



Town Clerk (CEO)
Mrs S. Villafuerte-Richards (CiLCA)

Our Ref: AIE 09.04.25
Date: 04/04/2025

Committee Membership:

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

For Information:

Councillors D. Craggs, C. Dente, A. Kitchen & R. Peaty.
Town Clerk, Facilities & Buildings Manager & Office Administrator.

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

Telephone: 01379 643848
Email: towncouncil@diss.gov.uk

Diss Express

Notice Of Meeting

Dear Members of the Public and Press,

You are cordially invited to attend a meeting of the **Assets, Infrastructure & Events Committee** to be held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 9th April 2025** at **7.15pm** to consider the business detailed below.

Town Clerk / Chief Executive Officer

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 Dispensations¹

To note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations

4. Minutes

To confirm as a true record, the minutes of the Assets, Infrastructure & Events Committee held on Wednesday 29th January 2025 (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 Chair of the meeting, and 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 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. Committee membership

To approve a new member to the Assets, Infrastructure and Events Committee.

8. Sports Ground

- a) To review the hire contract due for renewal for Scole Lads at the Sports Ground (copy herewith).
- b) To note there will be an update on the Skateboard Park in the Clerk's report at the next Full Council meeting.

- c) To note that the Diss & District Athletic Club Junior section has closed as they have been unable to source another coach.

9. Council Offices

To consider quotes received to restore the rear windows and door of the Council Offices (report reference 02/2526 herewith).

10. Property Valuations

To consider quotes received to provide reinstatement valuations for all Council-owned properties (report reference 03/2526 herewith).

11. Park Toilet Lighting

To consider quotes received to replace the lighting at the Park toilets (report reference 04/2526 herewith).

12. Events

- a) To note that the Annual Town Meeting is scheduled for 30th April.
- b) To receive an update on event planning for VE Day on 8th May and Armed Forces Day on 28th June (copy herewith).
- c) To receive an update on event planning for Diss Carnival on 8th June (copy herewith).

13. Items for Noting

- a) **School Safety** – to note that three flashing signs will be positioned on Norfolk County Council-owned infrastructure on Uplands Way & Willbye Avenue to improve safety around Diss High School (copy details herewith).
- b) **Progress Report** - to note progress on decisions made at the last meeting (copy herewith).

14. Member Forum

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

15. Date of Next Meeting

To note that the next meeting of the Assets, Infrastructure & Events Committee is scheduled for Wednesday 2nd July 2025.

16. Public Bodies (Admissions to Meetings)

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

17. Mere's Mouth Toilets

To consider the Mere's Mouth Toilet lease agreement, given the John Grose development (confidential copy details herewith).

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 at the Council Offices during normal opening hours or on our website at <https://www.diss.gov.uk/Assets, Infrastructure & Events>.

Diss Town Council

Minutes

Draft

Minutes of the meeting of the **Assets, Infrastructure & Events Committee** held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 29th January 2025** at **7.15pm**.

Present: Councillors: A, Goulder (Vice-Chair), S. Kiddie, K. Murphy, J. Robertson (Chair), L. Sinfield, E. Taylor.

In attendance: Sarah Villafuerte-Richards (Town Clerk)
Alex Rolfe (Office Administrator)
Robert Ludkin (Facilities & Buildings Manager)
Councillors D. Craggs & R. Peaty
4 members of the public

AIE0125/01 Election of Chair

Members considered the election of a Chair of the Assets, Infrastructure & Events Committee for the remainder of the 2024/25 Mayoral Year. It was

Resolved: To elect Councillor Robertson as Chair of the Assets, Infrastructure & Events Committee for the remainder of the 2024/25 Mayoral Year.
(Action: Admin – AR; immediately)

AIE0125/02 Apologies

Councillor's Name	Apologies Received	Absent Without Apology	Reason / Approval
D. Collins	<input checked="" type="checkbox"/>	<input type="checkbox"/>	House move
S. Olander	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
S. Browne	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Home heating issues
J. Welch	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Post meeting note – Councillor Welch reported that he had attempted to email his apologies prior to the meeting

AIE0125/03 Election of Vice-Chair

Members considered the election of a Vice-Chair of the Assets, Infrastructure & Events Committee for the remainder of the 2024/25 Mayoral Year. It was

Resolved: To elect Councillor Goulder as Vice-Chair of the Assets, Infrastructure & Events Committee for the remainder of the 2024/25 Mayoral Year.
(Action: Admin – AR; immediately)

AIE0125/04 Nomination of Substitute Representatives

There were none.

AIE0125/05 Declarations of Interest

Minute No.	Councillor's Name	Personal/Other Interest	Pecuniary Interest	Reason
AIE0125/11	K. Murphy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Member of South Norfolk Council
AIE0125/13a	L. Sinfield	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Member of Diss Carnival Committee
AIE0125/19	J. Robertson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Trustee of Diss Parochial Charity

AIE0125/06

Minutes

Members considered the minutes of the Infrastructure Committee held on Wednesday 4th December 2024 and the minutes of the Facilities Committee held on Wednesday 9th October 2024. It was

Resolved: To approve the minutes of the Infrastructure Committee held on Wednesday 4th December 2024 and the minutes of the Facilities Committee held on Wednesday 9th October 2024 as a true record which were signed by the former Vice-Chair & former Chair respectively.

AIE0125/07

Public Participation

There were four members of the public in attendance. One member of the public requested to speak about solar megafarms. As it was not an agenda item the Chair asked for them to provide contact details for the Clerk to contact them for possible discussion on a future agenda.

(Action: Clerk; by 03.04.25)

AIE0125/08

Items of Urgent Business

There were no items of urgent business raised.

AIE0125/09

Committee Administration

a) Members considered the Assets, Infrastructure & Events Committee membership. It was

Resolved: to approve the Assets, Infrastructure & Events committee membership.

(Action: Admin – AR by 30.01.25)

b) Members reviewed the updated committee Terms of Reference. It was

Resolved: to approve the updated Assets, Infrastructure & Events committee Terms of Reference.

(Action: Admin – AR by 30.01.25)

AIE0125/10

Wildlife Garden

Members considered a proposal to establish a small allotment in the wildlife garden at the rear of the Council Offices. A member of the public provided the background to the proposal. Diss Town of Sanctuary came about due to hostility towards housing displaced people in the Park Hotel. A successful event held at the Salvation Army hall saw the women using their kitchen to cook traditional meals for the families to sit together and share. This is where the idea to locate an allotment to plant and grow foods for them to cook came from.

Members raised concerns about using the gardens due to possible vandalism, dogs being walked through, preserving the wildflower areas and public space. It was suggested that the Park Hotel could be approached to use some of their land for the residents. Members supported the idea of a community garden for the people of Diss and it was suggested that the Diss & District Allotment Holders Association be approached for use of space. Councillor Sinfield will make enquiries as the Council's representative.

(Action: LS; immediately)

At 7:50pm two members of the public left the meeting.

AIE0125/11

Hire Contracts

Members reviewed hire contracts due for renewal for Merryfields Nursery at the Sports Ground, and Time Out Café at the Park Pavilion. Members asked for confirmation that the contracts were a roll-on of the existing and sought clarification of the wording regarding repairs and maintenance to the sites – points 5 & 6 in the contract. It was

Resolved: 1) To edit clauses 5 & 6 of the Sports Ground hire contract in conjunction with Councillors Craggs, Goulder and Robertson.

2) To approve the Park Pavilion hire contract.

(Action: Clerk / Admin – MH by 28.02.25)

AIE0125/12

Cemetery

a) Members considered a recommendation to undertake a groundwater risk assessment at Diss Cemetery (report 50/2425 referred). It was

Resolved: To approve the T2 risk assessment at Diss Cemetery and the proposed extension of the adjacent site at a total cost of £5,975 excluding VAT allocated to Cemetery grounds R&R (£4k) and Earmarked Reserves Cemetery (£1,975) subject to determining deadline & negotiation with the developer regarding financial contribution for land extension.

(Action: Clerk by 09.04.25)

b) Members discussed a revised contract for grave digging. It was agreed that the wording relating to the timeframe in clause 7 would be clarified. It was

Resolved: To approve the revised grave digging contract subject to amendment to clause 7.
(Action: Clerk / Admin – MH; immediately)

AIE0125/13 Events

a) Members received an update on the 2025 Diss Carnival. The social media video was praised for the positive feedback since posting.

b) Members reviewed the new Event Terms & Conditions. It was

Resolved: To approve the new Event Terms & Conditions.
(Action: Admin – MH; immediately)

c) Members noted that a planning meeting of the VE, VJ and Armed Forces Days will be scheduled for early February.

AIE0125/14 Items for Noting

a) Members noted progress on decisions made at the last meeting.

b) Members noted an update on the planting scheme at The Lows.

c) Members noted an update on the Skateboard Park consultation and that the meeting with the users of the Skate Park went very well.

d) Members noted an update on the planned road changes near Diss Railway Station.

e) Members noted an update on the planned Norwich Western Link project. This project has been withdrawn due to the wildlife in the area.

AIE0125/15 Member Forum

There was no information or issues relevant to this committee from members for brief discussion, action or inclusion on a future agenda.

AIE0125/16 Date of Next Meeting

Members noted that the next meeting of the Assets, Infrastructure & Events Committee is scheduled to take place on Wednesday 9th April 2025 at 7.15pm.

At 8:21pm one member of public left.

AIE0125/17 Public Bodies (Admissions to Meetings)

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

AIE0125/18 Rectory Meadow

Members considered recommendations (report 51/2425 referred) to improve biodiversity along The Entry footpath at Rectory Meadow. There was discussion regarding the timing of the works due to the forthcoming bird nesting season and it was noted that the quotes for replacement fencing and trees would be considered at a future meeting. The distance for fencing required is 100m and at least one gate will be provided as a safety exit along the footpath. It was

Resolved: 1. To approve the removal of the existing hedge along the Entry at Rectory Meadow.
2. To approve the quotation of £3,600 from Tops Garden Services to undertake the works to remove the hedge at Rectory Meadow before 1st March 2025 (bird nesting season) allocated to Town & Park with a contribution from the Diss & District Cricket Club to be negotiated.
3. That the quotations for fencing and replacement trees are considered by a future Full Council meeting.

(Action: Clerk / F&BM by 31.03.25)

At 8:40pm one member of the public left.

AIE0125/19

Mere's Mouth

Members considered recommendations (report 52/2425 referred) to remove the tree and resurface at Mere's Mouth. It was

Resolved: 1. That Anglian Tree Solutions Ltd is appointed to remove the maple tree on the Mere's Mouth with the cost of £385 allocated to tree management (4075) and to plant another tree in another location as a replacement.

2. That Garrod Construction is appointed to remove and replace the brick weave on the Mere's Mouth with the cost of £2,370 allocated to tree management (4075).

(Action: FBM; immediately)

AIE0125/20

Sports Ground

Members considered recommendations (report 53/2425 referred) to resurface the Sports Ground car park and fill in cracks along the entrance to the Skateboard Park. It was

Resolved: To approve the quote from Garrod's Construction to undertake the resurfacing works in the Sports Ground car park and Skate Park for the total value of £1,950 excl. VAT allocated to the Sports Ground track maintenance budget (4900).

(Action: Clerk / FBM; immediately)

Meeting closed: 8:46pm.

Councillor Robertson
Chair



DISS SPORTS GROUND
Football Pitches, Shelfanger Road, Diss

A facility owned and
 operated by
 Diss Town Council

SEVEN YEAR TERMS OF AGREEMENT

Football Pitches and Sports Ground Pavilion

This document is a contract between Diss Town Council (hereinafter called DTC) and Scole Lads Football Club (hereinafter called The Club) C/o Mr P Head, 2 Round House Cottage, Low Road, Denton, Harleston, Norfolk, IP20 0AB for the hire of football pitches and Pavilion at Diss Sports Ground, Shelfanger Road, Diss

Diss Town Council undertakes and agrees to:-

1. Confirm The Club's tenure of the football pitches for a period of one year from 1st June 2025 to 31st May 2026.
2. The charges for the hire of the football pitches will be as set annually by Diss Town Council and confirmed to The Club prior to each season.
3. Give three months' notice to relinquish the use of the football pitches and pavilion if the Council wish to terminate the agreement or The Club breaches any of the conditions or brings the Council into disrepute. Under either of these circumstances the Council will calculate and request any money owed for hiring and any damages incurred.
4. To give The Club first option on renewing the contract for hire of football pitches and pavilion at Diss Sports Ground, at the time of expiry of this contract, subject to The Club not having breached any of the conditions below and point 3 above.
5. This Contract is subject to the standard conditions of hire applicable to all users of the Sports Ground (copy attached).
6. Regularly cut the ground throughout the summer months and carry out ground maintenance such as spiking and rolling up to four times per season, weed spraying and feeding as and when required.

I, Paul Head, on behalf of Scole Lads Football Club undertakes and agrees to:-

7. Abide by the conditions of this agreement
8. Pay the hire charges as set annually by DTC and mentioned at 2 above, in two instalments by 10th January and 10th May of each year of this contract. Should the Club default on this condition, DTC will endeavour to negotiate with them to settle the amount owed. However should this be unsuccessful and payment is not received within two months, then the Council reserves the right to terminate the contract immediately and advertise the football pitches.
9. Give three months notice of intention to relinquish the pitches for which this agreement relates. DTC reserves the right to advertise the pitches from the day notice is received from The Club.
10. Provide evidence of valid public liability insurance with a minimum cover of £2,000,000, which will be inspected on the 1st June each year of this agreement.

11. Be responsible for opening and closing the building before and after football matches having been issued with a key to the Sports Ground gate and a key to the Sports Pavilion. Opening of the ground is permitted solely for the use of emergency vehicle access unless prior permission has been received from DTC, in writing.
12. Nominate one person to be the responsible key holder whose name, address and contact telephone number must be lodged with DTC immediately.
13. Notify DTC immediately of any change/s to the responsible key holder's name, address or contact telephone number.
14. Be responsible for marking out of pitches, pitch repair and paying for two instances of spiking and rolling during the season.
15. Remove the goal posts and capping off the goal post holes at the end of each season.
16. Carry out an annual Risk Assessment of the equipment, football pitches and pavilion. The completed form, issued by DTC, to be returned to the Town Clerk by 1st September (ie before first game of the season) each year of the contract.
17. Carry out an inspection of equipment and football pitches prior to use. It is recommended a log of inspections carried out should be maintained, which Diss Town Council retains the right to inspect.
18. Abide by any hose pipe bans in force.
19. In all matters relating to the Football Pitches, the decision of the Council is final.

Diss Town Council takes all reasonable steps to ensure the safe condition of equipment, buildings and plant but accepts no liability for injury or accidents sustained by anyone attending or using the Sports Ground for the purpose of football matches or training.

Signed this Day of 2025

.....
 Sarah Villafuerte-Richards
 Clerk to Diss Town Council

.....
 Mr Paul Head
 On behalf of Scole Lads Football Club



DISS TOWN COUNCIL

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

Report Number:
02 / 2526

Report to:	Assets, Infrastructure & Events
Date of Meeting:	9 th April 2025
Authorship:	Facilities & Buildings Manager / Town Clerk
Subject:	Confidential - Council Offices exterior refurbishment

Introduction

1. The Council has held off any significant repairs to the Council Offices building in recent years given discussions around a future upgrade, alterations to the inside and outside of the building and even due to the possibility of selling and relocating.
2. One of the windowsills at the front of the property was recently repaired but the exterior of the building in particular at the rear needs attention.
3. Due to the use of the building by wedding guests, customers registering marriages, births and deaths and staff, it is proposed that all rear windows and the door are restored to their former glory.
4. Undertaking these works will protect the building from further disrepair and make it easier to sell should a decision be taken to do so.

Quotes

5. Several contractors have been asked to quote. We have received two quotes for consideration. It seems this is a specialist area of work that only a few carpenters can do.
6. Quote 1 (Appendix A) is from Contractor A totalling £7,770 excluding VAT. They have recently replaced the Registrar's window, and we are pleased with the workmanship. The 'light' referred to in this quote refers to the small window above the door that can be seen in Appendix B.
7. Quote 2 (Appendix B) is from Contractor B and totals £3,575 excl VAT. This contractor repaired the windowsill at the front of the property and has completed various works for the Council to a high standard.
8. Contractor B hasn't quoted to re-glaze broken panes but would be prepared to include this in the quoted price.

Budget

9. There is £30,590 in Earmarked Reserves for Council Offices buildings maintenance.
10. It is proposed that the quote from Contractor B is approved. This contractor is known to the Council, is prepared to work around our visitors and has provided a significantly lower quote.

Recommendation:

To approve the quotation from Contractor B for £3,575 allocated to Earmarked Reserves Council Offices building maintenance and schedule works as soon as possible.

12/03/2025

Robert Ludkin
Diss Town Council
11-12 Market Hill
Diss
IP22 4JZ

robert.ludkin@diss.gov.uk

QUOTATION

Works to be carried out:

- Restore 13 windows to the rear of the property.
- Restore door, frame and light above.
- External restoration only.
- Blown paint to be scraped back, sanded and filled.
- Timber repairs will be made where necessary.
- Resin repairs to be carried out where suitable.
- Broken panes to be re-glazed.
- Oil based primer and undercoat will be applied.
- Oil based white satin finish for the top coat.
- Tower scaffold will be supplied.

Total price: £7,770

TERMS

This quotation is valid for 28 days.

Joinery lead time is 6 to 8 weeks

50% deposit due on acceptance of this quotation. On receipt of deposit a start date will be confirmed.

50% balance due on completion of all works.

Any issues uncovered after work commences may be subject to additional charges. These will be discussed and agreed before any additional work begins.



DISS TOWN COUNCIL
11-12 MARKET HILL
DISS
NORFOLK

31/03/2025

DTC REFURBISHMENT OF OFFICE BACK DOOR AND WINDOWS FACING CAR PARK.

REF MY SITE VISIT TO ASSESS THE WORK INVOLVED, AND THE WINDOW LOCATION PICTURES FORWARDED BY HAND. I HAVE NUMBERED THE WINDOWS SO REFERENCE CAN BE MADE TO THE WORK REQUIRED. PLEASE ALSO NOTE OBSERVATIONS LATER IN QUOTE REGARDING THE WORK,

THE MATERIAL SPECIFICATION I WILL USE WILL BE SPECIALIST WOOD PRIMER AND TWO COATS OF MULTIPURPOSE UNDERCOAT/FINISH COAT, THIS SHOULD BE SUFFICIENT TO ACHIEVE A LASTING SURFACE FINISH.

MINOR TIMBER DEFECTS CAN BE MADE GOOD WITH RESIN WOOD FILLER. DUE TO THE SOUTH-EAST VISTA OF THE BUILDING, THE SUN WILL ALWAYS BE ACTING ON THE FACADE, SO THIS WILL AFFECT HOW LONG THE PAINT SURFACE WILL LAST, BUT IT WOULD BE PRUDENT TO RECOAT EVERY 3 YEARS MAXIMUM.

BACK DOOR, NO WOODWORK REPLACEMENT, RUB DOWN PREPARATION, PRIME BARE WOOD THEN TWO TOP COATS. FRAMEWORK AROUND THE DOORWAY NEW MOULDINGS TO BE FITTED WHERE REQUIRED.

SMALL WINDOW ABOVE DOORWAY, REPLACE TRIM WOODWORK AS REQUIRED PREPARATION AND PRIMER, TWO TOP COATS.

WINDOW 1 REGISTRAR - GENERAL RUB DOWN PREPARATION, PRIME AND TWO TOP COATS, MAKE GOOD GLAZING PUTTIES.

WINDOW 2 GENERAL RUB DOWN AND PRIME BARE WOOD, WOOD SPLICE ON SILL, REPAIR BOXING TO LEFT BOTTOM, NEW ARCHITRAVE MOULDING NEW TRIM BATTEN AND MAKE GOOD ALL GLAZING PUTTY.

WINDOW 3 CLERK'S OFFICE (HIGH LEVEL) GENERAL RUB-DOWN PREPARATION MAKING GOOD GLAZING PUTTIES, PRIME AS NECESSARY AND TWO TOP COATS.

WINDOW 4 (AS ABOVE)

WINDOW 5 (AS ABOVE)

WINDOW 6 (AS ABOVE)

WINDOW 7 (HIGH LEVEL CORRIDOR WINDOW) GENERAL RUB DOWN PREPARATION, MAKE GOOD GLAZING PUTTIES, PRIME AS NECESSARY AND TWO TOP COATS.

WINDOW 8 COMPLETE NEW HARDWOOD SILL SPLICE, PREPARATION, PRIME AS NECESSARY AND TWO TOP COATS.

WINDOW 9 (SAME AS ABOVE)

WINDOW 10 CUT BACK DEFECTIVE HARDWOOD SILL ON UPPER SURFACE TO EXPOSE SOUND TIMBER, AFFIX NEW HARDWOOD TO MATCH EXISTING SIZES, RUB DOWN PREPARATION PRIME NEW WOOD AND TWO TOP COATS.

WINDOW 11 (HIGH LEVEL WORK) CUT OUT DEFECTIVE TIMBER TO LEFT HAND BOTTOM OF WINDOW FRAME AND MAKE GOOD WITH TIMBER. RUB DOWN PREPARATION, PRIME NEW WOOD AND TWO TOP COATS.

WINDOW 12 (HIGH LEVEL WORK) RUB DOWN PREPARATION WORK AND TWO COATS PAINT.

WINDOW 13 (HIGH LEVEL) SAME AS ABOVE.

I HAVE ALLOWED FOR BARRIERS TO PROTECT PUBLIC FROM THE WORK AREA WHERE REQUIRED.

WORK TO HIGH LEVEL WILL REQUIRE LADDERS AND POSSIBLE WORK OFF TOWER SCAFFOLDING. WORK TO WINDOW 7 UPPER CORIDOR WINDOW WILL REQUIRE WORKING OFF AND OVER THE TILED ROOF SO EXTRA CARE WILL BE TAKEN IN THIS CIRCUMSTANCE.

AS THE BUILDING WILL BE IN CONSTANT USE, I WILL UNDERTAKE TO LIASE WHEN THE BEST TIMES TO CARRY OUT THE WORK WILL BE AND THE TIMES TO AVOID, FOR EXAMPLE REGISTRAR WEDDING USE.

IT MAY BE NECESSARY TO WORK EARLY OR LATER AS REQUIRED.

PLEASE NOTE I CAN BE FLEXIBLE WHEN THE WORK IS UNDERTAKEN. NEW GLAZING PUTTY CANNOT NORMALLY BE PAINTED STRAIGHT AWAY AND NEEDS TIME TO HARDEN, SO THIS TIME FACTOR HAS TO BE ACCOUNTED FOR AS WELL.

THE TEMPORARY SCAFFOLDING WILL HAVE TO BE PUT UP AND TAKEN DOWN ON THE DAYS REQUIRED. NOT LEFT UP OVERNIGHT SO AS NOT TO COMPROMISE BUILDING SECURITY AND UNAUTHORISED USE.

METHOD STATEMENT OF WORK AND RISK ASSESSMENTS WILL BE PROVIDED.

TO CARRY OUT ALL WORK TO WINDOWS AND DOOR AS DESCRIBED ABOVE, INCLUDING SCAFFOLDING AS NECESSARY.

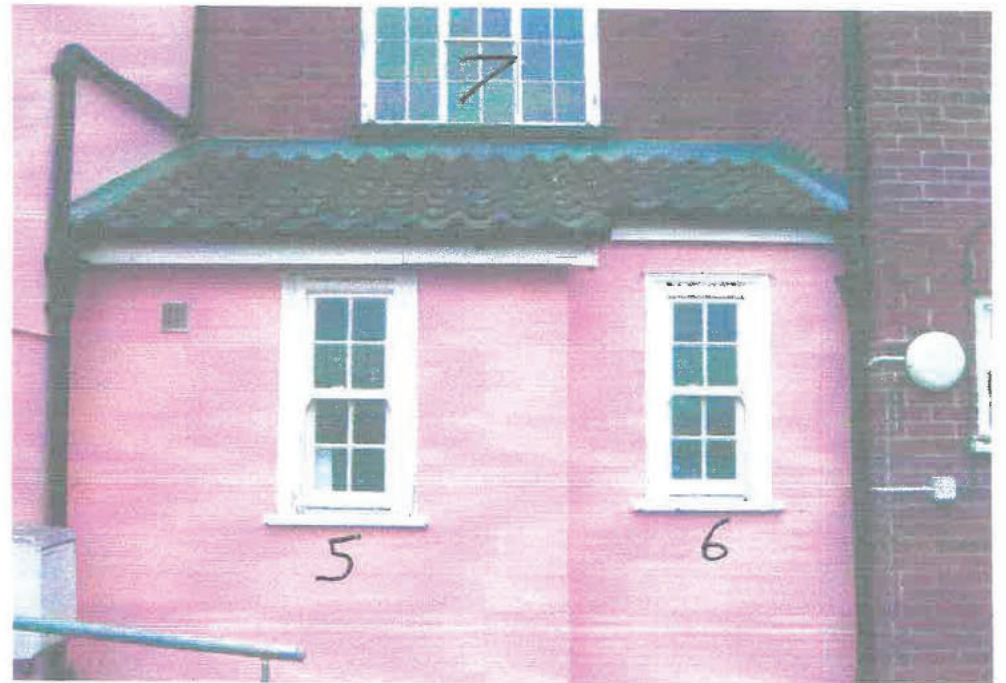
LABOUR AND SUNDRY MATERIALS £3575-00

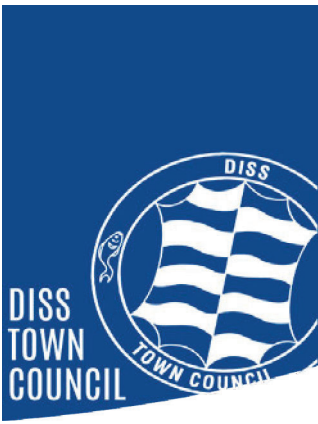
QUOTE TOTAL £3575-00

NO VAT AS NOT REGISTERED NOW

I TRUST THAT THIS MEETS WITH YOUR APPROVAL AND AWAIT YOUR FURTHER INSTRUCTIONS.







DISS TOWN COUNCIL

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

Report Number:
03 / 2526

Report to:	Assets, Infrastructure & Events
Date of Meeting:	9 th April 2025
Authorship:	Facilities & Buildings Manager / Town Clerk
Subject:	Confidential - Reinstatement valuations for all Council-owned properties

1. Every three years we are required to have reinstatement valuations for all Council properties for insurance purposes.
2. Quotes have been sourced from three suppliers attached at Appendices A-C. The Council has previously worked with all three contractors.
3. Contractor A (App A) has quoted £5,300 excluding VAT. Their quote is made up of site-based assessments for the Corn Hall and Council Offices and desktop-based assessments for the other buildings.
4. Locally based, contractor B (App B), has provided the Council with recent market valuations and have quoted £7,425 excl VAT with £3,750 of this for the Corn Hall only.
5. Contractor C (App C), also based locally, has previously provided the Council with reinstatement and market valuations. They have quoted £4,500 excl VAT.
6. There is no budget for this, and therefore £5k will be budgeted over the next three years from April 2026.
7. It is proposed that the quote from Contractor C is accepted at £4,500 as it is the best value quote, they are local and have carried out a similar service previously for the Council.
8. It is therefore proposed that this expenditure is allocated from General Reserves.

Recommendation

To approve the quote from Contractor C for £4,500 to undertake reinstatement valuations for all Council-owned properties with expenditure from General Reserves.

Summary Fee Schedule

The proposal provides for assessments across the specified properties in the portfolio in relation to Diss Town Council, for the reinstatement cost assessment services detailed below.

Item

Reinstatement Cost Assessment (RCA) Proposal Summary

Full Site Assessment of Current Rebuild Values

- Individual site assessments with reports providing accurate Declared Values
- Presentation of final output and report

Properties for site-based reinstatement cost assessment

- Council Offices, Address, 11-12 Market Hill, Diss, Norfolk, IP22 4JZ
- Corn Hall, Address, St. Nicholas Street, Diss, Norfolk, IP22 4LB

Desktop Reinstatement Cost Assessment Report

- An analysis of sums insured across the following properties, on a desktop basis, to provide a site-specific declared value with presentation of final output and report, based on:
 - Information provided by the customer
 - Information from publically available research sources

Properties for desktop-based reinstatement cost assessment

- Park Pavillion, Address, Diss, Norfolk, IP22 4JZ
- Public Convenience, Address, Park Road, Diss, Norfolk, IP22 4AS
- Sports Pavillion, Address, Shelfanger Road, Roydon, Diss, Norfolk, IP22 5XT
- 2 x Cemetery Chapels, Address, Diss, Norfolk, IP22 4DL
- Diss Youth and Community Centre, Address, Shelfanger Road, Diss, Norfolk, IP22 4EH
- The Shambles, Address, 4-5 Market Place, Diss, Norfolk, IP22 4AB



Total Costs: £5,300 ex VAT

This cost includes Risk Engineering travel and associated expenses.





Reinstatement Cost Assessment Proposal

█ propose to conduct an analysis of Diss Town Council's properties. The proposal includes full, on-site inspections for the locations with analysis and report and desktop assessments with report.

On-Site Assessments

Site Assessment Key Deliverables

- Upon completion of the site assessment, a report will be issued with the declared rebuild values.
- A description of the property
- An analysis of the reinstatement cost for the property and the allowances made for professional fees, demolition and debris removal fees and building and planning regulation fees.
- A statement of the estimated rebuild period
- Presentation to customer of final output.


In order to complete site assessments additional information would be needed ahead of the site visit although it is recognised some information will be dependent upon the leaseholder:

- Site layout plan
- Floor plans (if available)
- Full internal and external access to the property would be needed

Desktop Assessments

- An analysis of the sum insured
- Individual report detailing the Declared Value
- Presentation of the final output to the customer

In order to complete the desktop review additional information will be needed:

- Provided areas for each property
 - Full addresses for each property
 - Current sums insured
- 

Hi Sarah

Please find costs from [REDACTED]

Kind Regards

Robert Ludkin
Facilities & Buildings Manager / Health & Safety Officer

Diss Town Council
11-12 Market Hill
Diss IP22 4JZ
Direct Line 01379 673021
01379 643848 (ext.#203)
Mobile 07436 798234
Find us online: www.diss.gov.uk, or on [Facebook](#) and [Twitter](#).

[REDACTED]
Sent: 26 February 2025 12:46

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

Subject: RE: Reinstatements Cost Assessments on Diss Town Council Properties .

Hi Robert

Please see below the quotations in red. These will be individual RICS based reports and will require a site visit and measure of each.

We could start to look at these towards the end of w/c 10th March and get all reports to you at the end of March/beginning of April.

We have, as yet, not included the Corn Hall as we need to get some advice, probably from a Quantity Surveyor, as it's a specialist construction, so will advise on this shortly.

If you wanted to proceed with the reports, please let me know and I will arrange for our Contract of Engagement to be forwarded to you.

Look forward to hearing from you in due course.

Quotations for individual Insurance Reinstatement Cost Assessment Reports on the following buildings:

Council Offices [REDACTED] - £600 plus VAT

Park Pavilion [REDACTED] - £375 plus VAT

Park Toilets [REDACTED] - £375 plus VAT

Corn Hall [REDACTED] – to be further assessed / specialist input required from consultant.

Sports Pavilion [REDACTED] - £600 plus VAT

Cemetery Chapels [REDACTED] - £600 plus VAT

Diss Youth Centre [REDACTED] - £750 plus VAT

The Shambles No5 Museum [REDACTED] - £375 plus VAT

Regards

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[Redacted]

To: [Redacted]; [Robert Ludkin](#)

Cc: [Sarah Richards](#)

Subject: RE: Reinstatements Cost Assessments on Diss Town Council Properties .

Date: 28 February 2025 17:07:02

Dear Robert and Sarah,

We have secured a fee from [Redacted] a firm of RICS Quantity Surveyors and Cost Consultants in Norwich who are able to provide you a detailed cost analysis of the Corn Hall and from that provide you a complete Insurance Valuation. Their fee would be £3,750 plus VAT. This is a significant fee but you should bear in mind the individual and complex historic structure needs a detailed approach in its assessment. Also of note is that whilst this is high cost it will form a well consider basis for insuring moving forward, as I am not sure how the £6.1m current value was arrived at before.

Please let me know once you have had your meeting with the Council regarding our fees for the other buildings and the quote [Redacted] for the Corn Hall.

Kind regards

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

From: [Robert Ludkin](#)
To: [REDACTED]
Cc: [Sarah Richards](#)
Subject: RE: Reinstatements Cost Assessments on Diss Town Council Properties .
Date: 25 February 2025 10:30:59

Hi [REDACTED]

Thank you for your quote which I have now passed to Sarah to look at .

Kind Regards

Robert Ludkin
Facilities & Buildings Manager / Health & Safety Officer

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

[REDACTED]
Find us online: www.diss.gov.uk, or on [Facebook](#) and [Twitter](#).

[REDACTED]
Sent: 25 February 2025 10:19
To: Robert Ludkin <robert.ludkin@diss.gov.uk>
Subject: Re: Reinstatements Cost Assessments on Diss Town Council Properties .

Thank you for your email and having now had the chance to look at our previous records, I can confirm that our fee to prepare insurance calculations on all the properties listed is a combined sum of £4500 + VAT.

Kind regards

[REDACTED]
[REDACTED]

From: Robert Ludkin <robert.ludkin@diss.gov.uk>
Sent: 24 February 2025 1:22 PM
To: [REDACTED]
Cc: Sarah Richards <sarah.richards@diss.gov.uk>
Subject: Reinstatements Cost Assessments on Diss Town Council Properties .

You don't often get email from robert.ludkin@diss.gov.uk. [Learn why this is important](#)

Hi [REDACTED]

Please find a list of Town Council Properties that need to have a reinstatement value for insurance purposes.

1. Town Council Offices 11/12 Market Hill, Diss, IP22 4JZ.(Listed Building)
2. Corn Hall, St Nicholas Street , Diss ,IP22 4LB.(Listed Building)
3. Park Pavilion. Diss Park off Park Road Diss,IP22 4AS.
4. Public Conveniences , Park Road Diss, IP22 4AS.
5. Sports Pavilion, Shelfanger Road , Diss, IP22 5XT.
6. Diss Youth and Community Centre, Shelfanger Road, Diss, IP22 4EH.
7. 2 X Cemetery Chaples, Heywood Road , Diss,IP22 4DL.
8. The Shambles, 4-5 Market Place Diss, IP22 4AB.

Please could you give us a quote to look at the above properties and give us a reinstatement value on each site.

Please find attached some plans of the above buildings if that helps.

Kind Regards

Robert Ludkin
Facilities & Buildings Manager / Health & Safety Officer

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

[REDACTED]

Find us online: www.diss.gov.uk, or on [Facebook](#) and [Twitter](#).

[REDACTED]

**DISS TOWN COUNCIL**

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

Report Number:
04 / 2425

Report to:	Assets, Infrastructure & Events Committee
Date of Meeting:	9 th April 2025
Authorship:	Town Clerk
Subject:	Park Toilet Lighting

1. A quote has been received to upgrade the lighting in the Park Toilets (see Appendix A) together with a plan of existing lights and proposed additional emergency lighting (Appendix B).
2. Two options have been provided.
3. The first option totalling £1,617.79 excluding VAT is to replace the existing lighting like for like with LED. This will be more energy efficient, reducing electricity costs.
4. Option 2 totals £1,995 excl VAT to also add in additional emergency lighting to bring it up to current standards.
5. There is £16k in Earmarked Reserves for Park Toilets.
6. This contractor has undertaken much of the Council's electrical work over the years.
7. Two other quotes have been requested from local contractors, and at least one comparative quote should be received prior to the meeting. Subject to the receipt of comparative quotes, it is recommended to go ahead with the replacement & additional emergency lighting at the Park Toilets.

Recommendation

To appoint the best value contractor to replace the lighting including emergency lighting at the Park Toilets for a total of up to £1,995 excluding VAT allocated to Earmarked Reserves Park Toilets.

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

Date 27th March 2025

Dear Robert,

Re- Park Toilet Lighting up grade-Revision 1

Further to your recent enquiry regarding the above, I am pleased to provide a Revised Quotation as follows...

Please note we have included 2 options, option 1 would be to replace the lighting with Led like for like.
Option 2 would be to replace the lighting but also add in additional emergency lighting where we believe it is not quite up to standard.

Section 1-Option 1 Replace existing lighting to led on a like for like basis

Remove the existing recessed lighting to tip

Internal

Supply and install 7No standard Led semi recessed lighting units to the existing wiring

Supply and install 3No Led semi reseed light units complete with on board emergency back up to the existing wiring

External

Remove the existing cages for re-use and re- install once the lights are replaced

Supply and install 8No replacement Standard Led light fittings to the existing wiring

Mains Position

Supply and install in the mains cupboard 2No emergency lighting test key switches.

Test and commission

To supply and install Section 1 for the sum of £1,617.79 plus vat at the current rate

Or

1 of 3



Section 2-option 2 replace existing lighting to led and bring up to current emergency lighting regulations

Remove the existing recessed lighting to tip

Internal

Supply and install 3No standard Led semi recessed lighting units to the existing wiring

Supply and install 7No Led semi reseed light units complete with on board emergency back up to the existing wiring

External

Remove the existing cages for re-use and re- install once the lights are replaced

Supply and install 7No replacement Standard Led light fittings to the existing wiring

Supply and install 1No replacement Led light fitting complete with onboard emergency pack to the existing wiring

Mains Position

Supply and install in the mains cupboard 2No emergency lighting test key switches.

Test and commission

To supply and install Section 2 for the sum of £1,995.00 plus vat at the current rate

Important Notes

Option 2

1-We have allowed emergency units in all the cubicles as on site they are full height walls and doors and allow no light in from the outside and therefore in our opinion should have emergency lights in them.

2-The outside light outside the Gents toilet we recommend this has an emergency light fitted as there is a small step as you exit.

3- in addition to the above there should be self-adhesive emergency exit signs internally above each of the exist doors, this we would suggest is of a photoluminescent material
We have not included these in our quotation.

Works Completion and invoicing

If the quoted works can not be completed in the programmed visits due to unforeseen site delays, then we reserve the right to Progress invoice any Labour and materials ordered and supplied to date, before returning to complete the works.
If the project runs longer than 1-month interim progresses will be submitted.

Quoted Works

Please note we have costed from you supplied works list only and works would need to be checked before they began.

Existing Installation

It has been assumed the existing electrical installation to be extended is up to the current acceptable electrical standard. If, however, this is not the case we would provide a quotation to upgrade the current system to an acceptable standard

Electrical Design

All electrical works are currently designed to the latest edition of the Wiring regulations in force at the time of sending this letter

2 of 3



Surge Protection

Our quotation above does not include surge protection. It is our duty to explain that you, the client, must carry out your own risk assessment to decide if you require surge protection and to what grade, if required, we can assist with this.

Lighting

Please note no allowance has been made for any specialist Control works or dimming

Access

It has been assumed that we are able to have free access to the areas required during normal working hours

The above is based upon the works being carried out in normal working hours between 8am-5pm Monday to Friday

Working Area

It has also been assumed in any areas where the lights are to be replaced this area at worst would be coned off for safe working and at best this area closed completely

General

Making good would be carried out others and is not included in our quotation

Please note this quotation does not include any disruptions, which may prevent continuity of the working program.

Collateral warranties have not been included in our quotation and therefore must be assumed not to be included in this contract; if these are required, they must be requested before the quotation is accepted.

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

The above rates are based on our payment terms of 15 days from date of invoice, should there be an issue with a payment we need to be notified within 5 days of invoice date as to the query so it can be rectified to allow payment on the 15-day deadline, any late payments which we feel do not have a justifiable reason may attract an additional interest charge.

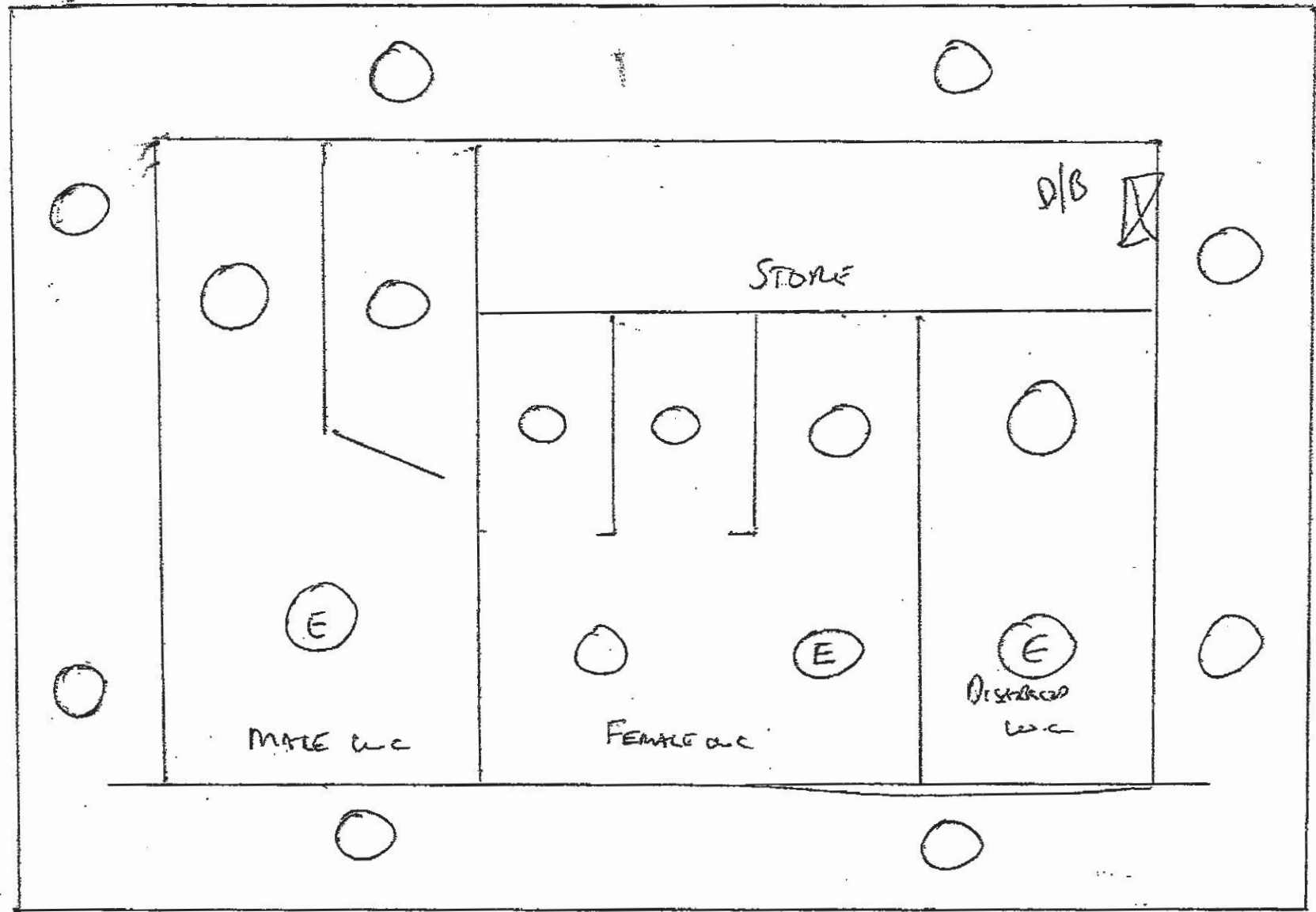
I hope you have all the information required at this time and this quotation will meet with your approval. As always if you have any queries in regard to the contents of the above then please do not hesitate to contact me.

[Redacted signature block]



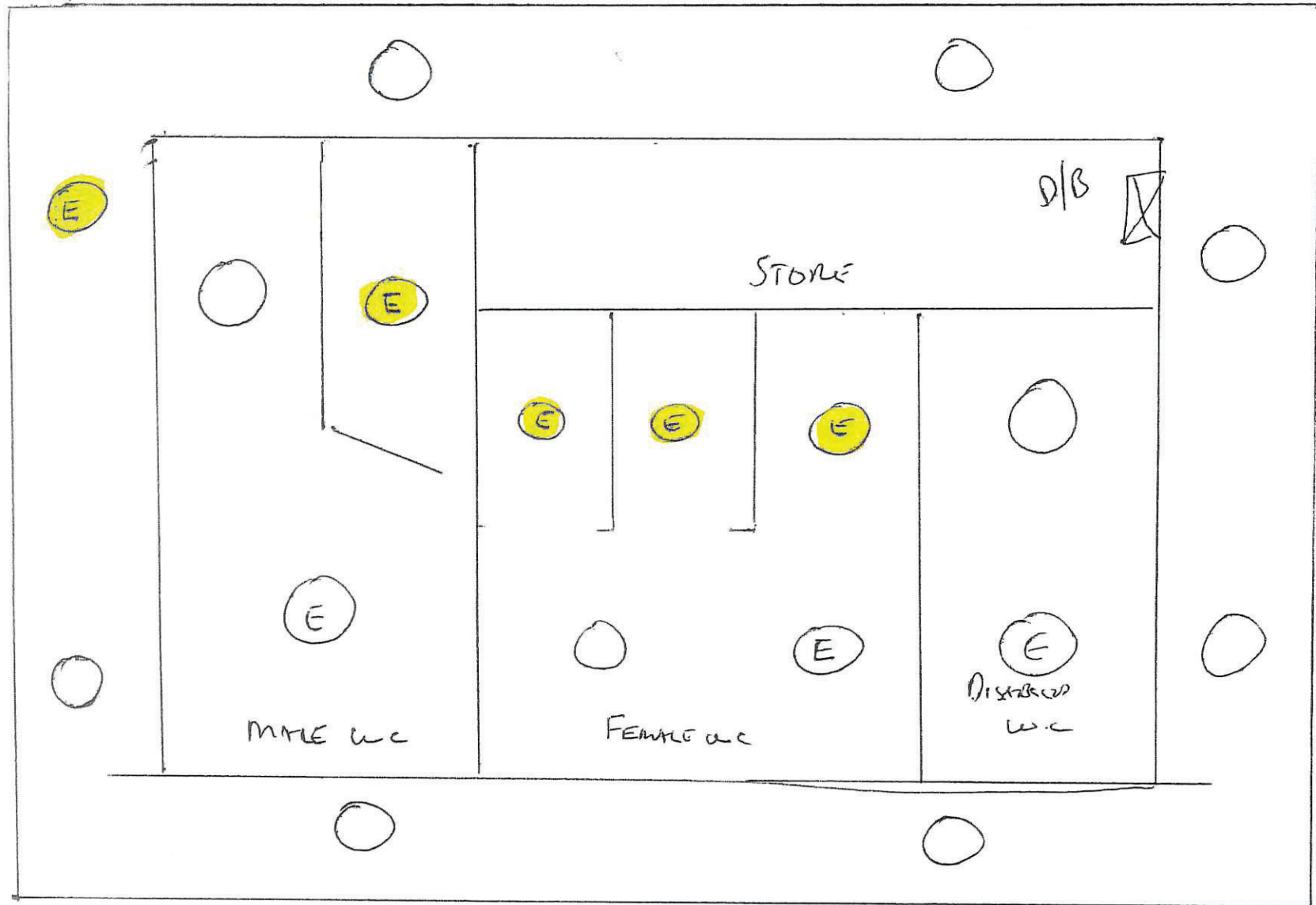
Mone WC Block

EXISTING OPTION 1

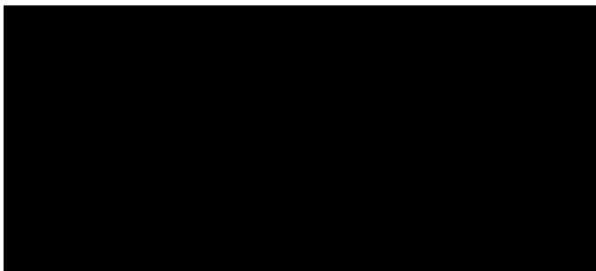


Male WC Block

OPTION 2



ADDITIONAL EMERGENCY UNITS TO EXISTING LIGHTS



Quotation

QT00133-2

Sarah Richards- Diss Town Council Diss Park toilet block United Kingdom	Reference	Toilet block lighting	Date	07 April 2025
			Expiry Date	07 May 2025

Overview

Diss Park toilet block lighting

From our site visit our suggestion would be to utilise the existing light fittings that are in place (saving the cost of new fittings) and replace the lamps and holders with newer LED bulb variations. This would comprise of a warm white light externally in the 8x fittings around the building and then internally in the remaining 10x fittings a daylight bulb. This would aid with prolonging the life of the existing infrastructure until the potential future refurbishment.

During our site visit we also noted that the existing light fitting terminations are unsatisfactory so we have made allowance withing the parts required to re-terminate these correctly.

The plan shown to us for the emergency lighting points we also agree with, the only exception would be the emergency lighting point indicated externally of the male WC, The internal emergency lighting points would aid anyone in an emergency with exiting the building. Our plan for the internal emergency lights would be the installation of cylindrical recessed LED downlights (circa 50mm diameter) in the marked positions on the diagram. We have also factored in some photoluminescent fire exit signs to be installed at the entrance/exit doorways

Work required

- Reutilisation of existing fittings by installing new lamp holders and lamps
- Retermination of existing fittings due to exposed single insulated cables
- Installation of new emergency lighting points in 7 positions internally (as per diagram)
- Installation of photoluminescent fire exit signs at exit/entrance points

Description	Amount
Parts	466.69
Labour	250.00
	Subtotal
	716.69
Total GBP	
	716.69

This quotation is valid for 30 days from the date of issue

By accepting the terms of this quotation, [REDACTED] will perform the services as described in this document. Any additional work not covered in this quotation will incur additional charges. These will be discussed before commencement.

Any requested changes may lead to additional charges, which the client agrees to pay when requesting and approving them.

Upon acceptance of the quotation, an initial payment will be necessary to cover the material costs specified in the quotation. On receipt of payment a member of our team will be in contact to schedule and secure your works.

Payment for the outstanding balance, minus any already made payments must be made within 7 business days from the date of the final invoice, which will be issued within 5 days of all works being completed.

Acceptable methods of payment include bank transfer and electronic payment. All details will be included at time of invoice.

Please do not hesitate to contact us if you have any further questions

VE Day Update – Thursday 8th May 2025, 8.30pm

1. Format similar to DDAY 80 commemoration in Park last June.
2. Organised in partnership with Diss & District Royal British Legion, RAFA, Salvation Army, Churches, Army & Aid Cadets, Scouts, Diss High School
3. Event will start with a parade of Cadets & Scouts around the Park leading up to the VE Day commemoration at 8.30pm. The draft order of service is attached.
4. The Beacon will be lit by our Honoured Citizens.
5. Deputy Lieutenant for Norfolk will be in attendance as the King's representative.
6. We also hope to have refreshments and the official WI VE Day cake.
7. The event will be publicised through the usual channels of social media, Park Radio Ltd, Diss Matters, Diss Express, posters and lamp post signage. Flags are also being purchased for the flagpoles outside the Council Offices, in the park, and in 15 of the building flagpoles.
8. We are working with local primary schools to decorate the Post Office window boards & town railings with poppies for the series of events linked to World War II. Fair Green Fish Bar has sponsored materials for this activity, totalling £300.
9. We have been successful in grant applications totalling £800 which should cover all other event costs including those for VJ Day in August (15th).

Armed Forces Day – Saturday 28th June

10. DTC is also supporting the RBL with its Armed Forces event on Sat 28th June. The event will take place on the Market Place, Mere St and on Mere's Mouth.
11. They are looking to secure performances from a military wives choir, Radio 366, Gressingham Players, an author to talk about her new book on the Bravery of the Women's Auxiliary Air Force in WWII & more.
12. They hope to have representatives from the Norfolk Tank Museum, Booster Club, and RAF Honington.
13. Stalls will include representatives from RBL, RAFA, Air Cadets, food stalls and Ampersand selling a specially brewed beer.
14. Park Radio has provided a quote to host the event and provide PA and possibly staging equipment.
15. They're hoping to involve local businesses and schools.

8 M A Y 2 0 2 5

80



8.15PM - 9.30PM



DISS PARK

SERVICE & BEACON LIGHTING

VE DAY ©

80TH ANNIVERSARY

A SHARED MOMENT OF CELEBRATION

Order of Service

compere, Iain Sturgeon, Salvation Army Bandmaster

Army Cadets, Air Cadets and 1st Diss Scouts Parade
accompanied by Salvation Army Band Music

Welcome

VE-Day Commemoration

Winston Churchill

Personal Accounts of VE-Day

Epitaph Part 1

read by County & District Councillor Keith Kiddie

Last Post

played by Iain Sturgeon, Salvation Army Band

Two Minute Silence

Epitaph Part 2

read by County & District Councillor Keith Kiddie

VE Poem

written by John Carter Brown & read by Diss High School students

Reveille

involving Standards represented by Army Cadets, Air Cadets,
Royal British Legion, and 1st Diss Scouts

Prayers of Commemoration

read by representatives of Diss Churches Together

Lighting of Beacon

by Katie Brame, Richard Pither & Alan Franks, Diss Honoured Citizens

Hymn - I vow to thee, my country

I vow to thee, my country, all earthly things above
Entire and whole and perfect, the service of my love
The love that asks no question, the love that stands the test
That lays upon the altar, the dearest and the best
The love that never falters, the love that pays the price
The love that makes undaunted the final sacrifice

And there's another country, I've heard long ago
Most dear to them that love her, most great to them that know
We may not count her armies, we may not see her king
Her fortress is a faithful heart, her pride is suffering
And soul by soul, and silently her shining bounds increase
And her ways are ways of gentleness, and all her paths are peace

The Tribute

read by Diss Town Mayor, Councillor Kieran Murphy

VE Day 80 Proclamation

Basil Abbott, Diss Museum Manager

National Anthem

Closing Remarks

compere, Iain Sturgeon, Salvation Army Bandmaster

Event organised by Diss Town Council in partnership with the Royal British Legion, Royal Air Force Association, Salvation Army, Army and Air Cadets and Diss Churches Together.

With special thanks also to supporters of the event including Basil Abbott (Diss Museum Manager), Diss Churches Together, Andy Knowles (Group Captain RAFA), Councillor Keith Kiddie (Norfolk County/South Norfolk District Councils), Diss High School and Keith Rackham (Diss Churches Together).



VE DAY[®]
80TH ANNIVERSARY
A SHARED MOMENT OF CELEBRATION
8 M A Y 2 0 2 5

*Certificate of Grateful Recognition
8th May 2025*

*With sincere thanks for your grateful contribution to VE Day 80,
the important, historic Celebration of the 80th Anniversary of VE Day
“Lest we forget the many sacrifices made by millions at home and abroad”*



Bruno Peek

Bruno Peek CVO OBE OPR
Originator & Pageantmaster
VE Day 80



Programme kindly sponsored by



CL No 935215

08.06.25 Diss Carnival- Event Update

- Stallholders

47 stallholder pitches – Good variety of foods from ‘around the world’, crafts, themed activities.

- Procession

17 entries confirmed to date. Mixture of walking groups and vehicles. Countries represented so far: UK, India, Egypt, United States, Australia, Brazil, Ukraine, Canada, Iraq

- Volunteers / Staff for event

-Parade marshalls confirmed so far: Julian Mason, John Ward, Richard Peaty, Keith Kiddie

-Additional Helpers confirmed: Catherine Dente, Annie Goulder, Sue Kiddie, Doreen Collins, Ruth Ward

-DTC Outdoor Team and Admin Team all working event.

- Entertainment

Arena: Foolhardy Circus World Show, TribeAll Fitness , Dan The Hat Silly Stupid Stunt Show, Find A Performer Group Trio - Chinese Lion Dance, Caribbean Dance, Brazilian Dance 3 themes tbc, FUN DOG SHOW . Pavilion: Park Radio, Voice Squad, Bollywood Sparkles, Ebony & Gold (saxophone quartet). Extra entertainment: Themed Photobooth, Living Statue Tutankhamun, Bubble Artist, Funfair, Circus Skills Workshop, Kinetic Adventure- Air Rockets, illusions and experiments for kids.

- Infrastructure

Booked: First Aid, Security, Traffic Management, Toilet Hire, Sound Support, Bins, SNC Bus Station Usage, Cleaning, Photography, Car Parks Permissions, Hay Bales, Road Closure, additional stallholder parking at Fair Green

- Sponsorship

£3,500 in total

Pearce & Kemp, Larter & Ford, Beckford & Lewis, Bob Rogers, Phoenix Events East, Reads Property, Adkins Opticians, Suffolk County Council (bunting), Baileys Fish and Chips, Kings and Co Lettings, Lexham Insurance, Susan Whymark Funeral Service, Dipple and Conway, Minors & Brady

- Fundraising

Carnival Cake Sale: Saturday 26th April, Diss Market Place

Car Boot Sale: Sunday 27th April, Diss Park

Prize Raffle – looking for prizes from local businesses/attractions etc.

- Finances to date 01.04.25

Income £13,831.93. Expenditure £9,354.56. Remaining balance: £4,477.37 Outstanding payments still to come in from stallholders, sponsors and fundraising monies.

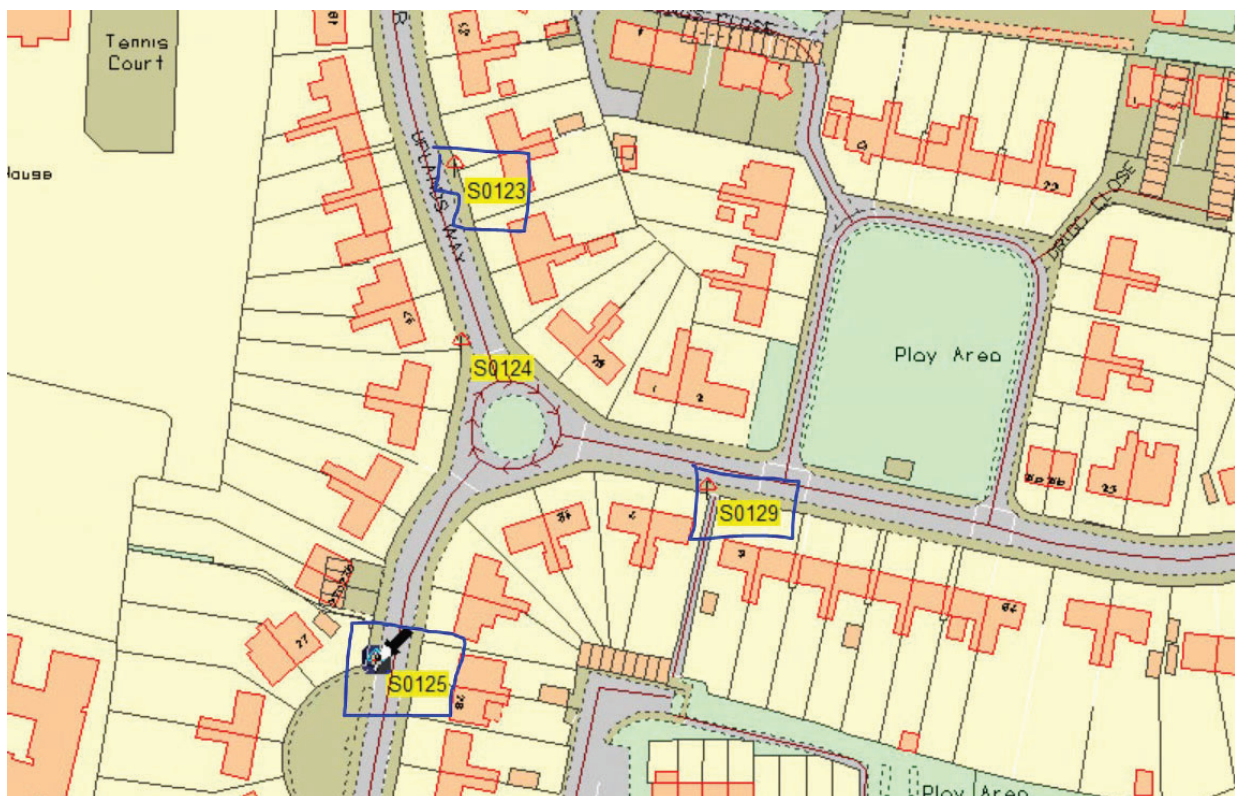
- Promotion – Diss Matters feature end of April, Diss Carnival Programme end of May delivery, Social Media scheduling on Facebook, Twitter, Instagram, Posters, Press Releases, Park Radio interview slots
- Window Dressing Competition
10 shops confirmed so far. 9TH May – 9th June.



Norfolk County Council is agreeing suitable locations for new flashing school signs, funded by the Road Safety Community Funding scheme. The plan below shows the proposed locations of the three new signs, two on Uplands Way and one on Willbye Avenue.

NCC's lighting contractor Amey will carry out any electrical work necessary and Westcotec will fit the new signs.

The signs will flash 3 times per day, morning, lunchtime and again at the end of the school day. NCC will contact the residents that will have the new signs outside of their property before they carry out the work. The signs will flash during daylight hours so shouldn't cause any light nuisance to the nearby residents.



Committee	Minute Ref	Subject	Action	Assigned to	Timescale	Comments or further action
Assets, Infrastructure & Events	F1121/15	Rectory Meadow	3. That councillor 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 / JR	Autumn 2024	This will be reviewed to reflect the new fence positioning and responsibility for the green infrastructure
	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. Cllrs would like an update on the memorandum of understanding and which volunteer group is responsible for the work in the garden.	Clerk	Jun-24	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. Final version now received. This will be reviewed following the review of the floral planter scheme (see below)
	F0224/07	Green Corridor Rectory Meadow	That Councillor Taylor and the Clerk join with the Green Corridors Network Group to liaise with stakeholders (NCC/SNC/Saffron/Police) regarding the proposals and to cost the ongoing maintenance.	Cllr Taylor & Clerk		This has been part addressed by the new green infrastructure at Rectory Meadow.
	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 in 2025.
	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.	Clerk / F&B Manager	Immediately	Completed.
	F0524/08	Diss Youth & Community Centre	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.	Clerk / Members	As appropriate	
	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	All now installed
	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	The drain rodding reduced the water level temporarily. MFG who own the Morrisons forecourt were receptive to meeting to discuss the collapsed drain. Proposals to manage the water level & improve the water quality will be considered by a future Full Council meeting.
	F0524/15	Diss & District Allotments	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		Still to be taken forward.
	F1024/09	DISS PARK - Storage Container	1. To approve the positioning of an 8ft x 20ft storage container on the park (as per Appendix). 2. To seek planning consent, give three months' notice on the container agreement to the former member of staff and move the Sports Ground unit to the agreed position with expenditure of £655 allocated to Events 4991 budget code for 2025-26.	F&B Manager	11.12.24	FBM negotiating with the contractor to have the unit in place before Carnival as they require hard ground to position it.
F1024/09	DISS PARK - MUGA Support Posts	To bring this item back to a future meeting with comparative quotes	F&B Manager	11.12.24	FBM sourced another quote from same contractor who completed the Skate Park repairs for £475 to bolt together the 10 extension posts rather than welding as they have cracked and failed & bolts are much stronger. Original quote 2,458.68. Undertaken under Clerk's delegated authority within existing budget.	
F1024/10a	EVENTS	1. To approve a Carnival for 8th June 2025, support of Armed Forces Day on 28th June and two small, low-key Beacon lighting ceremonies for Thursday 8th May & Friday 15th August to commemorate VE & VJ Days respectively.	Clerk	11.12.24	On agenda	
Committees merged with Facilities & Infrastructure becoming Assets, Infrastructure & Events as of 18.12.24						
Assets, Infrastructure & Events	INF0123/10	Land on Denmark Lane	To appoint a working group of councillors Sinfield and Welch to work with the Clerk to further consider the requirements and proposal regarding the purchase of the small triangle of land on Denmark Lane for eventual presentation to Full Council.	LS / JW / Clerk	TBC	Diss Community Woodland Project is purchasing the land for £8k. Parish cllr Waterman has approached me to ask whether this would be an eligible project for a DSAC grant for 50% of the funds. Also investigating other grant opportunities.
	INF0423/08	Wildflower Planting	To trial wildflower seeding and management on three areas of the town namely the verge at the DYCC and the area of land at the end of Mere Street subject to using method B and the area alongside Victoria Road subject to landowner consent and as per the corresponding appendices.	Clerk/CEO	TBC	This will be scheduled as part of green corridors project.
	INF0424/12	DISS & DISTRICT NEIGHBOURHOOD PLAN	A new constitution will be drawn up and the DDPN website will be closed in place of a more cost-effective online solution possibly via the Town Council website.	Clerk	Sep-24	Completed

Progress Report

Committee	Minute Ref	Subject	Action	Assigned to	Timescale	Comments or further action
	INF0724/08	STREETLIGHTING	3. That Suffolk County Council undertake the works required to columns 9044 & 45 in Mission Road for £3,700 + VAT allocated to Community Infrastructure Levy Funds.	Clerk / RFO		Works scheduled this month.
	INF0724/11	COMMUNITY INFRASTRUCTURE LEVY FUNDS	1. To acquire quotations for the signage upgrades (finger posts & boards) with proposals to be considered at a future meeting for installation and payment prior to 31st March 2025 allocated to Community Infrastructure Levy funds.	Office Administrator	Immediately	One quote has been received for the signage upgrades. A comparative quote is awaited. A quote for the finger posts is also awaited. There are £81k in CIL funds that can be used towards this project. Total estimated costs currently £4k. This will be an item on the next agenda following receipt of the quotes.
	INF0924/08	TELEPHONE SYSTEM PROPOSALS	2. To budget for the next financial year an extra £750 to cover the maintenance costs whilst retaining the current telephone system.	Office Administrator	Immediately	Proposed for July agenda as contract expires in September 2025
	INF0924/09	PARKING SCHEME	It was noted that Norfolk County Council will draft a scheme for the Heritage Triangle first before moving on to Market Place and Mere St. Plans should be received before Christmas for consideration by Full Council and a new Traffic Regulation Order will be required, which is a lengthy process. It was also noted that the conditions of the Heritage Lottery Fund grant are applicable for 25 years so this would need to be reviewed to ensure compliance.	Clerk		October Full Council approved the proposed schemes to address parking issues in the Heritage Triangle, Mere St and Market Place in order that schemes and costs can be drawn up. Update from Project Coordinator - unfortunately, due to several recent NCC officer staff changes, there have been some unforeseen delays with progressing the proposed Parking Stakeholder Group's plans. However, now these changes are bedding in, it is hoped these officers will shortly be able to cost up each of the three priority area schemes & agree the final Heritage Triangle scheme design & its funding, during the next quarter; this will be added to the NCC TRO scheme/project list for implementation asap afterwards & in consideration of the order/priority of the other projects on the list. A more defined implementation timescale will become known once this scheme has been programmed onto the project list. Once this project has been completed, the plan is to then undertake each of the next two schemes (Mere Street and Market Place parking bays) in order & using the same process.
	INF0924/11	MEMBER FORUM	The Facilities & Buildings Manager would be asked to ensure the boardwalk is inspected annually.	F&B Manager	31.03.25	Clerk liaised with FBM in 121 26.11.24. He will seek out companies who can do a safety assessment of the facility. No update.
	INF1224/08	PLANTER PROJECT	Members agreed that the damaged or rotting planters need to be removed or replaced. Members noted the sponsors of the planters should be liaised with and confirm their upkeep of them. Cllr Collins is leading the project and will be liaising with the Heritage Triangle Trust.	Cllr Collins	09.04.25	This project has been delayed due to the ill health of lead councillor.
Committees merged with Facilities & Infrastructure becoming Assets, Infrastructure & Events as of 18.12.24						
Assets, Infrastructure & Events	AIE0125/07	Public Participation	One member of the public requested to speak about solar megafarms. As it was not an agenda item the Chair asked for them to provide contact details for the Clerk to contact them for possible discussion on a future agenda.	Clerk	03.04.25	Liaised further with the MOP on this. It is on the DDNP Monitoring & Review Group agenda on Monday evening so propose a joint response with the other parishes is put forward.
	AIE0125/11	Hire Contracts	1) To edit clauses 5 & 6 of the Sports Ground hire contract in conjunction with Councillors Craggs, Goulder and Robertson. 2) To approve the Park Pavilion hire contract.	Clerk / Admin MH	28.02.25	Completed
	AIE0125/12a	Cemetery	To approve the T2 risk assessment at Diss Cemetery and the proposed extension of the adjacent site at a total cost of £5,975 excluding VAT allocated to Cemetery grounds R&R (£4k) and Earmarked Reserves Cemetery (£1,975) subject to determining deadline & negotiation with the developer regarding financial contribution for land extension.	Clerk	09.04.25	This is scheduled for 15th April. Developer has agreed to cover 50% of costs and invoice is being sent.
	AIE0125/12b	Cemetery	To approve the revised grave digging contract subject to amendment to clause 7.	Clerk / Admin MH	Immediately	Completed
	AIE0125/13b	Events	To approve the new Event Terms & Conditions.	Admin MH	Immediately	Completed
	AIE0125/18	Rectory Meadow	1. To approve the removal of the existing hedge along the Entry at Rectory Meadow. 2. To approve the quotation of £3,600 from Tops Garden Services to undertake the works to remove the hedge at Rectory Meadow before 1st March 2025 (bird nesting season) allocated to Town & Park with a contribution from the Diss & District Cricket Club to be negotiated. 3. That the quotations for fencing and replacement trees are considered by a future Full Council meeting.	Clerk / FBM	31.03.25	Hedge removed, fenced due for install mid April prior to cricket season starting with planting scheme following in the Autumn. Press release ready to be distributed prior to fence install.
	AIE0125/19	Mere's Mouth	1. That Anglian Tree Solutions Ltd is appointed to remove the maple tree on the Mere's Mouth with the cost of £385 allocated to tree management (4075) and to plant another tree in another location as a replacement. 2. That Garrod Construction is appointed to remove and replace the brick weave on the Mere's Mouth with the cost of £2,370 allocated to tree management (4075).	FBM	Immediately	Scheduled for May
	AIE0125/20	Sports Ground	To approve the quote from Garrod's Construction to undertake the resurfacing works in the Sports Ground car park and Skate Park for the total value of £1,950 excl. VAT allocated to the Sports Ground track maintenance budget (4900).	FBM	Immediately	Completed.