential roads)
- Road (for any thoroughfare)
- Row (for residential roads)
- Square (for a square only)
- Street (for any thoroughfare)
- Vale (for residential roads in exceptional circumstances)
- Walk (for residential roads in exceptional circumstances)
- Way (for major roads and residential roads)

5.5.2 Historic names as the suffix for a road, such as Loke, Pightle, Drift and others with a Norfolk connection can also be used. 5.3 All pedestrian ways should have the following suffixes:

- Walk
- Path
- Way

5.4 The use of names with royal connotations. The consent of the Lord Chamberlain's office must be received if a name with any reference to the royal family or the use of word 'Royal' is proposed.



<p>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. Clifs would like an update on the memorandum of understanding and which volunteer group is responsible for the work in the garden.</p>	CEO/DTC	Jun-24	<p>HTT is content with latest version of draft MOU. Clerk has liaised with solicitor over final amendments for consideration at October Full Council given it is a legal document.</p>
<p>To integrate the Sports Ground Action Group (Clifs Robertson, Sinfield, B&amp;FM and COO or CEO) with the recently established Building Repairs Action Group, which currently comprises Councillor Murphy, Robertson, and Taylor.</p>	Clerk		<p>Site for consideration as part of DYCC considerations. Feasibility study report outcomes due end November.</p>
<p>That Councillor Taylor and the Clerk with join with the Green Corridors Network Group to Liaise with stakeholders (NCC/SNC/Saffron/Police) regarding the proposals and to cost the ongoing maintenance.</p>	Cllr Taylor & Clerk		<p>Meeting to be scheduled. Six additional trees to be planted as a result of Cemetery tree removal &amp; one for the Mere's Mouth tree removal. Will hand over to Office Administrator to take the lead on this project.</p>
<p>That Diss Town Council commission the installation of an individual plaque for the late and former councillor Grace to include an inscription with the Council's logo at a cost of £350 excluding VAT allocated to Cemetery Chapels R&amp;R.</p>	Clerk		<p>Should be installed in next two weeks. Staff shortages have caused a delay.</p>
<p>2. To consider a funding request for the Christmas Lights Switch-on event in September should it be required</p>	RFO/Sub-committees	October Facs	<p>No requirement this year as the DTC budget allocation more than covers the shortfall between expenditure and income.</p>
<p>It was suggested that the Facilities &amp; Buildings Management team could be more simply described as the Asset Management Team like at the District Council.</p>	Clerk/F&BM		<p>To be considered during next staffing review in 2025.</p>
<p>1. To approve the installation of a duck feeder machine in Diss Park at the proposed location (Appendix C) for a minimum of 3 years before the start of the summer season 2024.</p> <p>2. That the Clerk signs the cover agreement on behalf of Diss Town Council.</p> <p>3. That the Facilities &amp; Buildings Team prepare the foundation for the duck feeder and install it according to the installation guide provided.</p>	Clerk / F&B Manager	Immediately	<p>This was scheduled for delivery end of July however has been postponed until end of year given rodent issue and advice not to feed wildlife. The feeder should be delivered in October now that the rodent issue has been resolved.</p>
<p>That members agree to reconsider the proposal from the Friends of Parish Fields regarding extending the walkway through the DYCC site at a future time.</p>	Clerk / Members	As appropriate	<p>No update</p>
<p>1. To approve the installation of the newly designed town map on the Mere's Mouth toilet building subject to approval from South Norfolk District Council.</p> <p>2. To approve the installation of the newly designed town maps alongside the Beacon trail walking map in the 9 map boards around the town as per Appendix B subject to approval from South Norfolk Council and liaison with Falcon Publishing.</p>	Clerk	Immediately	<p>Approved by SNC. Falcon advised. Supplier is finalising sponsors for artwork and is due to visit sites in October prior to installation. Same supplier has also sponsored £250 towards xmas tree this year.</p>
<p>Members received a verbal update regarding progress towards addressing the high-water levels of the Mere following significant rainfall recently.</p>	AG of KM / ET / JR F&BM & Clerk	11.07.24	<p>SNC is continuing negotiations with Morrisons and consider new drain route.</p>
<p>1. To appoint Anglian Tree Solutions Ltd to carry out the hedge reduction works at a total cost of £3,600 with a contribution from the Diss &amp; District Allotment Holders Association (DDAHA) of £1k from September 2024 to Community Infrastructure Levy funds following consultation with the Planning Authority.</p> <p>2. To budget £1,000 to a new allotment code from 2025 onwards to cover the cost of annual hedge maintenance.</p> <p>3. To request that the Diss &amp; District Allotment Holders Association increase their contribution of £400 per year by 10% from 2026 onwards to cover inflationary increases.</p> <p>4. To review the existing lease between DTC &amp; the freeholders in light of the DDAHAs request to allow individual plot holders to install their own sheds on their plots at their cost and to maximum dimensions.</p> <p>5. To work with the Council's solicitors to draft a new agreement between the Council and the DDAHA.</p>	Clerk / F&BM / RFO	31.12.24	<p>Works scheduled for Budget request sent to FO. DDAHA agreed to increase their contribution by 10% from 2026 onwards. Clerk yet to meet solicitor to discuss new agreement required between Council &amp; DDAHA prior to existing lease review with freeholders.</p>
<p>1. To approve expenditure of £675 exclusive VAT on a roundabout service allocated to play equipment R&amp;R (code 4061).</p> <p>2. To approve expenditure of £2,947.31 on installing a replacement trampoline in the park allocated to nominal code 461 'Earmarked Reserves Community Infrastructure Levy'.</p>	FBM	Immediately	<p>1. Roundabout has been serviced - completed.</p> <p>2. New trampoline surface has been installed - completed.</p>
<p>1. To approve the planting of a robust small-leaved Lime tree (Tilia cordata) in Diss Park near the site of the old oak and not impeding the Beacon view to the Mere / St Mary's church by Rosedale Funeral Home to celebrate their 20th birthday.</p> <p>2. That the Clerk liaise with Rosedale Funeral Home regarding a plaque/inscription to acknowledge their contribution at their cost.</p>	Clerk	Immediately	<p>Rosedale will order tree &amp; plaque for delivery in November. Clerk liaising with George regarding planting.</p>
<p>1. To appoint Millennium Pest Control Ltd to install nine additional bait boxes around Madgett's Walk and carry out twice weekly visits for the next 10 weeks at £1,695 allocated to budget code 4425 (Health &amp; Safety)</p> <p>2. To appoint Millennium Pest Control Ltd to install five bait boxes at the DYCC and carry out twice weekly visits for the next 6 weeks at £995 allocated to budget code 4425 (Health &amp; Safety).</p> <p>3. To allocate £5k in the Health &amp; Safety budget code (4425) from 2025-26 onwards to allow for pest control measures across all DTC</p>	FBM / RFO	Immediately	<p>Millenium Pest Control have finished their contracted works. Bins now back to normal. Waiting to install new bins with traps/lids too.</p>