



**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, M. Gingell, A. Kitchen, R. Peaty, E. Taylor  
Town Clerk, Facilities & Buildings Manager

Diss Express

**DISS TOWN COUNCIL**

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**TOWN CLERK (CEO)**

Mrs S Villafuerte-Richards (CiLCA)

Our ref: F 24.07.24

Date: 18 July 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 24<sup>th</sup> July 2024** at **7.15pm** to consider the business detailed below.

Town Clerk/Chief Executive Officer

**AGENDA**

- 1. Election of Chairman of the Facilities Committee for the Municipal Year 2024/25**  
To elect a new Chairman of the Facilities Committee.
- 2. Apologies**  
To receive and consider apologies for absence.
- 3. Election of Vice-Chairman of the Facilities Committee for the Municipal Year 2024/25**  
To elect a new Vice Chairman of the Facilities Committee.
- 4. Nomination of Substitute Representatives**  
To note nominated substitute representatives attending in place of those who have sent their apologies.
- 5. Declarations of Interest and Requests for Dispensations**  
To note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.
- 6. Minutes**  
To confirm as a true record, the minutes of the Facilities Committee held on 22<sup>nd</sup> May 2024 (copy herewith).
- 7. Public Participation**  
To consider a resolution under Standing Orders 3d to 3h to suspend the meeting to hear comments from members of the public on items to be discussed on the agenda (*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*).

**8. Items of URGENT business**

To discuss any item(s) of business which the Chair or Deputy Town Clerk has previously been informed at least 24 hours before the meeting and decides should be considered as a matter of urgency (*councillors are reminded that no resolutions can be made under this agenda item*).

**9. Diss Park**

- a) To consider a proposal to replace the trampoline and service the roundabout (report reference 15/2425 herewith).
- b) To consider a proposal to plant a tree in Diss Park near the Beacon in recognition of Rosedale Funeral Home's 20<sup>th</sup> birthday (report reference 16/2425 herewith).

**10. Pest Control**

To consider a proposal for pest control measures around Madgett's Walk and the Diss Youth & Community Centre (report reference 17/2425 herewith).

**11. Events**

To receive the notes of the DDAY80 event debrief meeting, and initial discussions on plans for remembrance and event(s) to commemorate the 80<sup>th</sup> anniversary of VE & VJ Days (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 27<sup>th</sup> November 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 22<sup>nd</sup> May 2024** at 7.15pm.

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

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

**F0524/01 APOLOGIES**

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

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

**F0524/02 NOMINATION OF SUBSTITUTE REPRESENTATIVES**

Councillor Taylor substituted for councillor Browne.

**F0524/03 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**

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

**F0524/04 MINUTES OF THE LAST MEETING**

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

**RESOLVED:** That the minutes of the meeting of the Facilities Committee held on 14<sup>th</sup> February 2024 were confirmed as a true record of the meeting and signed by the Chair.

**F0524/05 PUBLIC PARTICIPATION**

There were no members of the public present.

**F0524/06 ITEMS OF URGENT BUSINESS**

There were no items of urgent business.

**F0524/07 DISS PARK**

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

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

**RESOLVED:**

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

**F0524/08 Diss Youth & Community Centre**

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

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

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

**F0524/09 TOWN MAPS**

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

**RESOLVED:**

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

**(Action: Clerk; immediately)**

**F0524/10 DISS MERE DRAINAGE**

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

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

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

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

**F0524/11 PROGRESS REPORT**

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

**F0524/12 MEMBER UPDATES**

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

**F0524/13 DATE OF THE NEXT MEETING**

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

**F0524/14 PUBLIC BODIES (ADMISSIONS TO MEETINGS)**

Councillors considered a resolution under the Public Bodies (Admissions to Meetings) Act 1960 and Standing Orders 3d to exclude members of the public and press in order to discuss the following item which is properly considered to be of a confidential nature.

**F0524/15 DISS & DISTRICT ALLOTMENTS**

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

**RESOLVED:**

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

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

Meeting closed at: 8.40pm.

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Chairman: Councillor Robertson



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Report Number:  
15 / 2425

Report to:	Facilities Committee
Date of Meeting:	24 <sup>th</sup> July 2024
Authorship:	Facilities & Buildings Manager / Town Clerk
Subject:	Diss Park - Trampoline / Roundabout

### Introduction

1. The trampoline in the park play area was installed in December 2019 as part of a major play equipment upgrade by Proludic Ltd.
2. Since this time, the play equipment has been very well used, the trampoline has become a big hit and is being enjoyed by all ages.

### Proposal

3. The trampoline cover has started to split in various places and a quote has been sourced from the same supplier to replace it (see Appendix).
4. Total costs = £2,947.31 inclusive delivery and up to 10 replacement springs (spares if not used).
5. Proludic Ltd has also quoted to service the roundabout, which they supplied and is no longer spinning with ease and making the grinding noise.
6. Cost for this element is £675 excl. VAT and they will advise should further works be required following their visit.
7. The current lead time for the trampoline bed is 15-20 working days.

### Budget

8. There is £4,650 remaining of a £5k budget in play equipment R&R (code 4061). It is proposed that the roundabout service is attributed to this code (£675).
9. It is proposed that the remaining costs associated with the trampoline are allocated to nominal code 461 'Earmarked Reserves Community Infrastructure Levy (CIL) funds', which currently totals £111,638.
10. £31,817 of this needs to be spent by the end of this financial year to be used within 5 years of receipt. So far £4,680.20 has been committed to the Market Place planter / seat project, £2,600 for the allotment hedge reduction and £9,283 for the Anglian Memorial garden refurbishment. There is also a proposal on the July Facilities agenda to spend a further £4,240 on improvements to the Lows.

11. Together with the expenditure of £2,947.31 for the trampoline, this will leave a total balance of £8,066.49 of CIL funds to be spend before 31<sup>st</sup> March 2025 and a plan for the remaining expenditure will be presented to the next Facilities meeting.

**Recommendations**

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'.





Designer of play and sports areas

Prepared for: Diss Town Council

Our Reference: 2406.43340

Date: 03 June 2024

### Quotation for Maintenance - Diss Park - Trampoline Unit - June 24

Qty	Code	Product Name	Unit Price	Total Line Price
<b>12. Services</b>				
1	UKPDAYRATE 1	Approved Proludic Installer - Installation of Trampoline bed & Full Wheelchair Roundabout Service - Disassembly, Flush and regrease of bearing system	675.00	675.00
			Total:	£675.00
<b>13. Spare Parts</b>				
1	UKSPARESOT HER	E21004 Trampoline Bed 4m Track Bed including anchors & mounting tool - Black	2,593.38	2,593.38
			Total:	£2,593.38
			Delivery Charge:	£296.33
			Total Quote Amount:	£3,564.71

Quotation provided on receipt of email dated 30th May 2024

Assumed good site access

Quotation provided on basis of re installation of existing trampoline springs. Full Service of Wheelchair Accessible roundabout be undertaken. Report to be provided on completion of works listed.

This quote is valid until 01/09/2024

Please note all prices quoted are excluding VAT

The Play Hub, Bradmore Business Park, Bunny, NG11 6QA

T. 0115 982 3980 | proludic.co.uk







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Report Number:  
**16 / 2425**

Report to:	Facilities Committee
Date of Meeting:	24 <sup>th</sup> July 2024
Authorship:	Town Clerk
Subject:	Tree planting – Diss Park

### Introduction

1. The Council was recently approached by Rosedale Funeral Home regarding their plan to plant 20 trees in the local area in celebration of their 20<sup>th</sup> birthday.
2. Rosedale would like to pay to plant a native British tree during the Autumn.
3. The Park has been suggested as a possible location and the Diss & District branch of the Royal British Legion suggested a position close to the beacon given it is also their centenary celebrations this year.
- a) The Council has committed to planting new trees on its sites in suitable locations and replacing trees that have been removed for safety or financial reasons in its Biodiversity policy. A copy of this policy is available at <https://www.diss.gov.uk/policies>.

### Positioning

4. At the DDAY80 debrief meeting last week, members were asked for their views on the proposal.
5. Given the positioning of the Beacon and vista over the Mere and proximity to footpaths and the newly extended beacon itself, it was suggested that a more appropriate nearby location would be close to the site of a mature oak tree that was felled a few years ago.
6. There's a noticeable dip in the ground where the old oak was once situated so a few metres away from that spot and the paths will allow for long-term root growth (see Appendix A).
7. The advice of former councillor Waterman (and now Roydon parish councillor), instrumental in producing the Council's biodiversity policy and actively supporting the Council with 'green' projects has been sought and is included at Appendix B.
8. He agrees that this is a suitable location as it is far enough away from other mature trees and would have plenty of light and space to grow properly.

### Species

9. Having evaluated the Park, and land near to the Beacon, local climate, surrounding trees and potential management long term, George recommends that Rosedale fund the purchase of a small-leaved Lime tree (*Tilia cordata*).

10. The rationale for this tree specimen is included at Appendix B.

#### Maintenance & Supplier

11. George also recommends that two stakes, ties and a plastic wrap-guard around the trunk of the new tree would provide enough support to help the tree establish itself.
12. Sandy Lane Nursery has small-leaved lime trees in stock and has quoted a price of between £35-£40 for everything including delivery.
13. George is willing to plant the tree on the day of delivery and suggested pruning in June to promote upward growth.
14. With careful management, such a specimen should live for many centuries, making it an excellent legacy tree that will benefit the town for years to come.

#### Signage

15. Rosedale may wish for their contribution to be acknowledged in some way and it is suggested that the Clerk discuss with them a suitable method to do so at their cost. This may include a small plaque near the tree or future inscription on the Beacon surround or park signage.

#### **Recommendations**

1. To approve the planting of a small-leaved Lime tree (*Tilia cordata*) in Diss Park at the location in Appendix A with installation costs paid for by Rosedale Funeral Home to celebrate their 20<sup>th</sup> birthday.
2. That the Clerk liaise with Rosedale Funeral Home regarding a plaque / inscription to acknowledge their contribution at their cost.

The screenshot displays the Google Earth web application interface. At the top, the browser address bar shows the URL: `earth.google.com/web/@52.37483297,1.10653509,25.70723769a,316.36426489d,35y,0h,0t,0r/data=MikKJwoLCiExd2l6QUJ0ZzRWRkVkd1IMY2tvQWVjbmQzSnhsOFZOeGkgAToDCgEw`. Below the address bar is a welcome message: "Welcome to the new Google Earth! A new look, designed to speed up how you create and share".

The main interface features a menu on the left with the following options:

- New Drive project (Ctrl+J)
- Open from Drive (Ctrl+O)
- New local KML file (Ctrl+K)
- Import KML/KMZ file (Ctrl+I)
- Export as KML file (Ctrl+E)

Below the menu, it indicates "Saved to Google Drive". The central map area shows a night-time aerial view of a residential area with a park. A blue pin labeled "Proposed tree positioning" is placed on a grassy area. Other labels on the map include "Play Area" and "Diss Mere".

At the bottom of the map, there are controls for "Layers", a scale bar (50 m), camera height (342 m), and coordinates (52°22'29"N 1°06'26"E 23 m). The bottom of the screen shows the Windows taskbar with the search bar, task view button, and various application icons. The system tray shows the time as 09:53 on 17/07/2024.

Hi Sarah,

Please see below my proposal for the Rosedale Tree matter!

Having evaluated the Park and land near to the Beacon, local climate, surrounding trees and potential management long term, I would recommend that Rosedale fund the purchase of a Small-leaved Lime Tree (*Tilia cordata*). Quoting from the Woodland Trust website:

**This large deciduous tree can grow to more than 20m high. Its bark is grey-brown and smooth and develops flaky plates with age. The twigs are brown-red in the shade, but become shiny in sunlight. Small-leaved lime may produce suckers from the base of the tree.**

Lime Trees are commonplace in the surrounding area with mature specimens already present on The Park. This is evidence that a new one on The Park would be well suited for the soil type, climate and drainage. Lime Trees in this area also seem to not struggle with pests and diseases like Chestnuts and Oak Trees. In terms of a specific location on The Park, Robert Rogers suggested the site of a mature Oak Tree that was felled a few years ago. Having visited the site myself I would agree that this is a suitable location as it is far enough from other mature trees and would have plenty of light and space to grow properly.

Referring to Diss Town Council's new Biodiversity Policy, planting a Lime Tree would benefit this policy for the following reasons:

Lime leaves are eaten by the caterpillars of many moth species, including the lime hawk, peppered, vapourer, triangle and scarce hook-tip moths. They are very attractive to aphids, providing a source of food for their predators, including hoverflies, ladybirds and many species of bird. The flowers provide nectar and pollen for insects, particularly bees, which also drink aphid honeydew from lime leaves.

Long-lived trees provide dead wood for wood-boring beetles, and nesting holes for birds.

In terms of supports to help the tree establish, two stakes, two ties and a plastic wrap-guard wrapped around the trunk of the new tree would provide enough support for the new tree. Sandy Lane Nursery have Small-leaved Lime Trees in stock, and with all the supports and ties needed has quoted a price of between £35-£40 for everything including delivery. I would be happy to plant the tree myself on the day of delivery, just like in the case of the new Marketplace Tree back in May. In terms of subsequent management after planting, pruning should take place in June but only involve removing particularly long side branches from the lower trunk to promote upright growth. If managed properly, kept free from disease and allowed to mature, a Small-leaved Lime

Tree can live for many centuries, making it an excellent legacy-tree that will benefit the town for years to come!

I hope all this information is helpful to you, and am happy to answer any questions or provide further information should you need it!

Kind Regards,  
George Waterman





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Report Number:  
**17 / 2425**

Report to:	Facilities Committee
Date of Meeting:	24 <sup>th</sup> July 2024
Authorship:	Facilities & Buildings Manager / Town Clerk
Subject:	Pest Control

### Background

1. There has been an increase in the number of rat sightings around the town and on our premises.
2. The worst areas are the Sports Pavilion, Mere's Mouth & Madgetts Walk and most recently the Diss Youth & Community Centre (DYCC).
3. It is the responsibility of the owner to control pests on their premises.
4. In September 2023 and March 2024, Millenium Pest Control Ltd was contracted to install bait boxes at the Sports Ground for £590, which resolved the issue.
5. In April 2024, £690 was spent on installing 6 bait boxes with a treatment programme around Madgett's Walk to try and address the problem.

### Current situation

6. Unfortunately, there have since been numerous sightings of up to 6 rats along Madgett's Walk at one time in daylight hours. Loaves of bread positioned along the railings has been a significant factor in attracting vermin.
7. Millenium Pest Control has provided a quote recommending at least 9 additional boxes are installed and they carry out visits twice weekly for the next 10 weeks to gain control.
8. Their riddance fee is £1,200 excl VAT (to cover 20 visits).
9. Additional box charges total £495 (for 9 additional stations). All bait boxes become the property of Diss Town Council post installation.
10. They also recommend signage to encourage people not to feed the birds for at least 7-8 weeks and continuing the measures following completion of the contract to ensure the issue is removed long-term.
11. Given this advice, the delivery of the new feeder has been postponed until later in the year.

### DYCC

12. In the last week, there have been several reports of rats around the waste bins at the DYCC.

13. Rubbish collected here is from the town's waste bins. There is also a compost for food waste at the rear of the site.
14. The District Council's Environmental Health Officer visited the site on 16<sup>th</sup> July and observed six rats near the wheelie bins.
15. The rats are accessing food waste from the bins, which have holes in their bottoms, and he has arranged for these bins to be replaced with new ones without holes on Tuesday, 23<sup>rd</sup> July.
16. He has recommended that we also install 4-5 bait boxes over 6 weeks to prevent further damage to the property, a requirement under the Prevention of Damage by Pests Act.
17. The estimated cost for pest control measures at the DYCC totals £995 (275 for 5 boxes) and £720 for 6 twice-weekly visits.

### Budget

18. Members are requested to approve expenditure of a total of £2,690 to install bait boxes and twice weekly visits at both the Madgett's Walk area and DYCC to gain control as per the above recommendations.
19. It is recommended that expenditure is allocated to the Health & Safety budget code (4425), which currently totals £2,491. The overspend will be explained accordingly.
20. It is proposed this budget allocation is increased to £5k from 2025-26 onwards to account for pest control treatment at all DTC sites. This will allow for approximately 4 treatments per year given the bait boxes have been purchased.

### **Recommendations**

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.



**D-DAY80 EVENT DEBRIEF, REMEMBRANCE & VE / VJ DAY MEETING**  
**8<sup>th</sup> July 2024**

**Attendees**

Sarah Villafuerte-Richards DTC (SR)  
Cllr John Robertson DTC (JR)  
Richard Youngs RAFA (RY)  
Andy Davison RBL (AD)  
Sue Brazier Scouts (SB)  
Lindsey Vernon, Diss High School (DS)  
Mike Garnham RBL (MG)  
George Waterman (GW)  
Keith Rackham (KR)  
Andy Rackham (AR)  
Bob Rogers RBL (RR) acting as Note Taker

**Apologies**

Iain Sturgeon (Salvation Army)  
Rev John Cruse (St Mary's church)  
Shaunnagh Hayden (ACF)

**DEBRIEF**

1. Opened by **SR**
2. Poor publicity by Diss Express. RR has complained to them and received a reply saying they were sorry he felt their response to the event was poor.
3. Although well published on both Diss, DTC and RBL community web pages, plus item in Diss Express and interview on Park Radio (RR), there was some concern that a lot of people did not realise the event was on, so perhaps a bit of `signage` in town and the park for future events is needed (**All**).
4. General feeling from comments made on the day and after that it was well received.
5. The Deputy Lieutenant of Norfolk expressed that she was very happy with the event to Andy Knowles (RAF) who acted as her ADC on the night (RY).
6. Scouts were happy but could not hear very well as they stood slightly down hill (**All**).
7. Sound system was good close up but faded in the distance (**All**).
8. It was felt by the meeting that Congratulations all round to Sarah and her team was well deserved.
9. Thanks to Julie Hines for her WW2 Staff car bringing the Deputy Lieutenant, Mayor Kieran Murphy and Andy Knowles to the event.

## **BEACON LIGHTING**

1. The Beacon was shortlisted for a Pride in Place award coming 5<sup>th</sup> out of 49 projects in around the District. South Norfolk Council requested SR review a press release ref award (**SR**).
2. Extra panels could be added to the Beacon display to acknowledge the DDAY80 event possibly together with the Friendly Invasion project (**KR, AR & SR**).
3. AR felt beacon and cycle routes should be better publicised (both Press, Community sites & Diss Matters). **SR** to consider updates to website and promotion, inclusion on future panel.
4. Rosedale offer of trees to celebrate their 20<sup>th</sup> Anniversary, possibility of some being planted in the Park, more consideration required (**SR and GW**).
5. There was discussion regarding positioning it near the large Oak tree that was removed (**SR**).
6. RR pointed out following comments from some RBL members that the plaque about the Branch Centenary, should have read Diss and District RBL centenary 2024, not just RBL (British Legion) which was 2021. (**KR / SR to review**).

## **AOB**

1. AR asked if funding had been revived from Rotary Club (**SR**).
2. KR has produced a video of the event. **SR** will discuss with her staff re being able to put some of it on DTC website.

## **REMEMBRANCE EVENT**

1. **SR** will get the road closure application in early for the November 10<sup>th</sup> event.
2. **MG** to remove the old wreaths from last year from the war memorial at St Mary's church.
3. Early invite to the new Green MP Adrian Ramsey for the new Waveney Valley (**SR**).
4. SR asked re recyclable wreaths, but so far no information has been received by the Local RBL Branch. **RR** to speak to RBL Norfolk County if any news on recyclable wreaths.
5. As both DTC and Rosedale laid a 'recyclable' wreath, this offer could be extended to the 'Green' Party, which might encourage attendance (**SR**).
6. Diss and District RBL has invited East Harling Council to attend with their RBL standard and once details are confirmed **RR** will send a formal invite.
7. A nursery group has asked to attend the Remembrance Event. It was felt that the length of time plus the fact November is cold, it was not a good idea, **SR** will talk to the group.
8. The Market place might be used for the open-air part of the Remembrance service.
9. AD asked how big the parade could be and a discussion took place around this subject.

## NEXT YEAR'S EVENTS FOR THE END OF WW2

1. End of WW2 celebrations (VE & VJ Day) plus Armed Forces day.
2. 8<sup>th</sup> May 2025, Beacon lighting to celebrate Victory in Europe (VE Day). N.B. This is NOT the end of World War Two.
3. Event in August for VJ (Victory in Japan) day (& end of WW2), possibly combined with an invite to the Anglian Regiment to acknowledge 12 years since being awarded the Freedom of Diss in respect to the fact both Norfolk and Suffolk regiments were involved in the Far East (the so called 'Forgotten Army').
4. KR and AR spoke about some locals who had been POWs (Prisoners of War) in the Far East.
5. A working group of AD & BB (RBL), RY (RAFA) & SR (DTC) to be set up for the VE and VJ events (**SR**).
6. Military transport for the various events, including the Carnival Parade. Dave Hines of the RBL is involved in historical military transport (again as nationwide events, DTC will need to contact him earlier to see what can be arranged).
7. Funding for events - Keith Kiddie (SNC/NCC) is very keen on support for these events, plus the possibility of local companies getting involved.
8. Bruno Peek (Pageant Master) has expressed an interest in what Diss plans to do.
9. Possibility as this (2025) will be the last year of major WW2 events, that some extra funding could be found.
10. Over the next couple of years, Diss Armed Forces Day could be expanded and held in Diss Park, with DTC working closely with Diss and District Royal British Legion and Royal Air Force Association, plus cadet forces, ATC and ACF.
11. Possibility of re-inaction groups taking part in AFD (**RY**)

Meeting closed at 20:00.

Committee	Minute Ref	Subject	Action	Assigned to	Timescale	Comments or further action
Facilities	F1121/15	Rectory Meadow	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.	Clerk / MG / JR	Autumn 2024	Meeting with the Cricket Club yet to be scheduled regarding the Green Corridor proposals. Prices being sought to remove dead hedging and resurface along the Entry so plan is to consider this at the next meeting in October post bird nesting season.
Facilities	F0723/11	Tree Replacement at Property Next to Council Offices	To obtain clarity on the progress and compliance of the tree replacement, councillors are requesting an update from the Town Clerk. This update will enable the councillors to stay informed and monitor the situation to ensure that the agreed-upon actions are carried out according to the approved planning conditions.	CEO/TC	31.05.24	SNC's Compliance Officer has confirmed that the trees and hedging have been planted in accordance with the planning approval.
Facilities	FC0417/06 F0723/11	Heritage Triangle Project Garden	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. Clrs would like an update on the memorandum of understanding and which volunteer group is responsible for the work in the garden.	CEO/TC	Jun-24	HTT is content with latest version of draft MoU. Clerk to liaise with solicitor over final amendments for consideration at September Full Council given it is a legal document.
Facilities	F1123/07	Sportsground Action Group	To integrate the Sports Ground Action Group (clrs Robertson, Sinfield, B&FM and COO or CEO) with the recently established Building Repairs Action Group, which currently comprises Councillor Murphy, Robertson, and Taylor.	Clerk		Site for consideration as part of DYCC considerations.
Facilities	F0224/07	Green Corridor Rectory Meadow	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.	Clr Taylor & Clerk		Meeting to be scheduled.
Facilities	F0224/09	Diss Cemetery	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&R.	Clerk		In progress. Should be installed in the next month.
Facilities	F0224/10	Events	2. To consider a funding request for the Christmas Lights Switch-on event in September should it be required	RFO/Sub-committees	October Facs	
Facilities	F0224/13	Members Forum	It was suggested that the Facilities & Buildings Management team could be more simply described as the Asset Management Team like at the District Council.	Clerk/FBM		To be considered during next staffing review.
Facilities	F0524/07	Diss Park	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. 2. That the Clerk signs the cover agreement on behalf of Diss Town Council. 3. That the Facilities & Buildings Team prepare the foundation for the duck feeder and install it according to the installation guide provided.	Clerk / F&B Manager	Immediately	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.
Facilities	F0524/08	Diss Youth & Community Centre	That members agree to reconsider the proposal from the Friends of Barish Fields regarding extending the walkway through the DYCC site at a future time.	Clerk / Members	As appropriate	
Facilities	F0524/09	Town Maps	1. To approve the installation of the newly designed town map on the Mere's Mouth toilet building subject to approval from South Norfolk District Council. 2. To approve the installation of the newly designed town maps alongside the Beacon trail walking map in the 9 map boards around the town as per Appendix B subject to approval from South Norfolk Council and liaison with Falcon Publishing.	Clerk	Immediately	Approved by SNC. Falcon advised. Contractor will shortly issue contract and arrange instalation.
Facilities	F0524/10	Diss Mere Drainage	Members received a verbal update regarding progress towards addressing the high-water levels of the Mere following significant rainfall recently.	AG of KM / ET / JR F&BM & Clerk	11.07.24	District Council Officer has a meeting scheduled with Morrisons ref their site development so will chase regarding the collapsed drain. He is also liaising with contractor regarding drainage survey and potential of re-routing drain through their land instead of Aldi. There are no blockages in drain under Madgett's Walk up to Aldi site. Chair was going to inspect the outlet into the River to check flow so we can engage Morrisons / Environment Agency.
Facilities	F0524/15	Diss & District Allotments	1. To appoint Anglian Tree Solutions Ltd to carry out the hedge reduction works at a total cost of £3,600 with a contribution from the Diss & District Allotment Holders Association (DDAHA) of £1k from September 2024 to Community Infrastructure Levy funds following consultation with the Planning Authority. 2. To budget £1,000 to a new allotment code from 2025 onwards to cover the cost of annual hedge maintenance. 3. To request that the Diss & District Allotment Holders Association increase their contribution of £400 per year by 10% from 2026 onwards to cover inflationary increases. 4. To review the existing lease between DTC & the freeholders in light of the DDAHA's request to allow individual plot holders to install their own sheds on their plots at their cost and to maximum dimensions. 5. To work with the Council's solicitors to draft a new agreement between the Council and the DDAHA.	Clerk / F&BM / RFO	31.12.24	FBM liaising with contractor and DDAHA regarding scheduling of works. Budget request sent to FO. DDAHA asked to consider increasing their contribution. Clerk will meet solicitor before end of month to discuss new agreement required between Council & DDAHA prior to existing lease review with freeholders.