

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

**Our Ref:** FC 24.06.2026  
**Date:** 19/06/2026

**For Information:**  
Diss Express

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

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## Notice of Meeting

Dear Members of the Public and Press

You are cordially invited to attend a meeting of **Full Council** to be held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 24<sup>th</sup> June 2026** at **7:15pm** to consider the business detailed below.

Town Clerk

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## Agenda

- 1. Apologies**  
To receive and consider apologies for absence.
- 2. Declarations of Interest and Requests for Dispensations<sup>1</sup>**  
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.
- 3. Minutes**  
To confirm as a true record, the minutes of Full Council on Wednesday 20<sup>th</sup> May 2026 (copy herewith).
- 4. 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*).
- 5. Items of Urgent Business**  
To discuss any item(s) of business which the Town Mayor 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*).
- 6. Finance**
  - a) To note bank outgoings for May 2026 (copy herewith).
  - b) To note the Income & Expenditure report for May 2026 (copy herewith).
  - c) To note the Earmarked Reserves report for May 2026 (copy herewith).
- 7. Diss Mere**  
To consider a report on proposals to improve the water quality at Diss Mere, including the application of barley straw extract, associated costs, and monitoring arrangements (report reference 16/2627 herewith).
- 8. Diss Park**  
To consider two proposals for the provision of a sauna on Diss Park or another Council site (copies herewith).
- 9. Diss Youth & Community Centre**  
To consider quotations received for architectural services to undertake RIBA Stages 0-2 for the Diss Youth & Community Centre (report reference 17/2627 herewith).

## **10. Representatives on Outside Bodies**

To approve the appointment of Doreen Collins as Diss Town Council's representative on the Diss Parochial Charity.

## **11. Items for Noting**

- a) The Clerk's updates on activities since the last report (report 18/2627 herewith).
- b) The Town Mayor's updates on activities since the last report (report 20/2627 herewith).
- c) The Facilities & Buildings Manager updates on activities since the last report (report 21/2627 herewith).
- d) To appoint two councillor representatives to join the Remembrance Committee.
- e) To note the Greater Norwich Local Plan – Call for Sites (copy herewith).
- f) To note progress on decisions made at the last meeting of Council (copy herewith).

## **12. Date of Next Meeting**

To note that the next meeting of Full Council is scheduled for Wednesday 29<sup>th</sup> July 2026 at 7.15pm.

## **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/full-council>.

# Diss Town Council

## Minutes

### Draft

Minutes of the meeting of the **Town Council** held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 20<sup>th</sup> May 2026** at **7.15pm**.

Present: Councillors: D. Craggs (Chair), C. Dente, S. Kiddie, A. Kitchen, T. Knights, R. Peaty, T Shava, L Sinfield & J. Welch

In attendance: S. Villafuerte-Richards (Town Clerk)  
S. Hurst (Responsible Finance Officer)  
District Councillors Kiddie & Murphy  
3 members of the public

*Outgoing Mayor, Cllr Declan Craggs, opened the meeting and Cllr Dente took the Chair for the first item.*

#### **FC0526/01 Election of Town Mayor for the Municipal Year 2026/27**

Members considered the election of Town Mayor for the Municipal Year 2026/27. One nomination was received. It was

**Resolved:** To elect Cllr Declan Craggs as Town Mayor for the Municipal Year 2026/27.

*Cllr Craggs signed the Declaration of Acceptance of Office as Chairman and thereafter took the Chair.*

#### **FC0526/02 Apologies**

There were none. It was noted that Cllr Kiddie would be a few minutes late arriving.

#### **FC0526/03 Election of Council Leader for the Municipal Year 2026/27**

Members considered the election of the Council Leader for the Municipal Year 2026/27. One nomination was received. It was

**Resolved:** to elect Cllr Craggs as Council Leader for 2026/27 for the Municipal Year 2026/27 with Cllr Peaty to substitute in Cllr Craggs absence.

#### **FC0526/04 Declarations of Interest**

There were none.

#### **FC0526/05 Minutes**

Members received the minutes of the Full Council meeting on Wednesday 22<sup>nd</sup> April 2026.

**Resolved:** To approve the minutes of the meetings of the Full Council held on Wednesday 22<sup>nd</sup> April 2026 as a true record and were signed by the Chair.

#### **FC0526/06 Public Participation**

Five members of the public were in attendance.

A written report was received and circulated prior to the meeting from the newly elected County Councillor, who had sent apologies for being unable to attend. The report outlined the new political composition of Norfolk County Council following the recent elections and provided an initial update on local government reorganisation (LGR), noting that this remained a developing and complex matter. The County Councillor reported that he had begun engaging with County Council departments and officers and highlighted a number of local matters, including ongoing drainage concerns at Orbit House, the solar farm cable planning application affecting Fair Green and the surrounding area, and waste-related issues at St Nicholas Street. Reference was also made to early engagement with community projects within the town.

The Clerk to Diss Parochial Charity addressed Members in relation to Item 13, outlining the requirement for Diss Town Council to appoint elected Trustees on a four-year cycle. It was explained that two vacancies had arisen to serve until 1 August 2028, and that further information and the agenda for the forthcoming Annual General Meeting had been provided to the Clerk.

Members were advised that the Charity managed almshouses and administered grants to residents in need, with limited meeting commitments each year.

A representative of the Diss Community Woodland Project addressed Members in relation to Item 16 and requested that the item be taken earlier in the agenda. The representative congratulated the Mayor / Council Leader on his election and encouraged members to focus on delivery of the Council's strategic objectives, particularly in the context of uncertainty arising from local government reorganisation.

*Cllr Kiddie and District Cllr Kiddie arrived.*

District councillors provided verbal updates on a range of matters, including publicity and grant opportunities via their new Chairman's focus on volunteering, delivery of new food waste bins from July, the availability of District Councillor grant funding and new planning regulations, restricting local authority powers on applications above 150 houses. The development of the former John Grose is expected to start early June and there is no update following the recent local elections regarding local government reorganisation, Apologies were noted from District Councillor Minshull due to a prior engagement.

Members asked for a follow up regarding the positioning of bins at the top of St Nicholas St and it was noted that the works in the B&M car park related to new cameras restricting use to 90 minutes.

**FC0526/07 Items of Urgent Business**

There were none.

**FC0526/08 Finance**

- a) Members authorised bank outgoings for April 2026 retrospectively.
- b) Members noted the Income & Expenditure report for April 2026.
- c) Members noted the Earmarked Reserves report for April 2026.
- d) Members noted that the six-month fixed-term investment of £500,000 had matured, generating £9,297 in interest, and that the sum had subsequently been reinvested for a further six-month term.
- e) Members considered the appointment of additional Unity Trust Bank signatories, noting the requirements of the Financial Regulations. It was

**Resolved:** To appoint Councillors T. Shava and J. Welch as bank signatories on the Unity Trust Bank account.

**(Action: RFO; immediately)**

*This item was brought forward to allow a member of the public to speak.*

**FC0526/09 Bombard Copse**

Members considered the draft proposals for Bombard Copse submitted by the Diss Community Woodland Project, including proposals for dropped kerbs on Taylor Road and Denmark Lane to facilitate a more formal shared cycleway and footpath through the site. Members were advised that community engagement formed part of the funding requirements and that further fundraising activities were proposed. Discussion also included the potential requirement for planning permission in respect of the dropped kerbs. It was

**Resolved:** To support the proposals for Bombard Copse submitted by the Diss Community Woodland Project, including the proposals for dropped kerbs on Taylor Road and Denmark Lane to serve a more formal shared cycleway and footpath through the site.

**(Action: CW to send minute to DCWP; immediately)**

**FC0526/10 Annual Accounts 2025-26**

Members considered the report on the annual accounts for the financial year ending 31<sup>st</sup> March 2026. It was

**Resolved:** To approve the annual accounts for the financial year to 31 March 2026.

**(Action: RFO; immediately)**

**FC0526/11**

**Internal Auditor Report (Final 2025-26)**

Members received the Council's Final Internal Audit Report for the financial year ending 31 March 2026 (report reference 12/2627). Members noted the two comments raised by the Internal Auditor and the proposed actions in response. The requirements for Assertion 10 are being met with the whole staff and Councillor data protection training booked for June. It was

**Resolved:** To approve the proposed actions as appropriate responses to the comments in the Final Internal Audit Report 2025–26.

**(Action: RFO; immediately)**

**FC0526/12**

**Annual Audit 2025-26**

Members considered the Annual Governance and Accountability Return (AGAR) for the financial year ending 31 March 2026. It was

**Resolved:**

- a) To approve the Annual Internal Audit Report of the Annual Governance and Accountability Return.
- b) To approve Section 1 of the Annual Governance and Accountability Return (Annual Governance Statement).
- c) To approve Section 2 of the Annual Governance and Accountability Return (Accounting Statements).
- d) To approve the dates for the Notice of Public Rights and publication of the unaudited Annual Governance and Accountability Return.

**(Action: RFO; immediately)**

**FC0526/13**

**Co-Option**

Members considered an application for co-option to Diss Town Council. Cllr Shava proposed the applicant who has demonstrated a keenness to attend meetings, having attended Full Council meetings since the start of the year and volunteering as a member of the events committee and taking on tasks. It was

**Resolved:** To co-opt Paul Wilson as a Member of Diss Town Council.

**(Action: PW to complete Register of Interest & Clerk to arrange induction; by 16.06.26)**

**FC0526/14**

**Meeting Administration**

a) Committee Membership 2026/27 - members reviewed the proposed committee membership arrangements for the Municipal Year 2026/27. Due to the low membership of the Executive committee and overall Council membership, it was proposed that Executive items be referred to Full Council particularly given the next meeting is scheduled for the week after Carnival. Given most finance items have been recently covered and budgeting doesn't start until after the summer, it was

**Resolved:**

- a) That Councillors Shava & Knights would join the Executive committee.
- b) That Executive items would be deferred to the next Full Council meeting in June.
- c) To approve the committee membership for 2026/27 as presented.

**(Action: CW to update membership on website & cancel June Executive meeting; immediately)**

b) Delegations to Officers - members reviewed the current delegations to Officers. It was

**Resolved:** To approve the delegations to Officers as presented.

**(Action: CW to update review date; immediately)**

**FC0526/15**

**Standing Orders**

Members reviewed the Council's Standing Orders. The Clerk advised there have been no changes since last year's review. It was

**Resolved:** To approve and adopt the Standing Orders as presented.

**(Action: CW to upload new version to website; immediately)**

**FC0526/16 Representatives on Outside Bodies**

Members reviewed the appointment of Diss Town Council representatives on outside bodies for the Municipal Year 2026/27. Members noted that Council appointed Trustees to the Diss Parochial Charity don't have to be councillors and a former councillor has agreed to be one of the two. Cllr Welch agreed to consider being the second and a third would be required at a future meeting.

Cllrs Kitchen & Peaty agreed to be the representatives for the Royal British Legion & Museum respectively as they are already members. Cllr Sinfield offered to be the representative for Fair Green Neighbourhood Association and Cllr Dente stepped forwards as the High School representative. It was

**Resolved:** To update the representatives on outside bodies for 2026/27 accordingly.

**(Action: CW to update document accordingly and advise outside bodies; by 31.05.26)**

**FC0526/17 Items for Noting**

Members noted the following items:

a) The Town Clerk's update on activities since the last report (report reference 13/2627).

b) The Town Mayor's update on activities since the last report (report reference 14/2627). The update included reference to a recent visit to the community larder at the DYCC & the scheme's benefits of reducing food waste, financially supporting the community and providing a social aspect. He also visited the local Scouts group to help them achieve a badge.

c) The Facilities & Buildings Manager's update on activities since the last report (report reference 15/2627). It was noted that the Flock lights are now working and that the FBM is exploring alternative lighting solutions including solar in light of the recurring failures.

**(Action: FBM; by 30.06.26)**

d) The minutes of the Events Committee meeting held on 12 May 2026.

e) Progress on decisions made at the previous meeting of Council. Cllr Shava volunteered to be added to gate closing rota.

**(Action: CW to update rota; immediately)**

**FC0526/18 Date of Next Meeting**

Members noted that the next meeting of the Full Council is scheduled to take place on Wednesday 24<sup>th</sup> June 2026 at 7.15pm.

Meeting closed: 20.23.

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Councillor D. Craggs  
Chair / Town Mayor

*Post meeting note – an award was presented to Keith Kiddie in recognition of over 15 years of dedicated public service across all three tiers of local government for Diss Town Council, South Norfolk & Broadland Council & Norfolk County Council.*

### BANK OUTGOINGS MAY 2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Bacs Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01.05.2026	South Norfolk Council	DD849	£ 2,156.96	Waste Collection April - June 2026 - All Sites
05.05.2026	Red5 Networks Ltd	DD850	£ 152.48	Phone/Broadband May 26 - Council Office, CCTV Broadband - Skatepark & DYCC
15.05.2026	AGR Interiors Ltd	Bacs2974	£ 575.00	Refurbishment of Council Offices Front Elevation Window Sills
15.05.2026	Baldwin Skip Hire Ltd	Bacs2975	£ 290.75	Skip Hire - All Sites
15.05.2026	Diss Baptist Church	Bacs2976	£ 100.00	Equipment for Craft Stall at Diss Carnival 2026
15.05.2026	ETC (East Anglia) Ltd	Bacs2977	£ 82.20	CCTV Works - Wireless Bridge Failure outside Holland & Barrett
15.05.2026	Friends of The Diss Primary Academy Part	Bacs2978	£ 1,643.25	Town Mayors Charities Donation 2025-2026
15.05.2026	LR Wyard-Scott Ltd	Bacs2979	£ 256.66	Diesel for Vans April 2026
15.05.2026	MYG Servicing Ltd	Bacs2980	£ 108.00	Annual Boiler Servicing - Council Office
15.05.2026	Norfolk Association of Local Councils	Bacs2981	£ 1,217.75	Norfolk and National Annal Memberships 2026/27
15.05.2026	Pearce & Kemp Ltd	Bacs2982	£ 464.40	New Flock Lighting & Replace Lighting Start/Stop Switch at Skatepark
15.05.2026	PRTY Band	Bacs2983	£ 600.00	1hour Performance at Carnival 2026
15.05.2026	SAF Fire Risk Assessment	Bacs2984	£ 400.00	Fire Risk Assessment at Diss Cornhall
15.05.2026	Screwfix Ltd	Bacs2985	£ 156.53	2x Tonne Bags, 2x Dutch Hoes and 2x Edging Shears - Weeding Town/Park, Paint Brushes - Park Benches
15.05.2026	South Norfolk Council	Bacs2986	£ 875.00	Annual Rent for Meres Mouth Toilets 2026/27
15.05.2026	The Garden Project Team	Bacs2987	£ 1,320.00	Final Payment for the Duck Trail 2026
15.05.2026	Top Garden Services	Bacs2988	£ 3,000.00	Months 1 and 2 of Annual Grounds Maintenance Contract 2026/27
15.05.2026	Travis Perkins Trading Co Ltd	Bacs2989	£ 5.06	Graffiti Remover - All Sites
15.05.2026	Victoria Waples	Bacs2990	£ 417.05	Final Internal Audit for 2025/26
15.05.2026	Vmit Ltd	Bacs2991	£ 1,041.60	IT Support & Software May 2026
18.05.2026	Evolve Business Solutions (EA)	DD851	£ 104.43	Photocopies made Jan - March 2026 - Council Office
18.05.2026	British Gas Trading Ltd	DD852-860	£ 1,187.94	Electricity April 2026 - All Sites
21.05.2026	Anglian Water Business Ltd	DD861-866	£ 296.51	Water to 28.04.2026 Final Payments - All Sites
21.05.2026	Barclaycard	Apr-26	£ 1,603.96	Website Hosting for Diss Town Council and Visit Diss, Graffiti Remover - Skatepark, Additional Mintor & Cables - Council Office, Paint - Park Picnic Benches, Ex-Councillor & Honoured Citizen Frames, Key Cutting - Council Office & Meres Mouth WC
22.05.2026	Employees	BACS	£ 19,285.63	Salaries Month 2
26.05.2026	EE Ltd	DD867	£ 65.52	Mobile Phones x3 - 18.05.2026 to 17.06.2026
29.05.2026	Alliance Disposables Ltd	Bacs2992	£ 393.71	Sanitary Products - All Sites, Toilet Roll Holders - Meres Mouth Toilets
29.05.2026	Anglian Tree Solutions Ltd	Bacs2993	£ 1,716.00	Tree Works at Cemetery and St Marys Churchyard
29.05.2026	C&H Cleaning Services Ltd	Bacs2994	£ 1,638.02	Monthly Cleaning May 2026 - Council Offices, Meres Mouth and Park Toilets

29.05.2026	Diss Trophy Centre	Bacs2995	£	49.00	Engraving of Carnival Shields
29.05.2026	Diss Van Centre	Bacs2996	£	345.47	Rear Light Cover replacement following Accident
29.05.2026	ESPO	Bacs2997	£	216.73	Gas April 2026 - Council Office and DYCC
29.05.2026	Norfolk Association of Local Councils	Bacs2998	£	42.00	Public Convience Training Event - S.Villafuerte-Richards
29.05.2026	Pearce & Kemp Ltd	Bacs2999	£	583.20	New Hand Dryer in Meres Mouth Toilets, Electrical Repairs for Christmas Lights
29.05.2026	Peter Waldon - South Norfolk Locksmith	Bacs3000	£	120.00	Replacement shop sign following Damage
29.05.2026	RPM Displays	Bacs3001	£	1,300.00	RPM Bike Show at Carnival 2026 - Balance
29.05.2026	Screwfix Ltd	Bacs3002	£	37.14	Line Marking Paint - Carnival
29.05.2026	Vmit Ltd	Bacs3003	£	1,064.52	3x Adobe Pro Annual Licence to 30.06.2027
29.05.2026	HM Revenue & Customs	BACS	£	6,055.54	NI/PAYE Month 2
29.05.2026	Norfolk Pension Fund	BACS	£	6,061.72	Pension Contributions Month 2
31.05.2026	Unity Trust Plc	10	£	26.15	Monthly Charges for Bank Account during April 2026
				<b>£ 57,055.88</b>	

## Income Expenditure May 2026

	Budget 26-27	Actual YTD 26-27	Percentage Spend
<b>Agency Services</b>			
Total Income	£0	0	0%
Overhead Expenditure	-£100	£0	0%
Income Less Expenditure	-£100	£0	0%
<b>Allotments</b>			
Total Income	£1,017	£0	0%
Overhead Expenditure	-£1,030	-£30	3%
Income Less Expenditure	-£13	-£30	231%
<b>Amenities</b>			
Total Income	£3,000	£2,204	73%
Overhead Expenditure	-£84,297	-£11,805	14%
Income Less Expenditure	-£81,297	-£9,601	12%
<b>Mini Recycling Centre Adopter</b>			
Total Income	£0	0	0%
<b>Bank Interest rec'd/Bank Charges</b>			
Total Income	£18,000	£10,972	61%
Bank Charges	-£550	-£64	12%
Income Less Expenditure	£17,450	£10,908	63%
<b>Capital Expenditure - Loans</b>			
	-£14,170	£0	0%
<b>Cemetery</b>			
Total Income	£37,800	£0	0%
Overhead Expenditure	-£13,727	-£2,500	18%
Income Less Expenditure	£24,073	-£2,500	-10%
<b>General Equipment</b>			
Overhead Expenditure	-£4,618	-£1,778	39%
<b>Christmas Lights</b>			
Total Income	£0	0	0%
Overhead Expenditure	-£19,083	-£4,057	21%
Income Less Expenditure	-£19,083	-£4,057	21%
<b>Corn Hall</b>			
Overhead Expenditure	-£8,655	-£3,041	35%
<b>Council Offices</b>			
Total Income	£7,034	£1,411	20%
Overhead Expenditure	-£24,417	-£5,405	22%
Income Less Expenditure	-£17,383	-£3,994	23%
<b>Other Council Properties</b>			
Health & Safety	-£1,500	-£210	14%
PK Toilets	-£15,209	-£1,920	13%
Mere's Mouth Toilet	-£15,500	-£2,456	16%
Staff Uniforms/Replacements	-£500	£0	0%
Total Expense	-£32,709	-£4,586	14%
<b>Diss Youth &amp; Community Centre</b>			
Total Income	£0	0	0%
Overhead Expenditure	-£24,166	-£4,586	19%
Income Less Expenditure	-£24,166	-£4,586	19%
<b>Grants</b>			
Grants Expenditure	-£10,000	£0	0%
<b>Highways - Parish Partnership Bid</b>			
Income	£0	0	0%
Parish Partnership Bid	£0	0	0%
DDNP Contribution	£0	-£8	0%
Income Less Expenditure	£0	-£8	0%

## Income Expenditure May 2026

	Budget 26-27	Actual YTD 26-27	Percentage Spend
<b>Market</b>			
Total Income	£21,000	£4,658	22%
Overhead Expenditure	-£3,170	-£1,118	35%
Income Less Expenditure	£17,830	£3,540	20%
<b>Promotion</b>			
Overhead Expenditure	-£600	-£163	27%
<b>Precept</b>			
Total Income	£752,684	£376,342	50%
<b>General Expenditure (inc IT)</b>			
Total Income	£0	£0	0%
Overhead Expenditure	-£62,315	-£21,350	34%
<b>Sports Ground</b>			
Total Income	£9,000	£1,445	16%
Overhead Expenditure	-£21,192	-£3,439	16%
Income Less Expenditure	-£12,192	-£1,994	16%
<b>Events</b>			
Event Income	£0	£0	0%
Overhead Expenditure	-£1,300	-£501	39%
Income Less Expenditure	-£1,300	-£501	39%
<b>Christmas Switch-On Event</b>			
Total Income	£4,000	£0	0%
Overhead Expenditure	-£5,250	£0	0%
Income Less Expenditure	-£1,250	£0	0%
<b>Carnival</b>			
Total Income	£10,000	£7,736	77%
Overhead Expenditure	-£12,750	-£6,540	51%
Income Less Expenditure	-£2,750	£1,196	-43%
<b>Wages</b>			
Recharge	£0	£4,649	0%
Recharge	£0	-£4,661	0%
Wages Admin	-£216,812	-£33,705	16%
Wages Maint	-£202,624	-£29,044	14%
Income Less Expenditure	-£419,436	-£58,100	14%
<b>Town Mayors Charity</b>			
Total Income	£0	0	0%
Overhead Expenditure	£0	-£1,643	0%
Income Less Expenditure	£0	-£1,643	0%
<b>CIL</b>			
Total Income	£0	£1,656	0%
Overhead Expenditure	£0	£0	0%
<b>Sec 106 Income</b>			
Sec 106 Income	£0	0	0%
<b>Sec 106 Expenditure</b>			
Sec 106 Expenditure	£0	0	0%
<b>Streetlighting</b>			
Total Income	£0	0	0%
Overhead Expenditure	-£18,000	-£1,759	10%
Income Less Expenditure	-£18,000	-£1,759	10%
<b>Earmarked Reserves Budgeted</b>			
Income Less Expenditure	-£82,000	£0	0%
<b>Total Income</b>	<b>£863,535</b>	<b>£411,073</b>	<b>48%</b>
<b>Total Expenditure</b>	<b>-£863,535</b>	<b>-£179,112</b>	<b>21%</b>

## SUMMARY REPORT OF EARMARKED RESERVES 2025-2026

NC	Committee	Site	EMR	Balance as at 1st April 2025	Less:Actual Year to date Expense	Balance	Add: Year to date receipts	Balance as at 30th April 2026
320	AIE	Cemetery	Cemetery Bungalow Sale	£ 268,841.60		£ 268,841.60		£ 268,841.60
330	Exec	By-election	By-election costs	£ 5,000.00		£ 5,000.00		£ 5,000.00
335	AIE	Mere	Flock Project	£ 8,296.07	£ 180.00	£ 8,116.07		£ 8,116.07
340	Exec	Council Offices	IT Hardware	£ 3,141.36	£ 503.85	£ 2,637.51		£ 2,637.51
342	AIE	Events	Christmas Lights switch on	£ 2,456.21		£ 2,456.21		£ 2,456.21
344	AIE	Events	Carnival	£ 7,058.23		£ 7,058.23		£ 7,058.23
350	AIE	Events	Additional Events	£ 529.58		£ 529.58		£ 529.58
370	AIE	Cemetery	Cemetery Grounds (Inc Monuments)	£ 5,951.80		£ 5,951.80	£ 5,000.00	£ 10,951.80
375	AIE	Corn Hall	Corn Hall	£ 24,455.21		£ 24,455.21		£ 24,455.21
384	AIE	Council Offices	Council Office Building Maint	£ 24,889.58		£ 24,889.58		£ 24,889.58
390	AIE	DYCC	Van Replacement	£ 10,000.00		£ 10,000.00	£ 5,000.00	£ 15,000.00
392	AIE	DYCC	Replacement Ride-On Lawnmower	£ 6,345.00		£ 6,345.00		£ 6,345.00
396	AIE	DYCC	CAB Community Space	£ 10,000.00		£ 10,000.00		£ 10,000.00
398	AIE	DYCC	DYCC	£ 84,860.24		£ 84,860.24	£ 14,000.00	£ 98,860.24
400	AIE	Market	Maintenance Market	£ 21,500.00		£ 21,500.00		£ 21,500.00
410	AIE	Mere	Anglian Gardens	£ 503.00		£ 503.00	£ 1,000.00	£ 1,503.00
412	AIE	Mere	Boardwalk	£ 5,000.00		£ 5,000.00	£ 5,000.00	£ 10,000.00
414	AIE	Mere	Maintenance Mere's Mouth	£ 20,165.00		£ 20,165.00	£ 1,000.00	£ 21,165.00
416	AIE	Mere	Mere Fountain	£ 31,815.00		£ 31,815.00		£ 31,815.00
420	AIE	Rectory Meadow	Rectory Meadow Fencing	£ 1,808.86		£ 1,808.86		£ 1,808.86
422	AIE	Park	Park General - Beacon Project	£ 16,168.03		£ 16,168.03	£ 10,000.00	£ 26,168.03
424	AIE	Park	Play Equipment	£ 34,316.82		£ 34,316.82		£ 34,316.82
426	AIE	Park	Park Toilets	£ 15,028.30		£ 15,028.30		£ 15,028.30
430	AIE	SPG	SPG Improvement Project	£ -		£ -	£ 20,000.00	£ 20,000.00
434	AIE	SPG	SPG Pav maintenance	£ 6,695.57		£ 6,695.57		£ 6,695.57
436	AIE	SPG	SPG - Skateboard Park	£ 53,029.03	£ 41,306.40	£ 11,722.63	£ 5,000.00	£ 16,722.63
440	AIE	St Marys	Closed churchyard repairs	£ 6,434.00		£ 6,434.00		£ 6,434.00
445	AIE	Town	Parish Partnership Works	£ 5,000.00		£ 5,000.00		£ 5,000.00
450	AIE	Facilities	Tree Management	£ 8,600.00		£ 8,600.00		£ 8,600.00
455	AIE	HTP	HTP	£ 4,867.59		£ 4,867.59		£ 4,867.59
460	AIE	Town	Bus Shelters maintenance	£ 15,571.04		£ 15,571.04		£ 15,571.04
462	AIE	Town	Streetlights	£ 24,858.33		£ 24,858.33	£ 15,000.00	£ 39,858.33
464	AIE	Town	Community Infrastructure Levy (CIL)	£ 78,085.52		£ 78,085.52		£ 78,085.52
466	AIE	Town	CCTV	£ 3,025.75		£ 3,025.75	£ 1,655.92	£ 4,681.67
468	AIE	Town	D&D Neighbourhood Plan	£ 6,918.68	£ 8.00	£ 6,910.68		£ 6,910.68
469	AIE	Maintenance	5 Yr Electrical Testing	£ 3,300.00		£ 3,300.00	£ 1,000.00	£ 4,300.00
472	AIE	Town	Parking Scheme	£ 15,000.00		£ 15,000.00		£ 15,000.00
			<b>TOTAL</b>	<b>£ 839,515.40</b>	<b>£ 41,998.25</b>	<b>£ 797,517.15</b>	<b>£ 83,655.92</b>	<b>£ 881,173.07</b>

31.05.2026	Current Year End balance (Precept)	£ 231,962.00
	General Reserves	£ 316,695.00
	EMR	£ 881,173.07
	<b>Total Funds</b>	<b>£ 1,429,830.07</b>

<b>Streetlighting Funds Breakdown</b>		
	Capital Reserves (ring fenced)	£ 4,096.11
	EMR General	£ 35,762.22
		£ 39,858.33



## DISS TOWN COUNCIL

Council Offices, 11-12 Market Hill,  
Diss, Norfolk, IP22 4JZ.  
Telephone & Fax: (01379) 643848  
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Report Number:  
**16 / 2627**

Report to:	Full Council
Date of Meeting:	24 <sup>th</sup> June 2026
Authorship:	Town Clerk
Subject:	Diss Mere Water Quality

### 1. Purpose of Report

To consider recent correspondence and supporting reports regarding the condition of Diss Mere and to seek approval to:

- Establish a Member and Volunteer Working Party to coordinate activity; and
- Implement a controlled trial of barley straw extract within the boardwalk area, with monitoring of effectiveness.

### 2. Background and Context

Recent correspondence (Appendix A) and supporting documentation identify ongoing challenges affecting Diss Mere, including:

- Blue-green algal blooms
- Poor water clarity and light penetration
- High nutrient loading (notably phosphorus in sediments)
- Low dissolved oxygen and stratification
- Ongoing inputs from waterfowl, runoff, and possible drainage issues

The Diss Mere Management Plan (condensed at Appendix B) recognises these issues and raises uncertainty regarding the effectiveness of the existing fountain aeration system.

Additional concerns include:

- Possible nutrient or sewage-related discharges via drainage infrastructure
- Evidence of defects and siltation within the drainage network
- Continued nutrient inputs from feeding, runoff, and baiting

Whilst longer-term interventions (e.g. dredging, infrastructure improvements) are acknowledged, these are complex, costly, and dependent on external funding and regulatory coordination.

For example, the council is currently liaising with the lead local flood authority (LLFA) to exert pressure on relevant landowners to repair and maintain their sections of the mere drainage system, including identified problem areas such as beneath the Morrisons petrol forecourt.

---

### **3. Current Position**

The Council continues to prioritise improving the Mere's water quality, supported by:

- Engagement with partners including the Environment Agency and LLFA
- Interest from external groups (e.g. DesignerMakers21) in supporting a wider restoration initiative
- Consideration of practical interventions including aeration, nutrient treatments, and algae control measures

It is recognised that:

- Immediate action should focus on practical and affordable short-term measures; and
- There is a need for structured coordination and improved data collection to inform future decisions and funding bids.

Ongoing liaison with the LLFA forms a key part of this approach, particularly in addressing upstream drainage defects which may be contributing to nutrient loading and water quality issues within the Mere and the River Waveney.

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### **4. Proposed Working Party**

It is proposed that a Mere Working Party be established, comprising:

- Elected Members
- Relevant officers
- Interested community volunteers and stakeholders

#### **Role and Purpose:**

- Coordinate short-term actions
- Oversee trials and monitoring
- Engage stakeholders and partners
- Support development of longer-term strategy and funding bids
- Maintain oversight of engagement with the LLFA and landowners in respect of drainage improvements and enforcement actions where appropriate.

This reflects the identified need for a structured and coordinated approach to progressing the issue.

---

## 5. Recommended Short-Term Measures

### 5.1 Oxygen Meter

The Council owns a portable dissolved oxygen meter, which will be used to:

- Establish baseline oxygen levels
- Monitor seasonal variation
- Assess effectiveness of interventions

Our Facilities & Buildings Manager is testing the meter, which will provide essential evidence to guide future decision-making and support engagement with regulatory bodies.

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### 5.2 Barley Straw Extract Trial (Boardwalk Area)

It is recommended that a small-scale, controlled trial of barley straw extract be undertaken within the boardwalk area.

Rationale:

- Identified as a preventative, cost-effective method of inhibiting algal growth
- Supported by stakeholder input as a suitable seasonal intervention
- Safe, environmentally acceptable, and widely used in water bodies without known adverse impacts when applied correctly\*

\*The UK Centre for Ecology and Hydrology states “When introduced into water, it acts as a preventative measure by inhibiting algal growth rather than removing existing algae. The process involves the release of natural compounds, including small amounts of hydrogen peroxide, which suppress algal development. In addition, the introduction of beneficial bacteria promotes competition for nutrients, reducing the conditions in which algae thrive.”

Cost Options

Quotes below are for application across the whole Mere. The quantities are being ratified by a local supplier that regularly applies the treatment. We also await their application costs.

- Option 1 (AJS Fisheries):
  - Initial dose: ~£132
  - Ongoing (fortnightly): £330
  - Total: £462 (fortnightly dosing) or up to £792 (weekly dosing)
- Option 2 (Lake Aid):
  - Full dosing programme: £1,337.40 + VAT

It is proposed that any trial be limited in scale (boardwalk area) and monitored, before any wider application is considered.

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## 6. Monitoring and Evaluation

The Working Party will establish a simple monitoring framework, including:

- Dissolved oxygen readings
- Visual assessment of algae and water clarity
- Photographic records
- Seasonal and weather observations

Findings will be reported back to Council with recommendations for next steps.

---

## 7. Financial Implications

It is proposed that expenditure be met from:

- Earmarked Reserves – Mere Fountain (Current balance: £31,815)

Context:

- Indicative cost of a replacement fountain is estimated at £18,000 – £20,000
- It is anticipated that the Diss & District Rotary Club may provide financial support, reflecting their original contribution in gifting the current fountain approximately 26 years ago.

The proposed barley straw extract trial represents modest expenditure relative to the reserve and do not preclude future capital investment in aeration.

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## 8. Risks

- Barley straw extract may have limited or variable effectiveness
- External factors (weather, runoff, wildlife) may influence outcomes
- Data collected will initially be limited

Mitigation:

- Trial is small-scale and controlled
  - Monitoring will provide evidence before scaling
  - Approach remains flexible and proportionate
-

## 9. Conclusion

Diss Mere presents a complex environmental challenge requiring both immediate action and longer-term planning.

The proposals set out:

- Establish clear governance and coordination (Working Party)
- Enable evidence-led decision-making (oxygen monitoring)
- Trial a low-cost, low-risk intervention (barley straw extract)

These actions provide a practical and proportionate starting point, while wider investigations and funding opportunities continue.

### **Recommendations**

1. Appoint a Mere Working Party comprising Members, officers, and volunteers.
2. Approve a pilot trial of barley straw extract within the boardwalk area allocating the expenditure to Earmarked Reserve – Mere Fountain.

#### Known documents / evidence

- Diss Mere Management Plan, reviewed July 2021 exists and already identifies core issues around blue-green algal blooms, turbidity, poor light penetration, stratification, very high sediment phosphorus, heavy waterfowl pressure, and doubts about the fountain as an effective oxygenation measure. It also refers to prior drainage/outfall work and ongoing water-level issues.
- 2025 CCTV / drainage survey exists for the Park Road / Mere area:
  - o 666.2 m surveyed across 20 sections
  - o 2 sections grade 4 or above for defects.
  - o one major 273 m combined vitrified clay run graded Structural 5 / Service 3
  - o several other sections show silt, roots, flooded chambers, infiltration, holes, fractures, displaced joints, and outfall-linked runs.
- 2025 marked-up survey drawing exists showing manholes, outfall-linked sections, flooded points, silted points, possible drainage, and mapped infrastructure around the mere / Park Road area.

#### What named people have said

- Hattie
  - o sent a collection of background material on cyanobacteria / cyanotoxins
  - o raised concern about fountain spray / droplets
  - o proposed barley straw extract as an urgent seasonal intervention
  - o also mentioned planting / shade / oxygenation / drainage restoration / pollution reduction
  - o has two costed barley-straw product options
  - o is also proposing a community / arts / engagement layer
- David
  - o reported observed foul smell / likely sewage-related events in Mere Street
  - o thinks drainage / discharge mapping is important
  - o has raised the possibility of unintended nutrient-rich discharges
  - o has spoken to the Environment Agency, who asked for a proposal with map showing proposed tests/treatments/areas

- Norfolk Wildlife Trust
- o pointed to likely continuing nutrient inputs from duck feeding, bird loading, fish bait, urban runoff
- o suggested vegetation buffers
- o mentioned barley straw only cautiously
- o said dredging is the most direct way to reduce sediment but costly and difficult.
- o flagged possible future funding sources:
  - ☐ Anglian Water – Thriving Communities Fund
  - ☐ Anglian Water – Catchment Regeneration Fund
  - ☐ Water Resources East – NWSP funding
  - ☐ possibly Angling Trust
  - ☐ possibly River Waveney Trust
- o also said for any serious bid you'd need:
  - ☐ a fully worked-up, costed project
  - ☐ strong community benefit
  - ☐ a decent legacy plan
- o and noted Lottery funding is possible for bigger-ticket work, but long-winded and involved

So the actual signal is there may be funding routes, but nothing sounded plug-and-play.

I will also be contacting a relevant Environment Agency contact to clarify:

- what the most useful data to collect now would be
- which tests, surveys or evidence would carry the most weight
- and who actually has the authority to require or coordinate substantive remedial action, particularly where third-party land, drainage infrastructure, or major engineering works are involved
- whether, on the basis of the material already gathered, this can now credibly be treated as a real water-management problem, and what domain expertise is needed to give an actionable and credible risk picture

This is particularly relevant given the indication that Anglian Water may be the only body with the authority to compel certain landowners or infrastructure operators to undertake major works.

After that, I am likely to propose a working group with a clear purpose, defined scope, and brief, so that the issue can be taken forward in a structured way rather than through fragmented conversations and hoc ideas.

# Diss Mere Management Plan – Key Points (Condensed)

## Purpose

- Updated plan (2017, reviewed 2021) to assess condition of Diss Mere and provide improvement actions.
  - Based on visual survey and water quality analysis.
- 

## Core Issues Identified

### Water Quality & Ecology

- Frequent **blue-green algae blooms** causing low oxygen levels and fish mortality risk.
  - **High nutrient loading (phosphorus, nitrates)** driving eutrophication.
  - Evidence of **nitrogen cycle imbalance** (elevated nitrite/nitrate in 2021 results).
  - Significant **organic input** from leaf litter and waterfowl.
- 

### Physical Condition

- **Bank erosion widespread** (wave action, run-off, footfall, waterfowl).
  - Failing or poor infrastructure:
    - Concrete sandbags deteriorating
    - Wooden revetments damaged
    - Outfall ineffective (set too high → contributes to flooding issues)
  - Multiple **uncontrolled inlets introducing run-off and pollutants**.
- 

### External Pressures

- **Urban run-off** entering via inlets (e.g. King's Head Yard).
  - **Large waterfowl population** contributing nutrients and bank damage.
  - Partial **private land ownership limiting control** over parts of the Mere.
- 

### Health & Safety

- Some gaps identified:
    - Unprotected inlet
    - Poor positioning of safety equipment
  - Warning signage present for:
    - Blue-green algae
    - Deep water
- 

## Key Recommendations

### Water Quality

- Install **aeration system (bubble tubing)** to increase dissolved oxygen.
  - Replace failed ultrasonic system to control algae.
  - Introduce **floating reedbeds** to filter pollutants and improve ecology.
  - Carry out **regular (biannual) water quality testing**.
- 

### Erosion & Infrastructure

- Replace hard revetments with **soft engineering (coir rolls, marginal planting)**.
  - **Repair/adjust outfall** to improve water level control and reduce flooding.
  - Install defined **fishing platforms** to reduce bank damage.
- 

### Land & Vegetation

- Implement **tree management plan**:
    - Remove unstable/damaging trees
    - Coppice willows to reduce leaf litter
  - Work with **private landowners** to manage overhanging vegetation.
- 

### Nutrient / Silt Management

- Treat silt using conditioner (AquaBio) to support decomposition of organic matter.
  - Reduce nutrient inputs from:
    - Waterfowl
    - Run-off
    - Organic debris
-

## Wildlife Management

- Consider **egg oiling (under licence)** to control non-migratory geese population.
- 

## Overall Conclusion

- The Mere is under pressure from **run-off, nutrients, erosion, and infrastructure limitations**.
- Improvement requires a **coordinated, multi-measure approach** targeting causes, not symptoms.
- Success is partly dependent on **engagement with external stakeholders and landowners**.

## Summary of Proposals

---

### Proposal A – Temporary Sauna Hub (Mere-side grass area)

Portable setup: **two wood-fired sauna tents, ice baths, changing cubicles**

Located on **grass area adjacent to Mere car park and toilet block**

- **Evening operation only** (e.g. Thurs–Sun, approx. 5pm–10pm), with sessions pre-booked and controlled capacity (~16–20 users); **set-up and removal outside session hours**
- Fully portable; **installed and removed each operating day**
- Use of **car park, toilets and water supply**
- Indicative siting beside car park/toilets; **final position to be agreed**
- Likely to operate on selected evenings, with **frequency adjustable depending on demand**
- Applicant indicates potential **pilot period (approx. 3–6 months)** prior to longer-term arrangement

#### Environmental and safety:

- Temporary, **no permanent structures** with minimal site impact
- **Wastewater removed off-site (no discharge to the Mere)**
- Site cleared after each session; risk assessments, insurance and fire safety measures proposed

**Indicative pricing: ~£10–£15 per session**

**Focus:** accessible, low-impact **wellbeing and social use**

---

### Proposal B – Sauna & Co-Working Hub (“The Sanctuary”)

Permanent / semi-permanent facility combining:

- Sauna and cold therapy
- **Coworking space and meeting room**
- Requires **building/land, utilities, and lease arrangement**
- **Year-round operation**, structured daily sessions and wider activity programme
- Includes community sessions and potential social prescribing links
- Privately funded; **commercial rent proposed (indicative)**
- Site flexible; potential **Mere or town-centre locations**

## Key Differences

Aspect	Proposal A	Proposal B
Nature	Temporary / pop-up	Permanent / fixed
Location	Diss Mere only	Flexible (incl. Mere)
Scale	Small, limited use	Larger, year-round
Facilities	Sauna + ice baths	Sauna + workspace + ancillary
Infrastructure	Minimal	Requires utilities and lease
Operation	Limited evenings (pilot / adjustable)	Full programme
Funding	Not detailed	Privately funded, commercial

---

## Key Considerations / Risks

- **Land use** – Use of public open space at the Mere (Proposal A) vs potential lease/site allocation (Proposal B)
- **Control of assets** – Both reference use of **car park, toilets and water supply**. The car park is owned by South Norfolk Council.
- **Planning / permissions** – Temporary use vs likely planning requirements for permanent facility
- **Health and safety** –
  - Proposal A: wood-fired equipment in a public setting
  - Proposal B: greater operational complexity
- **Environmental and site impact** – Temporary use (including off-site water disposal) vs permanent installation
- **Amenity impact** – Potential noise, lighting and usage impacts
- **Commercial / strategic impact** – Proposal B introduces a commercial model and longer-term implications
- **Precedent** – Potential precedent for commercial or semi-commercial use of the Mere

Both applicants have indicated willingness to engage further with the Council.

---

## Member Consideration

Members are invited to consider:

- The **principle of supporting a community sauna offer in Diss**, and
- The **appropriate scale, model, location and level of Council involvement**, noting the differing implications of each proposal.

# Proposal: Community Wood-Fired Sauna Hub at Diss Mere

**Date:** 28/04/2026

**Submitted by:** [REDACTED]

**Contact:** [REDACTED]

**Email:** [REDACTED]

## 1. Introduction & Vision

I am writing to request permission to operate a **community sauna hub** on the grass area adjacent to the Diss Mere car park and toilet block.

The project aims to create a welcoming, inclusive space where local residents can relax, recover, and connect. Using two high-quality Bast wood-fired sauna tents (each accommodating 8–10 people), two ice baths, and three individual pop-up changing cubicles, the hub will offer a traditional Nordic-style sauna experience right in the heart of Diss.

Diss Mere is what makes Diss special — a beautiful, central landmark. This initiative seeks to bring the community together in a calming, restorative environment that supports both physical and mental wellbeing.

## 2. Community & Wellbeing Benefits

Regular sauna use is widely recognised for its positive effects on mental health and overall wellbeing. Benefits include:

- Significant stress reduction and anxiety relief
- Improved mood and better sleep quality
- Enhanced sense of relaxation and recovery
- Opportunities for social connection in a shared, mindful setting

In an increasingly busy world, this community sauna hub would provide a simple, accessible way for people of all ages and backgrounds to unwind, improve their mental resilience, and build connections with neighbours. It would act as a positive social hub that strengthens community spirit in Diss.

Sessions would be **pre-booked** through a simple online booking system or app, ensuring controlled numbers and a calm experience.

## 3. Proposed Setup (Visual Reference)

The setup would consist of:

- **Two Bast 8–10 person wood-fired sauna tents** with external stoves
- **Two ice baths** for the traditional hot-to-cold contrast
- **Three individual pop-up changing tents** for privacy
- All equipment is fully portable and will be set up and removed on operating days only



The entire setup will be located on the grass area beside the car park and toilet block, using a minimal footprint and leaving plenty of space for general park users.

#### 4. Operations

- **Days & Hours:** Limited to certain evenings (e.g. Thursdays to Sundays, 5pm–10pm) to minimise impact on daytime park users.
- **Capacity:** Up to 16–20 people per session across both saunas.
- **Access:** Users will have access to the adjacent car park (ample parking available), the existing public toilet block, and a water supply point.
- **Management:** All users must pre-book. Clear rules, safety briefings, and a waiver will be in place. The site will be left clean and tidy after every session.

#### 5. Safety & Insurance

- Full **Public Liability Insurance** will be in place before any sessions begin.
- Users will be required to sign a safety waiver.
- A comprehensive risk assessment and fire safety plan (for the wood burners) will be provided.
- I am committed to working closely with the Council to meet all health, safety, and compliance requirements.

#### 6. Request

I kindly request permission to use the grass area adjacent to the Diss Mere car park and toilet block on agreed days and times. This includes access to:

- The grass area for the saunas and facilities
- The adjacent car park for users
- The existing toilet block
- A water supply point (if available)

I am very happy to discuss any conditions, restrictions, or requirements the Council may have.

## **7. Next Steps**

I would welcome the opportunity to meet with councillors or officers to present this proposal in more detail and answer any questions.

Thank you for considering this proposal. I believe a community sauna hub at Diss Mere could become a much-loved local asset that supports wellbeing and brings people together.

I look forward to hearing from you.

Kind regards,



**From:** [REDACTED]  
**Subject:** Re: Proposal: Community Sauna Hub at Diss Mere – Request for Permission  
**Date:** 08 May 2026 17:41:12

---

You don't often get email from [REDACTED]

Dear Sarah,

Thank you very much for your email and for taking the time to review the proposal. I'm really pleased to hear the concept has generated interest, and I appreciate the opportunity to provide further information.

Please find responses to your questions below.

### **1. Environmental Impact**

The sauna hub is designed to operate with a very low environmental impact. The entire setup is fully temporary and portable, with no permanent structures or ground penetration required.

The sauna tents are heated using wood-fired stoves with locally sourced dried wood. Wastewater from the ice baths would not be discharged into the Mere and would instead be disposed of appropriately off-site or via suitable drainage arrangements if agreed.

All equipment would be removed after operating sessions, and the area would be left clean and clear after each use. I would also be happy to discuss any environmental conditions or requirements the Council may wish to implement.

### **2. Seasonal Operation / Proposed Start**

Initially, I would envisage operating year-round, as sauna and cold-water wellness experiences are particularly popular during autumn and winter months as well as summer.

However, I would be very open to beginning with a temporary pilot period, for example 3–6 months, to allow the Council to assess demand and operational impact before considering any longer-term arrangement.

Ideally, I would hope to begin later this year, subject to approvals and any required permissions.

### **3. Positioning of the Setup**

Thank you for highlighting this. The image included within the proposal was intended as a visual concept rather than an exact site layout.

My preference would be to position the setup on the grass area adjacent to the toilet block and car park for practical access to facilities and convenience for users. I would be very happy to meet on-site to discuss the most appropriate positioning that balances accessibility, appearance, public use of the space, and operational safety.

### **4. Market Research / Demand**

I have undertaken informal market research through discussions with local residents, social

media engagement, and observing the rapid growth in popularity of community sauna experiences across the UK. I have also proposed the idea to Diss Fit Club and Heywood Sports Club who were both very supportive of the idea and agreed it would be a well received offering to their customers and the wider community.

There has been significant national growth in outdoor wellness and sauna culture over recent years, particularly community-focused and nature-based sauna experiences. The fact that another enquiry has already been submitted to the Council also suggests there is growing demand for this type of provision.

I would initially expect demand to build steadily through local awareness, Social media announcements, partnerships, and word of mouth, with pre-booked sessions helping to manage attendance levels appropriately.

#### **5. Operating Hours / Setup & Removal**

The proposed operating hours of 5pm–10pm would refer to customer session times only.

Setup and removal would take place outside of these hours. I would ensure setup is completed efficiently and with minimal disruption to other park users.

#### **6. Anticipated Frequency of Usage**

Initially, I would likely propose operating on selected evenings between during the week and weekends when people are looking to unwind.

This would allow demand to be assessed gradually while minimising impact on the area. Depending on demand and Council feedback, frequency could then be reviewed over time.

#### **7. Pricing**

The intention is for pricing to remain affordable and community-focused.

Current indicative pricing would likely be in the region of:

- £10–£15 per person for shared community sauna sessions
- Potential discounted rates for local residents, off-peak sessions, or community wellbeing events
- Private group bookings may also be offered at separate rates

The aim would be to create an accessible wellness experience rather than a luxury spa model.

Thank you also for clarifying the parking arrangements regarding South Norfolk Council.

I would be very happy to provide any additional information required or attend a meeting to discuss the proposal further.

Look forward to hearing from you.

Kind regards,



On Fri, May 8, 2026 at 5:18 PM Sarah Richards <[sarah.richards@diss.gov.uk](mailto:sarah.richards@diss.gov.uk)> wrote:

[REDACTED]

I had this ready in my drafts when your follow up email arrived. Thank you very much for your enquiry. I thought it sounded like a very unique proposal and not something I was expecting and then today, we received another approach about a similar provision so it's obviously something that's gaining in popularity.

I have some initial follow up questions below.

1. Do you know what the environmental impact of the sauna hub is?
2. Would you envisage this working all year through & from when when?
3. The picture in the proposal positions the spa further away from the toilets than the proposal suggests. Obviously, this would need to be investigated but clarification would be helpful.
4. Have you undertaken any market research confirming likely demand?
5. Does the 5 hours include set up / removal time?
6. What frequency of usage would you anticipate initially / ongoing?
7. It would be helpful to know the types of fees you charge.

FYI, the car park belongs to South Norfolk Council. They wouldn't be able to guarantee spaces, but it is unlikely to be full evenings.

It is likely we will have a couple of proposals to present to Council so once I hear back from you, I will confirm details.

Kind regards  
Sarah Villafuerte-Richards  
Town Clerk

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

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

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---

**From:** [REDACTED]  
**Sent:** 28 April 2026 16:33

**To:** Sarah Richards <[sarah.richards@diss.gov.uk](mailto:sarah.richards@diss.gov.uk)>

**Cc:** Diss Town Council <[towncouncil@diss.gov.uk](mailto:towncouncil@diss.gov.uk)>

**Subject:** Proposal: Community Sauna Hub at Diss Mere – Request for Permission

You don't often get email from [REDACTED]

Dear Sarah,

I hope this email finds you well.

Please find attached a proposal for a **Community Wood-Fired Sauna Hub** at Diss Mere (Proposal attached) . The project aims to create a relaxing, wellbeing-focused space for local residents right next to the Mere, using portable sauna tents, ice baths, and changing facilities.

I believe this could be a positive addition for the town — helping to build community spirit and support mental wellbeing in a beautiful central location.

I would be very grateful if you could review the proposal and let me know whether it can be considered by the Town Council. I am happy to provide any additional information, a full risk assessment, or attend a meeting to discuss the idea in more detail.

Thank you for your time. I look forward to hearing from you.

Kind regards,

[REDACTED]

[REDACTED]

Diss resident.



**Diss Community Sauna & Co-Working**  
*Rest. Built properly.*

Full proposal for consideration by Diss Town Council

**Prepared by** [redacted]

For the meeting of Council on 24 June 2026

Contact: [redacted]

---

Handcrafted in [redacted] · 35 sauna operators launched across the UK · Member of the British Sauna Society

**Sarah Villafuerte-Richards**

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

16 June 2026

Dear Sarah,

Thank you for your reply and for the opportunity to submit a full proposal for consideration by Council on 24 June. We are excited about what a community sauna and co-working hub could bring to Diss, and we have set this document out under the headers you provided (A–L) so it can be compared easily alongside the other proposal you have received.

Before the detail, we want to be honest about why this matters so much to us. This is personal. [REDACTED] and I have both chosen to put down roots in this community — buying our homes in Botesdale and Palgrave — because we love this corner of Norfolk and Suffolk and the people in it. We are not developers passing through; we are neighbours who care deeply about improving everyday life here.

Between us we have spent years working in health and wellness, and we believe that gives us a rare chance to bring different parts of the community together. We are especially moved to give young people a genuine alternative to a Friday night spent drinking — safe, welcoming spaces to meet, move and connect instead. Our hope is that the Sanctuary becomes a heartbeat of the community: a place where people of every age and background can rest, restore and belong, and where groups from right across the town have somewhere that feels like theirs. This is not simply a business opportunity for us — it is something we genuinely care about and are determined to get right for Diss.

A short note on site, up front: we have already developed a detailed concept for the No. 8 site, however; we are genuinely open to locations across Diss and would welcome working with the Council to find the home that serves the community best — including any Council-supported site you consider suitable. Section H sets out what we need from a site and the options we see.

We have also taken care to align this proposal with the priorities in the adopted *Diss & District Neighbourhood Plan* — in particular its vision of “a vibrant community around a thriving market town,” and its aims for sports and leisure, digital connectivity, the town-centre experience and addressing climate change.<sup>1</sup>

We would be glad to attend a follow-up meeting to provide any further detail.

Kind regards,

[REDACTED]

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<sup>1</sup>Diss & District Neighbourhood Plan 2021–2038 (adopted 16 October 2023, 84% in favour at referendum). South Norfolk Council.

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## Key people

- [REDACTED] — **Founder (Builds, Product & Community)**. Leads the build and product and the community programme; lead contact for this proposal. · [LinkedIn](#)
- [REDACTED] — **Head of Commercials, Partnerships & Coaching**. Leads partnerships, commercial deals and operator coaching. · [LinkedIn](#)
- [REDACTED] — **Head Architect**. Lead designer of the space, responsible for design quality and the layout of the Sanctuary. · [LinkedIn](#)
- [REDACTED] — **COO / CFO**. Responsible for commercials and financials, the booking system and our AI / data-driven tools. · [LinkedIn](#)
- [REDACTED] — **Head of Marketing & Brand**. Leads brand, marketing and demand generation, including the Diss pre-launch membership campaign. · [LinkedIn](#)
- [REDACTED] — **General Manager, Sauna Master & Trainer**. Runs the site day to day, leads the sauna ritual and trains the host team; a local yoga teacher who will also run classes at the Sanctuary. · [Facebook](#)
- **Sauna masters & sauna hosts**. A trained local team delivering safe, welcoming day-to-day operations.

**Insurance & accreditation:** public liability insurance up to £5 million, and official members of the British Sauna Society. Full certificates available on request.

## B. Proposal Overview

We propose to create *The Sanctuary*, a community wellbeing and co-working hub on a single site, combining two complementary uses:



[REDACTED] *community sauna village — the look and feel proposed for The Sanctuary.*

### 1. The sauna village

- A silent sauna and a social sauna — two authentic, wood-finished 6-person cabins for quiet recovery and for community connection respectively

- Four ice baths and two cold showers for contrast therapy
- Changing facilities, a host office, WC and kitchenette, and an outdoor seating area
- A Scandi / industrial-chic feel — a genuine sanctuary, with a community focus rather than a commercial-spa feel

## 2. The co-working space

- A warehouse / industrial-style workspace or a container based solution
- A six-desk office and a four-person meeting room, on a flexible membership model

Together these create an affordable, year-round destination that supports residents' physical and mental health, gives local people and small businesses somewhere to work and meet, and draws footfall into Diss. The concept directly supports the Neighbourhood Plan's vision of "a vibrant community around a thriving market town."

## C. Community Benefits

*This is the heart of the proposal. The Sanctuary is conceived as community infrastructure, not just a business.*

### Jobs and the local economy

- Around 3 full-time-equivalent direct roles (hosts and a site lead), plus 3–6 self-employed instructors and contractors (yoga, run-club leaders, workshop facilitators, maintenance), recruited locally
- Local trades engaged for the fit-out and ongoing maintenance
- Roughly £78,000 a year of wages and rent recirculating in the local economy, plus additional footfall spend in nearby cafés, shops and the Friday market
- The town centre has around 160 retail and business units; a new wellbeing destination supports their vitality by drawing regular, year-round visitors into the town<sup>3</sup>

### Health and wellbeing

A major review in Mayo Clinic Proceedings found regular sauna bathing is associated with substantially lower cardiovascular risk and benefits for blood pressure, mental health and cognitive decline<sup>4</sup>. The Sanctuary makes those benefits accessible and affordable to Diss residents — supporting Aim 6 of the Neighbourhood Plan ("ensure adequate sports and leisure facilities for the whole community").

- A warm, social, screen-free space that helps tackle loneliness and isolation — for older residents, new parents, remote workers and young people alike
- A weekly programme of community activity: yoga, a run club, men's wellbeing sessions, and networking events
- Opportunities for inclusive sessions: women-only and men-only sessions, quiet/neurodiverse-friendly slots, and links with GP social prescribing and local clubs

<sup>3</sup>Norfolk County Council, Norfolk Market Town Centre Report, 2019, cited in the Diss & District Neighbourhood Plan.

<sup>4</sup>Laukkanen et al., "Cardiovascular and Other Health Benefits of Sauna Bathing: A Review of the Evidence," Mayo Clinic Proceedings, 2018.

### Social value commitments

- Affordable community pricing well below commercial-spa rates, with concessions for students, over-65s, carers and those on lower incomes
- An allocation of free or heavily discounted community sessions each month (e.g. for NHS/care staff, community groups and schools)
- **A social-prescribing programme.** We will work with local GP surgeries and the area's social-prescribing link workers to offer funded and subsidised “sauna on prescription” places — so the people who would benefit most (for example those living with mental-health conditions, chronic pain, cardiovascular risk, or social isolation) can get access to the sauna regardless of their ability to pay. This is central to our purpose: the Sanctuary is for everyone, not only those who can afford a membership.
- Open to supporting community initiatives led by the Council, and to shaping a partnership that delivers the most local value

### Alignment with the Diss & District Neighbourhood Plan

Neighbourhood Plan priority	How The Sanctuary delivers it
Vision — “a vibrant community around a thriving market town”	A year-round, all-weather community destination that brings residents and visitors into Diss
Aim 6 — Sports & leisure for the whole community	New, affordable, inclusive wellbeing and recovery facilities open seven days a week
Aim 7 — Digital connectivity for businesses & homes	Co-working desks, meeting room and connectivity supporting home-/flexible-working residents and micro-businesses
Aim 8 — Enhance the town-centre experience	A distinctive new draw that complements existing cafés, the Corn Hall and the Friday market
Aim 10 — Address climate change	Adaptive re-use of an existing building, energy-efficient operation and active-travel programming (see G)
Policy 2 / Waveney Quarter — “focal point for leisure and recreation”	A leisure and community use of exactly the kind the Plan promotes for central regeneration sites
Policy 3 / Diss Business Hub precedent	Extends the Plan's support for flexible office and meeting space to a new, wellbeing-led setting

## D. Technical Setup & Capacity

Element	Specification	Capacity
Saunas	2 × 6-person container saunas (1 silent, 1 social), premium electric heaters	12 people at a time
Cold therapy	4 ice baths + 2 cold showers	Supports sauna throughput
Co-working	6-desk office + 4-person meeting room	Up to ~10 workers/meetings
Sessions	8 sauna sessions/day of 55 minutes each, 7 days/week, ~50 weeks/year	≈33,600 sauna seat-sessions/yr capacity

Element	Specification	Capacity
Support	Changing, host office, WC & kitchenette, outdoor seating	—



Indicative layout — sketch proposal (shown for the No. 8 site; adaptable to the chosen location).

**Build quality:** our saunas are own-built to a standard designed to last years if not decades, by a team with over 50 sauna builds behind it. Heaters and equipment are specified from established manufacturers, installed to UK electrical and building standards. Because we manufacture the units ourselves, we control quality and can adapt the layout to the chosen site.

**Site services required:** mains water supply, drainage and an adequate power supply (we will confirm single/three-phase requirements at survey). Full mechanical and electrical details would be provided at the design stage.

## E. Operations Plan

- **Hours:** sauna 7am–9pm; co-working 8am–9pm; seven days a week, fully staffed by a trained host team.
- **Model:** a membership base supplemented by pay-as-you-go drop-in sessions, private hire, co-working memberships and meeting-room hire.
- **Staffing & training:** hosts trained on playbook (safety, ritual, customer care, cleaning). We train and employ a local team — we operate the site ourselves rather than asking the Council or a landlord to.
- **Booking & data:** an online booking and membership system manages sessions, capacity and payments.
- **Programming:** a weekly calendar of yoga, a run club, men's wellbeing sessions and networking; larger events hosted on-site where space allows.

- **Maintenance & cleaning:** daily cleaning, scheduled servicing and a replacement reserve keep the facility safe and high-quality.

## F. Safety & Compliance

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Safety is designed in from the outset. Our compliance framework covers:

- Risk assessments and documented operating procedures for sauna and cold-therapy use, including clear health guidance and capacity limits
- Trained, first-aid-qualified hosts on site during all opening hours; supervised use and emergency procedures
- Water hygiene management (including legionella control) for cold plunges and showers, with regular testing
- Electrical safety, fire risk assessment, fire detection and a tested evacuation plan
- Food-hygiene compliance for the kitchenette/café and safe handling of consumables
- Accessibility and inclusive design, and safeguarding procedures for vulnerable users and any youth sessions
- GDPR-compliant handling of member and booking data; public liability insurance up to £5 million already in place, with all required local-authority registrations/licences obtained before opening.

## G. Environmental Impact

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We aim to run The Sanctuary to a high environmental standard, consistent with Aim 10 of the Neighbourhood Plan and its explicit support for innovative, low-carbon design.

- Adaptive re-use of an existing building (warehouse and outbuilding) and re-purposed shipping containers keeps embodied carbon low compared with new build
- Energy-efficient heaters, well-insulated cabins and smart scheduling to minimise consumption; we will explore on-site renewables (e.g. solar PV with battery storage) — a direction the Plan says it would “particularly support”
- Water-efficient cold-therapy systems with recirculation/filtration where practical
- Low-waste, sustainably-sourced consumables and refillable retail lines
- Active-travel programming (run club, walkable/cyclable town-centre location) reduces car dependency and supports the Plan's transport and climate aims

**Net-zero ambition:** we will set an operating carbon baseline in year one and a credible pathway to reduce it, and would welcome the Council's input on local sustainability priorities.

## H. Site Requirements

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We are open to locations across Diss and would welcome working with the Council to choose the best site for the community. In broad terms we need:

- A building (warehouse/industrial-style is ideal) with an adjacent outdoor area for the sauna village.

- Alternatively suitable outside space for us to build from ranging from a small area for a pop up sauna rail to a larger area to build out the full concept
- Mains water, drainage and power; reasonable access and parking or proximity to town-centre parking
- A lease of around 3 years (extendable) on commercial terms
- **Access, parking & neighbours:** we will work with the Council and Highways on access and parking, and manage operating hours, lighting and noise to protect neighbouring amenity. Sauna use is quiet and low-traffic, with demand spread across the day, making the Sanctuary a considerate neighbour.

### Candidate sites

- **No. 8** — we have already worked up a detailed concept here (the basis of this proposal): warehouse, adjacent outside area and part of an outbuilding, with water, drainage and power available, and with [REDACTED] funding the renovation.
- **A Council-supported site** — we would be very glad to consider a site the Council controls or can help secure. The Neighbourhood Plan earmarks the Waveney Quarter / Park Road area (Policy 2 / allocation DDNP14) as a “focal point for leisure and recreation,” which is exactly the kind of use we offer; we are happy to be guided to that or any other suitable location, including the Diss Park / Mere

In short: we have a deliverable site already, and we are flexible. We would rather find the right long-term home with the Council than be wedded to one option.

## I. Commercials (Pricing)

### Community pricing

Offer	Indicative price	Notes
Sauna membership	from £45 / month	Unlimited or generous session allowance; concessions available
Drop-in sauna session	£15	55-minute session; pay-as-you-go, well below commercial-spa rates
Private hire (whole sauna)	£120 / session	Groups, clubs, celebrations
Co-working desk	from £150 / month	Flexible monthly membership
Meeting room	£20 / hour	Bookable by members and locals
Community sessions	Free / discounted	Monthly allocation for community groups and key workers

### Set-up cost & terms

- **Set-up cost (build-out):** ≈ £70 funded privately by [REDACTED] — **no capital cost to the Council.**
- **To the landlord/site:** rent paid on commercial terms (≈ £500/month at the No. 8 site); we would agree fair terms for any Council-supported site.

- The hub is funded, built and operated entirely by [REDACTED]. We are not seeking grant funding from the Council, though we would welcome a supportive partnership.

## J. Demand Evidence

- Market growth: the UK now has roughly 700 public saunas, up from 45 in 2023, with communal, affordably-priced sites driving the trend<sup>5</sup>
- The UK sauna market was worth about £60m in 2024 and is forecast to reach ~ £90m by 2030<sup>6</sup>
- Our own track record: supporting 35 sauna businesses launched across the UK, with an average operator-reported payback of around 14 months and reference sites generating £30k–£45k annual profit — evidence the model works in towns and rural settings
- Real-world community-sauna performance gives us a wide, encouraging benchmark. At the top end, a single community sauna has turned over more than £200,000 in a year; at the modest end, our Dunwich site — open just 10–15 hours a week — still achieved around £65,000 of turnover. Our conservative Diss base case sits comfortably within this range, which is why we are so optimistic about the site's potential.
- We hold detailed performance data from the 35 operators we have helped launch, plus benchmarks from other community saunas across the UK — the dataset that underpins the figures in this proposal
- Local catchment: Diss is the recognised commercial, cultural and leisure hub for seven parishes, giving a wide, year-round customer base beyond the town itself
- Health-led demand: the strong and growing evidence base for sauna's physical and mental-health benefits underpins repeat, membership-based use
- **Direct, local evidence of unmet need.** Diss Leisure Centre — where [REDACTED] and the team were regular sauna users — was recently refurbished to focus on swimming and no longer has a sauna, leaving the town without one. When we posted in a local Facebook group, more than 130 people said within 24 hours that they would definitely use a community sauna if they had access.
- We will build on this with a pre-launch membership waitlist (target: 100 founding members before opening) to convert that interest into committed members

## K. Programme (Timing & Frequency)

Stage	Indicative timing
Council initial consideration	24 June 2026
Site confirmation, lease/heads of terms, survey & design	Summer 2026

<sup>5</sup>British Sauna Society data: 45 public saunas in January 2023 rising to 147 in January 2025. Reported via Fast Company, 2025, and IBISWorld UK Saunas & Solariums, 2025.

<sup>6</sup>Grand View Research, UK Sauna Market Size & Outlook 2026–2033 (UK revenue USD 80.8m in 2024, ~USD 120.4m by 2030, 7% CAGR).

Stage	Indicative timing
Fit-out and installation	≈ 8–12 weeks from site access
Soft opening (founding members)	Q4 2026
Full opening & events programme	Q1 2027

**Operating frequency:** open seven days a week, 7am–9pm; eight 55-minute sauna sessions a day; a weekly events calendar (yoga, run club, men's sessions, networking) from opening, building through year one.

## L. Additional Information / Flexibility

- Flexible on site, scale and phasing — we can start with the sauna village and add co-working, or vice versa, to suit the chosen location
- Open to a partnership with the Council: social-prescribing links, community sessions, local-employment commitments, or a community-share element
- Diss would be the proof-of-concept and flagship for a wider East Anglia rollout — first-mover advantage and regional profile for the town
- References, insurance certificates and design drawings available on request
- We would welcome a follow-up meeting and are happy to present in person to Council or committee

*Thank you for considering The Sanctuary. We would be proud to build it in Diss.*

## **Town Council Report – Agenda Item 8**

### **Permanent Sauna Proposal – Siting Considerations**

Further discussions between officers and Members, following consideration of potential locations for the permanent sauna facility, have led to a suggestion for siting. It is proposed that the facility be located on the footprint currently occupied by the pavilion adjacent to the new Leisure and Community Centre.

This location, within the parkland next to the Mere, represents an optimal town-centre setting. It strongly aligns with the proposer's health and wellbeing objectives, placing the sauna near the new leisure facility and benefiting from existing and additional planned parking provision. The site also offers practical advantages, including access to water, electricity, and waste services, thereby supporting operational requirements and reducing infrastructure costs.

The proposed sauna scheme includes supplementary public realm enhancements such as seating and planting, contributing to a high-quality and welcoming environment. There is potential to enhance the proposal further using South Norfolk & Broadland Council Community Infrastructure Levy (CIL) funding, earmarked for the upgrade or redevelopment of the pavilion. We will need to discuss the proposal with the pavilion working group and South Norfolk & Broadland Council.

Consideration would need to be given to the future provision of pavilion-type facilities. At this stage, options could include identifying an alternative permanent location or, given the limited number of events requiring such provision, utilising a temporary or flexible structure supported by suitable hardstanding. This approach may provide greater adaptability in responding to event needs.

A request has since been submitted to the sauna providers for confirmation of site dimensions. It is therefore recommended that a meeting be arranged with the providers to explore feasibility, design integration, and next steps in more detail. Time is of the essence given their timeline.

#### **Recommendation:**

Council is asked to note the siting proposal and endorse further engagement with the sauna providers, the pavilion working group and South Norfolk & Broadland Council to develop the scheme.

Please also see an overview of this proposal:

██████████ is a proposed community wellbeing hub combining a **sauna village and co-working space**. Delivered and operated by ██████████, it aims to provide an **affordable, inclusive, year-round space** for residents to improve health, connect socially, and work locally.

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### Key Features

- **Sauna village:**
    - Two 6-person saunas (silent & social)
    - 4 ice baths, 2 cold showers
    - Changing facilities, kitchenette, outdoor seating
  - **Co-working space:**
    - 6 desks + meeting room
    - Flexible membership model
  - **Opening hours:** 7am–9pm (7 days/week)
  - **Capacity:** ~33,600 sauna sessions annually
- 

### Community Benefits

- **Health & wellbeing:** Improves physical and mental health; reduces isolation; offers structured activities (yoga, run clubs, wellbeing sessions).
- **Social inclusion:** Concessions, free sessions, and a proposed “**sauna on prescription**” scheme with local GPs.
- **Economic impact:**
  - ~3 full-time jobs + 3–6 local contractors
  - ~£78k/year recirculating locally
  - Increased footfall to town centre businesses
- **Youth & community engagement:** Provides a safe, social alternative to alcohol-focused activities.

## Strategic Fit

Aligned with the **Diss & District Neighbourhood Plan** by:

- Enhancing leisure and wellbeing provision
  - Supporting local business and remote working
  - Strengthening town-centre vitality
  - Contributing to sustainability and low-carbon goals
- 

## Delivery & Operations

- Fully operated by [REDACTED] (experienced UK operator with 35+ sites supported)
  - Staffed, managed, and maintained daily with trained local team
  - Strong safety, compliance, and hygiene systems in place
  - Weekly programme of community and wellbeing activities
- 

## Financial Model

- **Privately funded (~£70k build cost)** – no capital required from the Council
  - Revenue through memberships, pay-as-you-go sessions, private hire, and co-working
  - **Indicative pricing:**
    - Membership: from £45/month
    - Single session: £15
  - Rent paid on commercial terms to site owner
- 

## Site Requirements

- Building (warehouse-style preferred) + outdoor space
  - Utilities: water, drainage, power
  - 3-year lease (extendable)
  - Flexible on location; No. 8 site already designed but open to Council proposals
-

## Demand & Timing

- Strong national growth in community saunas and proven operator track record
  - Clear **local demand** following closure of Diss Leisure Centre sauna
  - Target timeline:
    - Site agreement: Summer 2026
    - Opening: Q4 2026 (soft), Q1 2027 (full)
- 

## Conclusion

██████████ is positioned as **community infrastructure rather than a commercial spa** - delivering health, social, and economic benefits at no capital cost to the Council. It offers Diss a chance to become a **regional first-mover in accessible wellbeing and community-led leisure provision**.



## DISS TOWN COUNCIL

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Report Number:  
**17 / 2627**

Report to:	Full Council
Date of Meeting:	Wednesday 24 <sup>th</sup> June 2026
Authorship:	Grants & Projects Administrator
Subject:	DYCC Architect Quotes

### Introduction

1. As part of the next phase of the Diss Youth and Community Centre project, the Council has sought quotes to appoint an architect to undertake RIBA Stages 0 - 2, covering strategic definition, project brief development, and concept design.
2. The purpose of this work is to translate existing feasibility work into deliverable proposals and to assess options for procurement, construction methodology, and long-term value. The RIBA Stages are explained at Appendix AA.
3. Invitations to tender were issued to four architectural practices on 30<sup>th</sup> April (see Appendix A).
4. Following this, a paper was received promoting the refurbishment and redevelopment of the existing DYCC building rather than full demolition and rebuilding, citing lower cost, reduced borrowing, and stronger public support (see Appendix B).
5. Two submissions were received by the deadline of 1<sup>st</sup> June (Appendix C). A week's extension to the deadline was provided to allow additional time for responses but nothing further was received from the other two companies.

### Tender Submissions

6. Both submissions propose delivery of RIBA Stages 0 - 2 and broadly align in scope, including feasibility development, concept design, and appraisal of procurement routes and construction methods.

### Comparison Summary

Provider	Total Fee (excl. VAT)	Breakdown	Programme
Contractor 1	£28,000	Stage 0: £2,000 Stage 1: £8,000 Stage 2: £18,000	Approx. 5 months
Contractor 2	£15,870	Stage 0: £2,295 Stage 1: £3,895 Stage 2: £9,680	Approx. 5 months

## 7. Key Observations

- Both firms propose very similar core services, including feasibility testing and development of design options.
- Contractor 1 emphasises independent advice and strategic evaluation of delivery routes, ensuring no early commitment to a particular construction approach.
- Contractor 2 includes visual outputs (3D views) and more explicitly detailed deliverables at Stage 2.
- Examples of previous projects for each contractor are included with their quotes.

### Commercial Structure

#### 8. Contractor 1

- Fees billed monthly over approximately 5 months (£5,600/month).
- Fees credited against future full-service appointment if project proceeds.

#### 9. Contractor 2

- Fees paid at completion of each RIBA stage.
- Lower upfront overall commitment but similar exclusions (surveys, consultants, planning fees).

### Summary

10. Both submissions meet the Council's requirements and provide a comprehensive approach to feasibility and concept design.
11. The scope of services is broadly comparable, with both consultants covering RIBA Stages 0 - 2 and key deliverables required to progress the project.
12. The principal differentiator is cost, with contractor 2 offering a fee that is approximately 43% lower than contractor 1 (£15,870 vs £28,000).

### Budget

13. It is proposed to allocate this expenditure to Earmarked Reserves currently totalling £98,860.

#### **Recommendation**

To appoint Contractor 2 to undertake RIBA stages 0-2 translating existing feasibility work on the DYCC into deliverable proposals and to assess options for procurement, construction methodology, and long-term value at a cost of £15,870 allocated to Earmarked Reserves DYCC.

## Introduction

To help explain how an architectural project is structured and delivered, the construction industry in the UK uses the **RIBA Plan of Work**. This breaks a project down into clear stages, from the earliest ideas through to completion on site.

Each stage has a specific purpose, defined outputs, and decision points. This approach helps clients understand what is happening, what information is required, and when key approvals are needed.

Below is a simplified overview of the RIBA Stages relevant to your project, followed by an indicative programme showing how these stages typically sit within an indicative project timeline

## The RIBA Stages Explained



## **RIBA Stage 0 – Strategic Definition**

RIBA Stage 0 is the starting point of a project. It is about deciding whether the project should go ahead before any design work begins.

At this stage, we work to:

- Understand what you want to achieve
- Consider whether the project is viable
- Review high-level budget and timescale expectations
- Identify any key risks/ constraints

No detailed design work is carried out at this stage. The aim is to make sure there is a clear purpose and direction before moving forward.

By the end of RIBA Stage 0, the client is able to make an informed decision on whether to proceed to **RIBA Stage 1 – Preparation and Brief**

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## **RIBA Stage 1 – Preparation and Brief**

This stage establishes the foundations of the project.

Key activities include:

- Understanding your objectives, budget, and aspirations
  - Reviewing site constraints and opportunities
  - Developing and agreeing the project brief
  - Establishing sustainability, cost and programme targets
- 

## **RIBA Stage 2 – Concept Design**

This is where design ideas begin to take shape.

Key information includes:

- Exploring layout options and massing
- Developing the overall design concept
- Testing ideas against planning policy, budget and sustainability goals
- Initial consultation with key stakeholders
- Support funding mechanisms

The outcome is a preferred design direction that meets the brief and is ready to be developed further.

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## RIBA Stage 3 – Spatial Coordination

At this stage, the design is refined and coordinated.

Key activities include:

- Developing plans, elevations and sections in more detail
- Coordinating the design with structural and building services engineers
- Preparing information suitable for a planning application
- Updating cost information

This stage typically concludes with submission of a **planning application**, where required.

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## RIBA Stage 4 – Technical Design

We break this down into 2 stages, Stage 4A and Stage 4B.

### Stage 4A – Building Regulations Technical Design

Stage 4A is focused on ensuring that the design meets all **mandatory statutory standards** before construction can begin.

This part of the stage includes the essential work needed to **demonstrate compliance with Building Regulations**, covering aspects such as:

- Structural integrity and safety
- Energy performance requirements
- Fire safety design principles
- Accessibility and inclusivity standards
- Drainage and environmental controls
- Mechanical, electrical and plumbing (M&E) coordination
- Preparation of the technical information required for **submission to Building Control**

The outcome of Stage 4A is a **compliant design package suitable for Building Control approval** — the minimum information required by law for the project to proceed.

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### Stage 4B – Enhanced Technical Design for Tendering & Cost Certainty

Stage 4B goes beyond statutory compliance and develops the technical design to a **level of detail needed for reliable pricing and procurement**.

At this part of the stage, the design team resolves all remaining technical detail that *does not form part of the minimum Building Regulations submission* but that is essential to controlling costs and ensuring build quality. This includes:

- Detailed architectural drawings
- Construction junctions and material build-ups
- Internal fittings, joinery and finishes
- Door, window, sanitaryware and ironmongery schedules

- Coordination with specialist suppliers
- Specifications of materials, products and workmanship standards
- Comprehensive information for pricing and tender documents

The outcome of Stage 4B is a **fully coordinated, high-definition technical design package** that enables contractors to price the works accurately, minimises assumptions or contingencies, and reduces the risk of cost variation once on site

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## **RIBA Stage 5 – Construction**

This is the on-site delivery phase.

Key activities include:

- Regular site inspections
- Responding to contractor queries
- Reviewing progress and quality
- Assisting with contract administration

The architect's role is to help ensure the building is constructed in accordance with the approved design and contract information.

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## **RIBA Stage 6/7 – Handover**

This marks the formal completion of the construction works.

Key activities include:

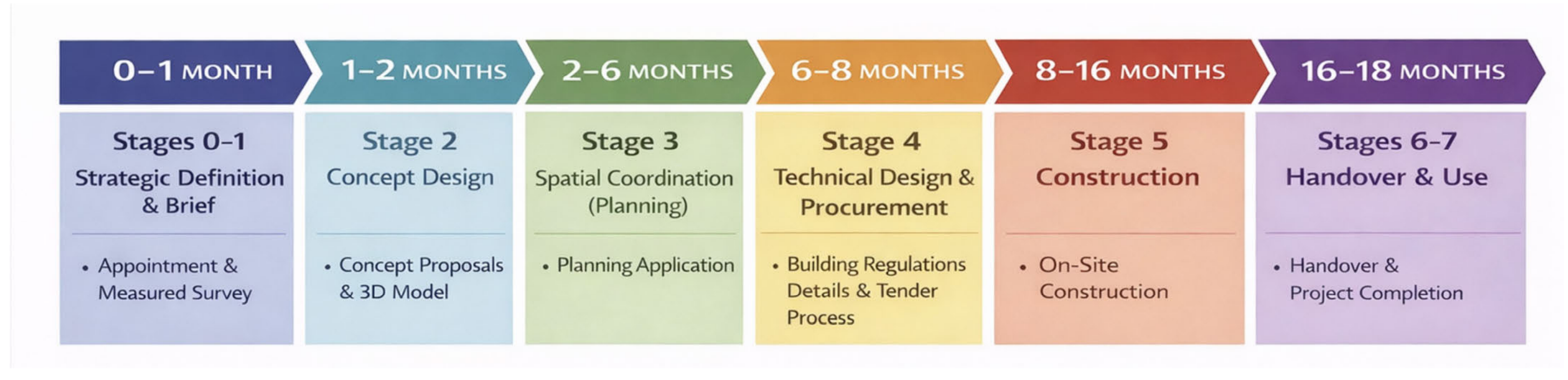
- Inspection of the completed works
- Agreement of practical completion
- Handover of the building
- Resolution of any outstanding items

The building is handed over for use.

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## Indicative 18-Month Project Programme

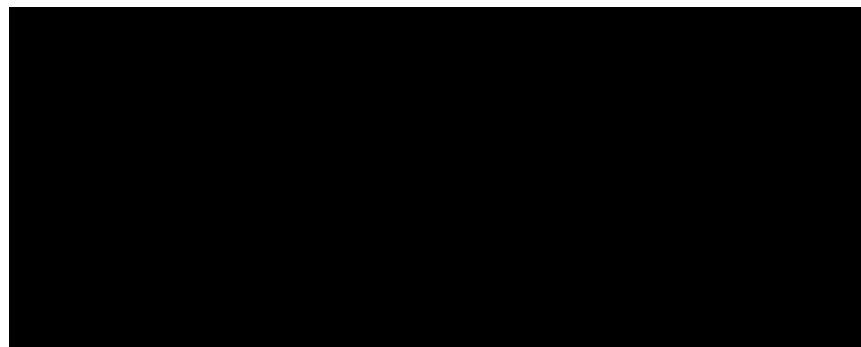
(RIBA Stages 0 to Completion)



### Closing note

The RIBA Plan of Work provides clarity, structure and transparency throughout the project. It allows decisions to be made at the right time, costs to be managed effectively, and risks to be reduced.

We work collaboratively with our clients at every stage, guiding the process from early discussions through to completion on site.





# RIBA Plan of Work 2020

## Stage Boundaries:

Stages 0-4 will generally be undertaken one after the other.

Stages 4 and 5 will overlap in the **Project Programme** for most projects.

Stage 5 commences when the contractor takes possession of the site and finishes at **Practical Completion**.

Stage 6 starts with the handover of the building to the client immediately after **Practical Completion** and finishes at the end of the **Defects Liability Period**.

Stage 7 starts concurrently with Stage 6 and lasts for the life of the building.

## Planning Note:

**Planning Applications** are generally submitted at the end of Stage 3 and should only be submitted earlier when the threshold of information required has been met. If a **Planning Application** is made during Stage 3, a mid-stage gateway should be determined and it should be clear to the project team which tasks and deliverables will be required. See *Overview* guidance.

## Procurement:

The RIBA Plan of Work is procurement neutral – See *Overview* guidance for a detailed description of how each stage might be adjusted to accommodate the requirements of the **Procurement Strategy**.

- ER Employer's Requirements
- CP Contractor's Proposals

The RIBA Plan of Work organises the process of briefing, designing, delivering, maintaining, operating and using a building into eight stages. It is a framework for all disciplines on construction projects and should be used solely as guidance for the preparation of detailed professional services and building contracts.

	0	1	2	3	4	5	6	7
	<b>Strategic Definition</b>	<b>Preparation and Briefing</b>	<b>Concept Design</b>	<b>Spatial Coordination</b>	<b>Technical Design</b>	<b>Manufacturing and Construction</b>	<b>Handover</b>	<b>Use</b>
	← Projects span from Stage 1 to Stage 6; the outcome of Stage 0 may be the decision to initiate a project and Stage 7 covers the ongoing use of the building. →							
<b>Stage Outcome</b> at the end of the stage	The best means of achieving the <b>Client Requirements</b> confirmed  <small>If the outcome determines that a building is the best means of achieving the <b>Client Requirements</b>, the client proceeds to Stage 1</small>	<b>Project Brief</b> approved by the client and confirmed that it can be accommodated on the site	<b>Architectural Concept</b> approved by the client and aligned to the <b>Project Brief</b>  <small>The brief remains "live" during Stage 2 and is derogated in response to the <b>Architectural Concept</b></small>	Architectural and engineering information <b>Spatially Coordinated</b>	All design information required to manufacture and construct the project completed  <small>Stage 4 will overlap with Stage 5 on most projects</small>	Manufacturing, construction and <b>Commissioning</b> completed  <small>There is no design work in Stage 5 other than responding to <b>Site Queries</b></small>	Building handed over, <b>Aftercare</b> initiated and <b>Building Contract</b> concluded	Building used, operated and maintained efficiently  <small>Stage 7 starts concurrently with Stage 6 and lasts for the life of the building</small>
<b>Core Tasks</b> during the stage	Prepare <b>Client Requirements</b>  Develop <b>Business Case</b> for feasible options including review of <b>Project Risks</b> and <b>Project Budget</b>  Ratify option that best delivers <b>Client Requirements</b>  Review <b>Feedback</b> from previous projects  Undertake <b>Site Appraisals</b>  <small>See RIBA Plan of Work 2020 Overview for detailed guidance on <b>Project Strategies</b></small>	Prepare <b>Project Brief</b> including <b>Project Outcomes</b> and <b>Sustainability Outcomes</b> , <b>Quality Aspirations</b> and <b>Spatial Requirements</b>  Undertake <b>Feasibility Studies</b>  Agree <b>Project Budget</b>  Source <b>Site Information</b> including <b>Site Surveys</b>  Prepare <b>Project Programme</b>  Prepare <b>Project Execution Plan</b>  <small>No design team required for Stages 0 and 1. Client advisers may be appointed to the client team to provide strategic advice and design thinking before Stage 2 commences.</small>	Prepare <b>Architectural Concept</b> incorporating <b>Strategic Engineering</b> requirements and aligned to <b>Cost Plan</b> , <b>Project Strategies</b> and <b>Outline Specification</b>  Agree <b>Project Brief Derogations</b>  Undertake <b>Design Reviews</b> with client and <b>Project Stakeholders</b>  Prepare stage <b>Design Programme</b>	Undertake <b>Design Studies</b> , <b>Engineering Analysis</b> and <b>Cost Exercises</b> to test <b>Architectural Concept</b> resulting in <b>Spatially Coordinated</b> design aligned to updated <b>Cost Plan</b> , <b>Project Strategies</b> and <b>Outline Specification</b>  Initiate <b>Change Control Procedures</b>  Prepare stage <b>Design Programme</b>	Develop architectural and engineering technical design  Prepare and coordinate design team <b>Building Systems</b> information  Prepare and integrate specialist subcontractor <b>Building Systems</b> information  Prepare stage <b>Design Programme</b>  <small>Specialist subcontractor designs are prepared and reviewed during Stage 4</small>	Finalise <b>Site Logistics</b>  Manufacture <b>Building Systems</b> and construct building  Monitor progress against <b>Construction Programme</b>  Inspect <b>Construction Quality</b>  Resolve <b>Site Queries</b> as required  Undertake <b>Commissioning</b> of building  Prepare <b>Building Manual</b>  <small>Building handover tasks bridge Stages 5 and 6 as set out in the <b>Plan for Use Strategy</b></small>	Hand over building in line with <b>Plan for Use Strategy</b>  Undertake review of <b>Project Performance</b>  Undertake seasonal <b>Commissioning</b>  Rectify defects  Complete initial <b>Aftercare</b> tasks including light touch <b>Post Occupancy Evaluation</b>	Implement <b>Facilities Management</b> and <b>Asset Management</b>  Undertake <b>Post Occupancy Evaluation</b> of building performance in use  Verify <b>Project Outcomes</b> including <b>Sustainability Outcomes</b>  <small>Adaptation of a building (at the end of its useful life) triggers a new Stage 0</small>
<b>Core Statutory Processes</b> during the stage:	Strategic appraisal of <b>Planning</b> considerations  Planning Building Regulations Health and Safety (CDM)	Source pre-application <b>Planning Advice</b>  Initiate collation of health and safety <b>Pre-construction Information</b>	Obtain pre-application <b>Planning Advice</b>  Agree route to <b>Building Regulations</b> compliance  Option: submit outline <b>Planning Application</b>  <small>See <b>Planning Note</b> for guidance on submitting a <b>Planning Application</b> earlier than at end of Stage 3</small>	Review design against <b>Building Regulations</b>  Prepare and submit <b>Planning Application</b>	Submit <b>Building Regulations Application</b>  Discharge pre-commencement <b>Planning Conditions</b>  Prepare <b>Construction Phase Plan</b>  Submit form F10 to HSE if applicable	Carry out <b>Construction Phase Plan</b>  Comply with <b>Planning Conditions</b> related to construction	Comply with <b>Planning Conditions</b> as required	Comply with <b>Planning Conditions</b> as required
<b>Procurement Route</b>	Traditional Design & Build 1 Stage Design & Build 2 Stage Management Contract Construction Management Contractor-led	Appoint client team  Appoint design team	ER  Appoint contractor	ER  Pre-contract services agreement  ER  Preferred bidder	Tender Appoint contractor  ER CP Appoint contractor  CP Appoint contractor			Appoint <b>Facilities Management</b> and <b>Asset Management</b> teams, and strategic advisers as needed
<b>Information Exchanges</b> at the end of the stage	<b>Client Requirements</b> <b>Business Case</b>	<b>Project Brief</b> <b>Feasibility Studies</b> <b>Site Information</b> <b>Project Budget</b> <b>Project Programme</b> <b>Procurement Strategy</b> <b>Responsibility Matrix</b> <b>Information Requirements</b>	<b>Project Brief Derogations</b> <b>Signed off Stage Report</b> <b>Project Strategies</b> <b>Outline Specification</b> <b>Cost Plan</b>	<b>Signed off Stage Report</b> <b>Project Strategies</b> <b>Updated Outline Specification</b> <b>Updated Cost Plan</b> <b>Planning Application</b>	<b>Manufacturing Information</b> <b>Construction Information</b> <b>Final Specifications</b> <b>Residual Project Strategies</b> <b>Building Regulations Application</b>	<b>Building Manual</b> including <b>Health and Safety File</b> and <b>Fire Safety Information</b>  <b>Practical Completion</b> certificate including <b>Defects List</b>  <b>Asset Information</b>  <small>If <b>Verified Construction Information</b> is required, verification tasks must be defined</small>	<b>Feedback on Project Performance</b>  <b>Final Certificate</b>  <b>Feedback</b> from light touch <b>Post Occupancy Evaluation</b>	<b>Feedback</b> from <b>Post Occupancy Evaluation</b>  Updated <b>Building Manual</b> including <b>Health and Safety File</b> and <b>Fire Safety Information</b> as necessary

## Specification of Works

### Architectural Services – RIBA Stages 0–2

#### Diss Youth and Community Centre – New Build Project

##### 1. Client

Diss Town Council

11–12 Market Hill

Diss

IP22 4JZ

##### 2. Project Background

Diss Town Council is proposing the delivery of a **new build community facility** to support:

- Town Council operations
- Wider community and public services

Initial strategic work has been undertaken to identify the need for improved facilities. The Council now seeks independent architectural advice to translate these strategic objectives into a **new-build, deliverable proposal**, and to assess feasibility before committing to a preferred delivery route.

##### 3. Overall Scope of Appointment

The Council intends to appoint an Architect to provide **RIBA Stages 0–2 services** (Strategic Definition through to Concept Design).

The purpose of this appointment is to:

- Establish and refine the project brief for a new building
- Test feasibility and site capacity for new development
- Develop architectural concept design proposals
- Explore and compare **alternative procurement routes and construction methodologies**, including:
  - Traditional procurement
  - Design and Build
  - Modular construction

- Hybrid construction approaches

The work must enable the Council to compare options in terms of:

- Capital cost
- Programme
- Buildability
- Design flexibility
- Long-term performance
- Value for money

#### **4. RIBA Stage Breakdown and Required Services**

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##### **RIBA Stage 0 – Strategic Definition**

The Architect shall:

- Review existing strategic feasibility studies and briefing documents
- Confirm and record project objectives with the Council
- Review high-level accommodation requirements for the new building
- Provide initial advice on potential procurement strategies
- Undertake a high-level review of new-build development options
- Prepare an outline project programme

##### **Deliverable:**

- Stage 0 summary note or report confirming findings and recommendations
- 

##### **RIBA Stage 1 – Preparation and Brief**

The Architect shall:

- Undertake a site appraisal, including identification of constraints and opportunities for new development
- Develop the architectural project brief in collaboration with the Council
- Prepare and test a new-build accommodation schedule
- Produce initial space planning studies

- Review planning policy, statutory and regulatory considerations
- Provide guidance suitable for early-stage cost benchmarking (liaison with a Quantity Surveyor if appointed by the Council)
- Undertake an initial analysis of procurement routes
- Explore alternative construction methodologies (traditional, design and build, modular, hybrid)

This stage will involve design meetings and information exchanges with Council officers and members.

**Deliverable:**

- RIBA Stage 1 report confirming the agreed project brief, feasibility findings and procurement option analysis

**RIBA Stage 2 – Concept Design**

The Architect shall:

- Prepare architectural concept design drawings for a new-build facility
- Develop site layout and building massing studies
- Propose internal spatial organisation and circulation
- Incorporate sustainability principles and approaches
- Prepare an outline specification
- Coordinate concept design input with other consultants where required (e.g. structural and MEP engineers, if appointed separately)
- Liaise with a Quantity Surveyor to obtain preliminary cost advice (if appointed)
- Review and refine the project programme

The Stage 2 outputs should be suitable for:

- Informal pre-application discussions
- Funding bids and business case development

**Deliverables:**

- Concept design drawings and diagrams
- Outline specification

- RIBA Stage 2 design report
- 

## 5. Assumptions

- The Council anticipates that the construction cost of the new-build project will be less than £2,000,000, although this figure is indicative only and provided to assist tenderers in preparing comparative fee proposals
- The project is new build only
- No planning application submission included
- No surveys included
- No specialist consultant appointments included

## 6. Excluded Services

The following are excluded unless separately agreed:

- Planning application preparation and submission
- Planning, Building Control or other statutory application fees
- Surveys (including topographical, measured building, utilities, asbestos, etc.)
- Specialist consultants' fees (e.g. structural engineer, MEP engineer, cost consultant, planning consultant)
- Party wall matters
- Principal Designer services under the CDM Regulations (unless expressly stated)

The appointed Architect will be expected to **coordinate** specialist consultants engaged directly by the Council.

## 7. Programme

Tenderers should assume an overall programme of approximately **five months** to complete RIBA Stages 0–2 from appointment.

## 8. Fees and Submission Requirements

Architects are invited to submit:

- A **lump-sum fixed fee** for RIBA Stages 0–2 (exclusive of VAT)
- A **fee breakdown by RIBA Stage (0, 1 and 2)**
- Confirmation of the proposed payment profile (monthly or stage-based)

- A brief statement of relevant experience on similar community or public-sector new-build projects

## **9. Conditions**

- Fees should be valid for a minimum of 30 days
- The Council reserves the right not to proceed beyond RIBA Stage 2
- Any appointment beyond Stage 2 will be subject to a separate agreement

# The DYCC and Diss Sports Ground – My View on a Way Forward. By [REDACTED]

## Introduction – The Current Situation

The DYCC was closed in late 2023, and since then its fate has been left undecided whilst other situations progress and illustrate where the DYCC site can fit within the future of the town. The draft plans made public by South Norfolk Council regarding their new Leisure Centre on Park Rd (seen at this year's Town Meeting) indicate that the potential community space that could be built there, still leaves market opportunities for a community space on the DYCC site. The Feasibility Study outlines that whilst there are a number of community spaces in town, they are varied in nature and suitability, which gives the DYCC potential to occupy a space as community provision for groups such as Youth services (high ceilings for indoor sports for example), or a potential new home for the established nursery currently at the Sports Ground.

The situation at the DYCC occurs at the same time as the Diss Council Offices undergoing some changes of use and reaching major maintenance intervals, all of which have potential to impact both income and expenditure at the building. Wedding ceremonies are due to move to The Corn Hall (with the Registrars Office remaining at the Council Offices), removing the need for the Ceremony Room. The building itself is old, unfit for purpose and inefficient financially (see image below)

YEAR	INCOME	EXPENDITURE*1	NET SURPLUS / (LOSS)
2015/16	£6,842	£19,471	(£12,629)
2016/17	£7,232	£18,992	(£11,760)
2017/18	£6,519	£16,622	(£10,103)
2018/19	£6,519	£14,032	(£7,513)
2019/20	£6,248	£14,510	(£8,262)
2020/21	£6,377	£14,829	(£8,452)
2021/22	£6,630	£14,096	(£7,466)
2022/23	£6,736	£18,263	(£11,527)
2023/24	£6,536	£17,546	(£11,010)

\*1 NB. Expenditure figures exclude staffing costs.

The DYCC was in most years at least able to generate a small operational profit. Now that Park Radio has left the building it will also likely become a net drain on Council finances.

The Sports Ground in its current condition also generates a net loss each year (see below).

YEAR	INCOME	EXPENDITURE*1	NET SURPLUS / (LOSS)
2015/16	£8,599	£22,149	(£13,550)
2016/17	£8,352	£21,879	(£13,527)
2017/18	£8,418	£13,001	(£4,583)
2018/19	£8,418	£13,001	(£4,583)
2019/20	£9,059	£10,032	(£973)
2020/21	£5,466	£9,679	(£4,213)
2021/22	£9,708	£12,968	(£3,260)
2022/23	£12,942	£10,675	£2,267
2023/24	£14,437	£20,300	(£5,863)

\*1 NB. Expenditure figures exclude staffing costs and expenditure on the skate park.

**Opinion** - If the current situation persists, Council Tax payers in Diss will be paying for three financially unsustainable assets, all dependent on their taxes to stay afloat. This in my opinion is an unacceptable outcome for the long term, particularly as Diss taxpayers will also be contributing to South Norfolk Councils two Leisure Centre sites (the Swimming Pool and pending Leisure Centre). Diss Town Councils precept is three times higher than the national average compared to other Parish and Town Councils, and in the top 4% highest precepts nationally. To help reduce the precept as a share of total Council Tax (or at least stall its growth to fall in line with or below the national rate of inflation), Diss Town Council should look to consolidate its assets into a smaller number of buildings/sites with a softer net financial burden (in terms of total running costs).

There is no flawless model of local government at any level in which all eventualities are balanced and accounted for, but in my opinion the best way forward for the Council would be to reduce its size and reach to a small number of assets, obligations and services to a sustainable size. This in the long term means the Council can then reduce its own liabilities and vulnerability to unexpected financial pressures. Instead focusing on providing support to allow residents of the town to create their own venues, community groups, businesses and services, without clinging to outdated assets and financial structures of the past.

A good example of Diss Town Council taking a step in this direction was in 2023 when it rejected management responsibility for the indoor market at No8, instead allowing a local interest group to manage the site with Council support where necessary. No8 Marketplace has developed and integrated itself into the town centre ecosystem and in turn has benefitted the town centre massively, without placing further strain on the precept. Another good example was providing grant support to Diss Community

Woodland Project earlier this year to allow it to expand to a second site (one in much need of improvement). Small packages of support allow independent trusts and projects to improve the town, without the Council incurring the long-term financial risk that would have been generated by taking on the project themselves.

Across the border in Roydon, whilst the Village Hall is on our Asset Register (at a value of £1 to acknowledge our relationship), financial and management responsibilities are in the hands of an independent trust of local residents. The Parish has a community space and hireable venue of high quality and versatility, whilst the tax burden on households remains low. Parish Councillors serve the area as trustees for both the Village Hall and Quaker Wood, but in doing so are not affecting the precept by taking these areas under direct ownership of the Council. Friendship – not federation.

## Chapter One – The DYCC and Council Offices

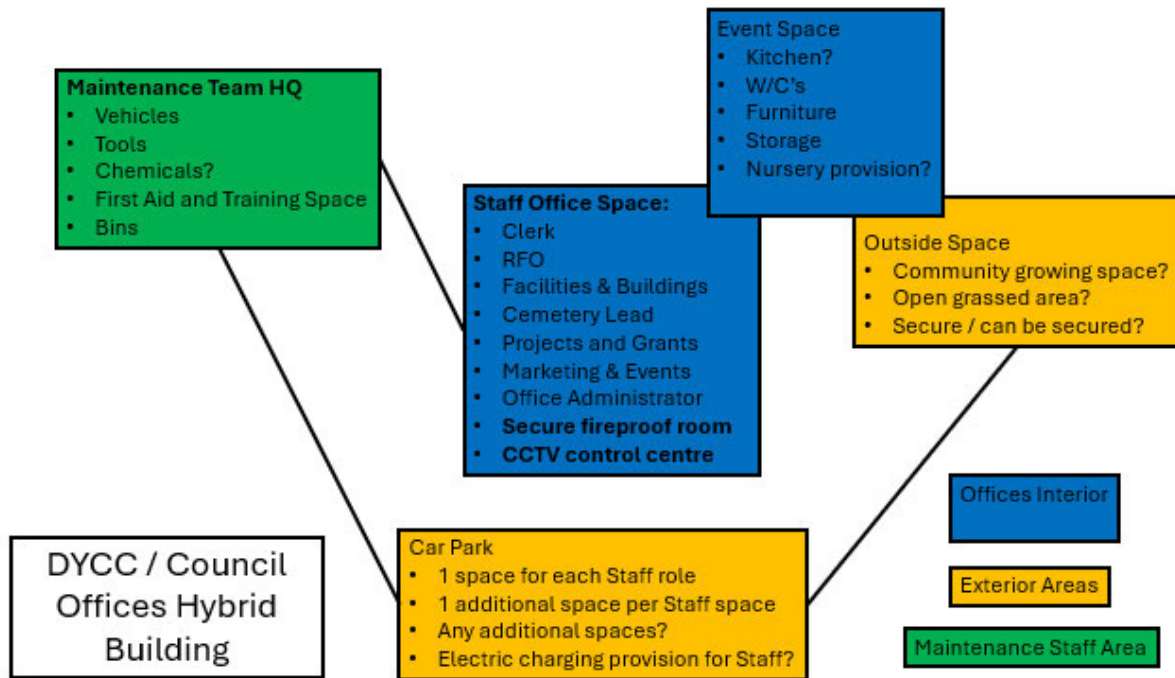
I'm covering these two together as I strongly believe that the best way forward is to merge them into one. There is no justification for two assets to be paid for through the precept when one building can serve the needs of both. With the Council Offices being the age, size and shape that they are, they are clearly the asset with the least potential for alteration and improvement. This makes them the asset that in my opinion is best suited for disposal of. The feasibility study suggests that with planning permission for conversion to residential properties, the site could sell for a sum of approximately £360,000-£380,000. Combine this with the funds raised by the sale of the Cemetery Bungalow (£269,000), and approximately £132,000 of CIL funds (£108,000 held and £25,000 available), that gives a healthy budget of £761,000-£781,000 (before consideration of any additional grant funds available) with which to turn our attention to the DYCC.

My position on what to do with the DYCC has shifted somewhat over the two years since its closure. I have previously seen the merits in suggestions from others to demolish / sell the site and shed it as an asset. However, this strategy to my mind better applies to the Council Offices for reasons discussed earlier (sale, not demolition!). The Council Offices sit in a very difficult-to-access position, with limited parking and limitations to physical changes that can be made. The location of the DYCC is advantageous in a number of ways, making the site itself a more valuable Council asset almost regardless of the final building or structure that is eventually found there, compared to the Council Offices.

Precedent has been set by policies in the DDNP and from recent nearby approvals for planning applications to change the use of buildings from business premises / offices into residential units. Examples include the former Barclays Bank building, Lloyds Bank at the top of Market Hill and Grasmere. Demand for flats and 1-3 bed dwellings has been

demonstrated by the DDNP's Housing Needs Assessment. These policies make it likely that a planning application for residential use of the Council Offices would be approved.

I have outlined in the diagram below all the needs and services a building on the DYCC site would need to fulfil, to avoid need for any further buildings after the sale of the Council Offices:



You will also see some speculative features I have included, based on community engagement and suggestions from members of the public I have recalled from previous projects and discussions.

I'm aware of interest from some members in exploring the possibility of demolishing the DYCC and rebuilding a completely new building on the site of the original structure. Ideas have included both buildings constructed using traditional methods and those built with more modular techniques and versatility. I can see the advantages in a modular building, particularly if it were energy efficient and could be adapted to changing needs and had a lifespan comparable to a traditional building. The main drawbacks for me however are the projected costs and the contrary results of community engagement on this issue.

According to the Feasibility Study, total projected capital expenditure required for demolition and rebuild of a new DYCC building totals £2,500,000 (£1,600,000 after existing funds are accounted for). Remaining funds can be raised through either increasing the precept directly (which in my opinion should be avoided), or by application for a Public Works Loan. The idea of a loan sounds better than immediately and directly raising the precept, and the terms can be very flexible in both repayment length and lower interest rates. It would however still cost the Council over time and

necessitate raising the precept at a rate well above inflation. To bridge the gap between existing funds and projected required funds would require a loan of £900,000, which according to the Feasibility Study would require an increase of just under £29, or 12.3% of monthly Band D precept payments, well above inflation and therefore particularly impactful on the average Diss Town Council taxpayer (and supported by only 26.9% of survey respondents according to the consultation).

The other factor to consider is that construction of a new building on the DYCC site was only supported in principle (without necessarily considering the cost) by 44% of survey respondents, compared to 63.5% in favour of refurbishment. Whilst this surveys data pool is admittedly sparse (331 respondents), it is something that should be taken into account with the final decision, particularly as only 32.9% of respondents claim to have been affected by the closure of the DYCC, making taking on large amounts of debt to be paid by all billpayers in town harder to justify than just using funds which are mostly already in the possession of the Council. Provision of a more efficient Council Office space for staffing and statutory Council duties is more justifiable to be invested in as that affects all residents in town as opposed to just some of them.

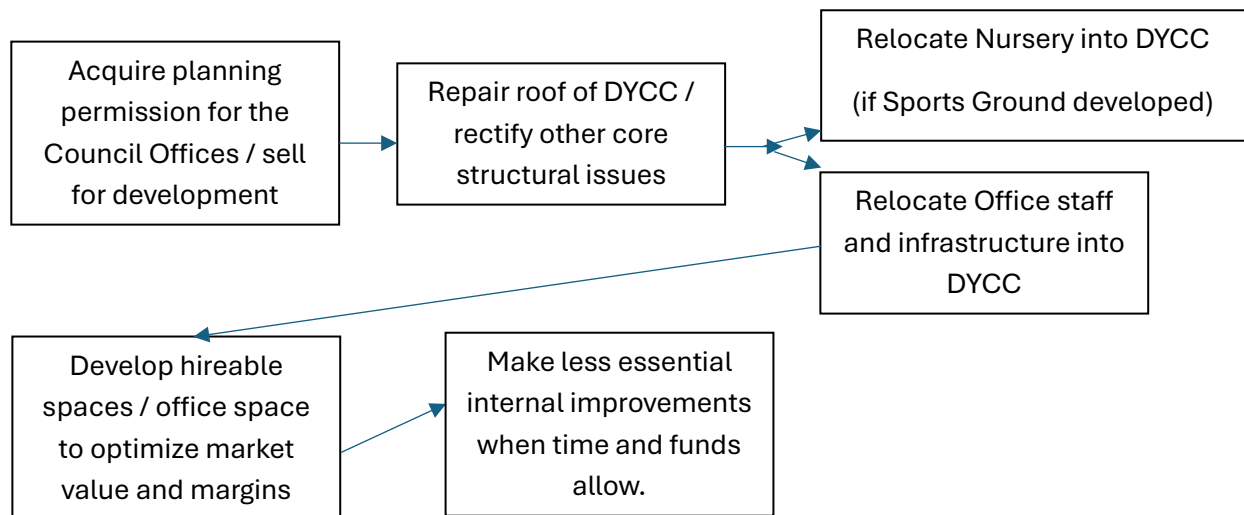
The strategy therefore that I wish to insist that the Council consider the most, is refurbishment and remodelling of the **existing** DYCC, consolidating the Council Offices into the building in the process.

## The Process –

Refurbishment of the DYCC into a complete, functional and attractive state would be a very long process, potentially spanning years. The advantage of refurbishment however is that it can be completed in stages, with first priority being roof replacement to make the building safe, and subsequent stages arranged in a way to bring return on investment as soon as possible.

If the building were first made safe by replacing the roof (last quoted at £430,000), then attention could then be turned either to office provision within the Western section of the building (the former Park Radio studios and potentially the rooms above them), say for example if the Council Offices were sold by then, or alternatively the central community space could be repaired / updated. If the latter option were chosen first, this could expediate the building being able to generate some revenue earlier on or returning the Youth Group to the space sooner, but would also serve a secondary purpose in being an alternative space to accommodate the Nursery currently hosted up at the Sports Ground (see my next section on the Sports Ground for more detail on this), in order to allow that area to be improved later without needing to consider the incumbent nursery in the final scheme or development works. Another aspect of remodelling the DYCC could be in better integrating the Maintenance Team spaces into the rest of the

building or creating a more direct point of access to the small piece of green space on the Eastern side of the building. The truth of it is that I'm no architect, so don't want to speculate too much further on the actual layout of the building post-repair. The Council however can take the time to develop plans both prior to and after repair of the roof and can make necessary works happen at the right time, relative to other project milestones being reached (sale of the Offices, relocation of the Nursery etc.). I'll summarise my proposal in the diagram below, then in the next section cover the Sports Ground.



## Chapter Two – The Sports Ground

The feasibility study outlines a local need for 3G pitch facilities, specifically located at Diss Sports Ground. The athletics track is outdated and does not provide a full track, and the building on the site has no showers for any athletes to use. It is currently occupied by a nursery, restricting potential for further bookings or better margins from investment. The Football Foundation have expressed welcome at the prospect of developing the site, and there are considerable grants available for developments such as this (Football Foundation can cover up to 70% of costs of such developments), particularly when local need is demonstrated. This is particularly valuable seeing that costs of a new pitch can amount to £1.25 million according to the feasibility study. However, this investment soon becomes self-sustaining after the initial large cost investment, as future resurfacing costs can be met with regular bookings over an 8-10 year period.

The study itself asserts that further research is needed on the Sports Ground and has more of a focus on the DYCC / Offices anyway, so in terms of the development timeline of these three spaces, the Sports Ground in my opinion should be the last project to focus on. This would therefore make provision of Office space in the DYCC a greater

priority than nursery space provision, as they would continue their use the sports ground facilities for longer. However, it would still be valuable to keep the idea of hosting the nursery within the refurbished DYCC building later. Essentially, reducing the number of the Councils liabilities is the priority here, with those in the town centre coming first and the Sports Ground to be developed slightly behind them. Especially considering that two of three current sites are not cost effective, but two reformatted sites would have potential to be both profitable and sustainable. Of course, further research on the feasibility of the sports ground would be necessary before major works or funding applications are made there.

## Conclusion –

All three assets discussed in this report have the potential to help improve the outcomes of Diss Town Council and its impact on the town, be that through their sale, improvement or reorganisation. The Feasibility Study is clearly just the beginning point of a long-term scheme of research, consultation and hard work, with no clear definition of the projects end. But as the Feasibility Study nears a year old, it must now be used as the starting point for DTC to at least **decide on the direction** it wants to take or direct further research, before its findings become redundant and the Council is back to where it started. This report outlines only one of many directions possible, that being the one that personally makes most sense to me based on what I've read, heard and found out. It may well be that an entirely different strategy is chosen based on alternative research, but what matters is that in the end is that a decision must be proposed for ratification by members as soon as possible.

I don't want to repeat what I've already said in the introduction, but this all essentially boils down to the philosophy which I apply in all my own practices to DCWP, RPC and in my work with DTC: "keep our remit small, and our support for local initiative clear and easy for residents to access. If we do our best to empower residents to build and lead what the community needs, then the people of Diss and Roydon will get the town and the village that they deserve".

When the Council supports others to realise their ideas and take ownership of where they live, is when the Council is at its best.

FAO Sarah Richards  
Diss Town Council  
11-12 Market Hill  
Diss IP22 4JZ

Our ref: DYC/AC/2026/V1

Date: 11 March 2026

Dear Sarah,

**RE: DISS YOUTH AND COMMUNITY CENTRE**

Thank you for meeting with me on Monday 9th March 2026, it was great to meet with the committee and to see the existing facilities first-hand.

**Scope:**

We understand that Diss Town Council is seeking to determine the most appropriate way to deliver new or improved community facilities to support youth provision, council operations, and wider public services within the town.

We understand work has already been undertaken to understand the strategic need for improved facilities as part of your initial strategic feasibility study. The next step is to translate these strategic objectives into architectural proposals that confirm how the project could be delivered in practice.

Our appointment for RIBA Stages 0-2 and as discussed will provide independent architectural advice to guide the council through this process. This work will refine, develop and establish the project brief, test the feasibility, and develop concept design options demonstrating how the facility could be delivered.

A key element of this work will be the exploration of different procurement routes and construction methodologies including: -

- Traditional construction
- Design and Build procurement
- Modular construction
- Hybrid approaches

This will allow the council to compare delivery strategies in terms of capital cost, programme, buildability, long-term performance, and value for money.

Undertaking this feasibility stage ensures the council retains full control over the project brief and delivery strategy, allowing suppliers and construction systems to be evaluated objectively.

**Fees:**

Our proposed appointment covers RIBA Stages 0–2 with a total professional fee of: £28,000 (excluding VAT)

Fees will be invoiced on a monthly basis and credited against the full architectural appointment should the project proceed to later stages.

At this early stage it is important that the council receives independent professional advice before committing to a specific construction supplier or delivery model.

Modern construction methods such as modular systems can offer advantages in certain circumstances however, the suitability of any construction system should be tested against the project brief, site constraints and opportunities, programme objectives, and long-term operational requirements.

Through RIBA Stages 0–2 we will explore multiple procurement routes and building methodologies including, Traditional procurement, Design and Build, Modular construction and Hybrid approaches.

This ensures that the council can assess each option in terms of cost, speed of construction, design flexibility, lifecycle performance and long-term value for money.

This approach allows the council to avoid becoming prematurely committed to a single supplier or predetermined solution ensuring this represents the best outcome for the community.

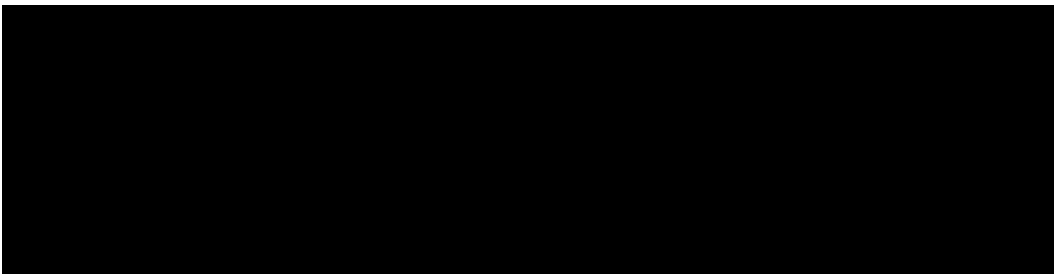
**RIBA Stages – Deliverables**

**RIBA Stage 0 – Strategic Definition**

Stage 0 establishes the strategic definition of the project and confirms the project objectives.

**Services include: -**

- Review of existing strategic feasibility studies and briefing documents
- Confirmation of project objectives
- Review of accommodation requirements
- Initial discussion of procurement strategies
- High-level review of development options
- Outline project programme



## **RIBA Stage 1 – Preparation and Brief**

Stage 1 focuses on establishing the project brief and testing feasibility.

### **Services include: -**

- Site appraisal and review of site constraints
- Development of the architectural brief
- Accommodation schedule testing
- Initial space planning studies
- Review of planning and regulatory considerations
- Guides to assist in early-stage cost benchmarking/liaison with QS
- Initial procurement route analysis.

At this stage we will also explore different construction methodologies, including: Traditional construction, Design and Build procurement, modular construction and hybrid solutions.

This will require a series of information exchanges and design meetings and will be concluded with a stage 1 report.

## **RIBA Stage 2 – Concept Design**

Stage 2 develops the architectural concept design for the project.

### **Services include:**

- Concept design drawings
- Site layout and building massing studies
- Internal spatial organisation and circulation
- Testing of refurbishment and/or new build options
- Sustainability considerations
- Outline specification
- Coordination with consultants where required (MEP and Structural)
- Liaison with QS for preliminary cost advice
- Programme review

This document can be utilised as a pre-application study and can be used to assist in obtaining funding.

We believe this early stage of work provides significant value by ensuring the council can make decisions based properly considered architectural analysis.

Based on a notional construction value of £2,000,000, our professional fees are calculated at 5% of construction cost, preliminary reflecting a Design and Build procurement approach.

**RIBA Stage Fee Breakdown:**

Stage 0 – Strategic Definition £2,000

Stage 1 – Preparation and Brief £8,000

Stage 2 – Concept Design £18,000

Total Fee (Stages 0–2) £28,000 (excluding VAT)

If the project proceeds to later stages, the fees paid for Stages 0–2 will be reconciled against the full architectural services appointment.

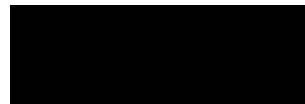
Fees for Stages 0–2 will be invoiced on a monthly basis. Spread over 5 months at £5,600.00 per month with payment 1 being made upon appointment.

This provides the council with regular payment structure and allows the cost of early-stage services to be spread over the duration of the feasibility work.

The following items are excluded unless otherwise agreed:

- Planning applications and planning fees
- Surveys (topographical, measured building, utilities)
- Specialist consultant fees (structural engineer, MEP engineer, cost consultant, planning consultant)
- Statutory application fees

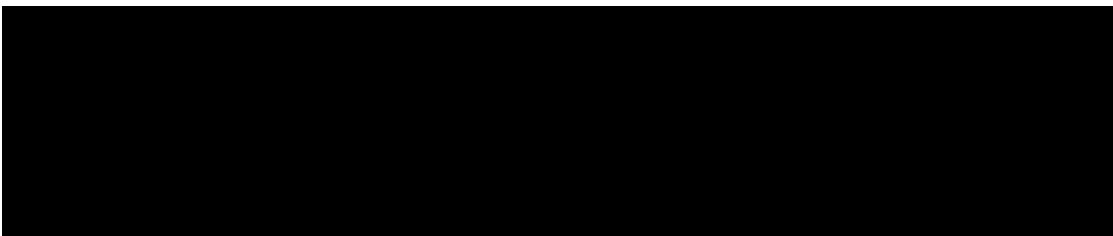
These services up to RIBA Stage 2 will be coordinated



As a practice, we aim to deliver outstanding design and will work with you to present the best possible case for development. We have a track record of working on relevant projects with particular care and detail and between the two directors, we have a wealth of professional experience.

We offer a comprehensive design and technical service to the point of the final delivery of the project. We can be with you throughout this journey from the initial discussions up to completion. We will be collaborative in this process as we believe that a dynamic two-way conversation, with yourselves, will generate the best architectural solution possible.

We believe that this time invested at the early stages of design will set a solid foundation to the more technical work required later. As a potential client we would remind you of your duties under CDM Regulations and the Building Safety Act. Should you require any further initial



guidance on this we would be happy to advise. In any event, we will advise you of your statutory obligations as the work stages progress.

Should the above proposal be of interest to you we would be delighted to be involved in this opportunity, working with you to design and deliver your project.

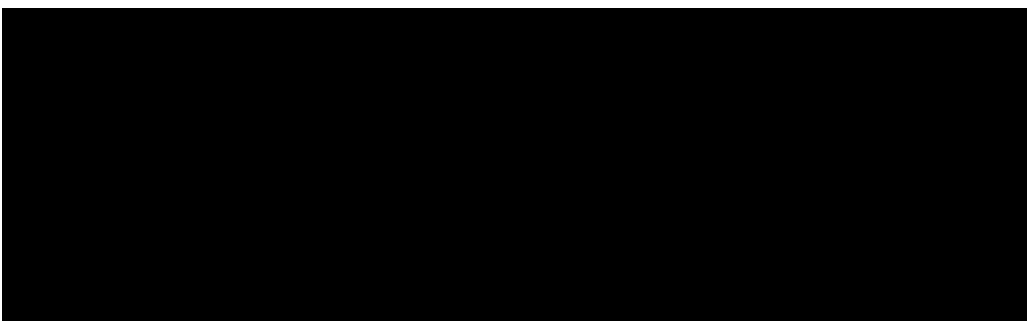
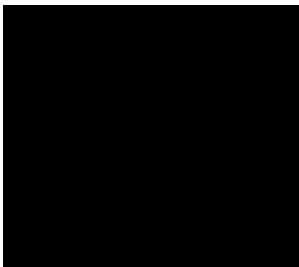
This quotation is valid for 31 Days from the date of this letter.

**Next Steps:**

If you are happy with the above and wish for us to proceed, please confirm and complete the agreement overleaf, acknowledging that you have understood the content of this fee quotation and agree to the Terms of Business.

Should you have any queries, please feel free to call me on my mobile.

Yours sincerely,



# Projects

All Projects

Living

Working

Community

Leisure

CCA1428 / Morocco Oasis Retreat



CCA1244/1389 / Hotel Redevelopment, Caistor Hall Norwich



CCA1377 / Wensum Park Refurbishment, Norwich – Pavilion Café



CCA1126 / Rehab Centre Refurbishment, The Matthew Project



CCA1280 / Recreation Ground, Community Building

CCA1316 / New Gatehouse Storage Facility at Plantation Garden



CCA1362 / Heigham Park, Norwich – Replacement Public Washrooms

CCA1361 / Wensum Park, Norwich – Public Washroom Design



CCA1120 / The Willow Centre

CCA1317 / Prince of Wales Road Dental Practice



Legal

Website Designed by Farrows

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Contractor 2

1<sup>st</sup> June 2026

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

**Re: Diss Youth and Community Centre. New Build Community Facility**

Dear Sirs,

Thank you for the opportunity to quote for architectural services for your project. Please find below proposed fees and services for:

- Architectural services to translate strategic objectives into a **new-build, deliverable proposal**, and to assess feasibility before committing to a preferred delivery route.
- We have noted tenderers should assume an overall programme of approximately **five months** to complete RIBA Stages 0–2 from appointment.

The purpose of this appointment is to:

- Establish and refine the project brief for a new building
- Test feasibility and site capacity for new development
- Develop architectural concept design proposals
- Explore and compare **alternative procurement routes and construction methodologies**, including: Traditional procurement, Design and Build, Modular construction, Hybrid construction approaches

**Assumptions**

- The Council anticipates that the construction cost of the new-build project will be less than £2,000,000, although this figure is indicative only and provided to assist tenderers in preparing comparative fee proposals
- The project is new build only
- No planning application submission included
- No surveys included
- No specialist consultant appointments included

## **ARCHITECTS FEES**

### **STAGE 1. RIBA Stage 0**

#### **Strategic Definition - £2,295.00 +VAT**

The Architect shall:

- Review existing strategic feasibility studies and briefing documents. We will develop a written brief in collaboration with you to establish the building's objectives and client detail design requirements.
- Confirm and record project objectives with the Council
- Review client requirements for operation & management of the completed building.
- Review high-level accommodation requirements for the new building
- Provide initial advice on potential procurement strategies
- Undertake a high-level review of new-build development options
- Prepare an outline project programme.

#### **Deliverable:**

- Stage 0 report confirming findings and recommendations

### **STAGE 2. RIBA Stage 1**

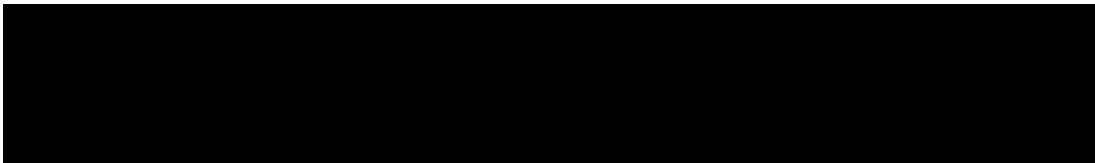
#### **Preparation & Brief - £3,895.00 +VAT**

The Architect shall:

- Undertake a site appraisal, including identification of constraints and opportunities for new development. Create a set of site analysis drawings
- Assist with obtaining quotes for appointment of other consultants where requested (e.g. structural/M & E, Energy, Ecology, Civils etc)
- Develop the architectural project brief in collaboration with the Council
- Prepare and test a new-build accommodation schedule
- Produce initial space planning studies and drawings. Using the topographical survey (by others). we will prepare feasibility block plan options for the site layout for preliminary discussion with you.
- Review planning policy, statutory and regulatory considerations. Providing a list of constraints, required third party surveys and planning commitments.
- Provide guidance suitable for early-stage cost benchmarking (liaison with a Quantity Surveyor if appointed by the Council). Budget costings and average costs per m2
- Undertake an initial analysis of procurement routes. Written report to the council.
- Explore alternative construction methodologies (traditional, design and build, modular, hybrid)
- Build methods looking at longevity, maintenance and sustainability including options for energy reduction and generation.
- This stage will involve design meetings and information exchanges with Council officers and members.
- Initial review for CDM Designer duties

#### **Deliverable:**

- RIBA Stage 1 report confirming the agreed project brief, feasibility findings and procurement option analysis. A written report with drawings, calculations, summary and opportunity sheets.



**STAGE 3. RIBA Stage 2**  
**Feasibility Design - £9,680.00 +VAT**  
*RIBA STAGE 2 Concept design*

The Architect shall:

- Prepare architectural concept design drawings for a new-build facility
- Develop site layout and building massing studies
- Propose internal spatial organisation and circulation
- Incorporate sustainability principles and approaches
- Prepare an outline specification
- Coordinate concept design input with other consultants where required (e.g. structural and MEP engineers, if appointed separately)
- Liaise with a Quantity Surveyor to obtain preliminary cost advice (if appointed)
- Review and refine the project programme

The Stage 2 outputs should be suitable for:

- Informal pre-application discussions submission to the Local Authority to gain their initial views and establish the principle of development. If deemed appropriate to undertake we will submit the preferred feasibility option to the local planning authority for their pre-application comment if instructed by you (councils pre-application fee payable by you).
- Funding bids and business case development. We will liaise with your chosen fundraisers providing drawings/ reports

**Deliverables:**

Concept design drawings and diagrams. Site Plan, Roof block plan, building plans, elevations, sections, 3D visualisation views (1 internal and 2 external)

Outline specification

RIBA Stage 2 design report

Further stages TBC following the outcome of stage 1 and 2

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Although not exhaustive below is a summary of other typical professional services/consultants you may need to engage/commission/consider in order to meet requirements of the building process.

**OTHER CLIENT REQUIREMENTS (DESIGN/PLANNING APPLICATION STAGES)**

**TOPOGRAPHICAL SURVEY**

You will also need to appoint a survey company in stage 1 to undertake a GPS/Topographical survey of the site. We will obtain 3 no quotes on your behalf. You should initially budget around £700.00 for this consultant.

**ACOUSTIC CONSULTANT**

You may also need to appoint an acoustic consultant to help support any planning application objections/compliance, assist with discharge of planning conditions including preparation of Noise Management Plan and also demonstrate compliance with Approved Document Part E requirements of the Building Regulations. (Acoustic performance). We can suggest some companies to obtain quotes from and organise these quotations on your behalf if requested.

**PLANNING CONSULTANT**

We note that you have separately engaged a planning consultant to undertake the formal submissions to the planning authority including pre-application requests and full planning submissions including preparation of Planning Statements. We therefore have excluded this from our above fees however our service includes liaison and coordination as required to work alongside your appointed planning consultant.

### **STRUCTURAL ENGINEER**

You may also need to appoint a structural engineer to input to inform the feasibility design and undertake any initial ground investigations to help inform construction methodology for ground conditions etc or large span structures We can suggest some companies to obtain quotes from and organise these quotations on your behalf if requested.

### **CONTAMINATION/GEOTECHNICAL CONSULTANT**

You will also need to appoint a geotechnical consultant to undertake a ground investigation/contamination report, remediation method statement report and validation as required by the planning and design process. The scope of a Phase One Desktop Study is to undertake preliminary environmental investigation and is carried out by an environmental remediation specialist if a risk of contamination is suspected on the site and is often required by the planning department as part of the planning documentation submission.

We can suggest some companies to obtain quotes from and organise these quotations on your behalf where required and instructed by you.

### **MECHANICAL & ELECTRICAL**

You will also need to appoint a M & E consultant to assist with design and compliance of heating, lighting, ventilation, small power etc and preparation of the SBEM calculation regarding Approved Document Part L requirements of the building. (Acoustic performance). We can suggest some companies to obtain quotes from and organise these quotations on your behalf.

### **CIVILS ENGINEER**

You will also need to appoint a civil engineer to design below ground drainage, highways access, road & parking areas for surfacing, drainage etc. We can suggest some companies to obtain quotes from and organise these quotations on your behalf

### **ENERGY CONSULTANTS**

You will also need to appoint an Energy Assessor to undertake the SBEM calculation for building control compliance in the later stages of technical design. We can suggest some companies to obtain quotes from and organise these quotations on your behalf

### **LANDSCAPE CONSULTANTS**

You may also need to appoint a landscape consultant in order to assist with Landscape Visual Impact Assessments, soft landscaping elements of design etc. The extent of input can be established following pre-application feedback from LPA. We can suggest some companies to obtain quotes from and organise these quotations on your behalf if required.

### **ECOLOGY CONSULTANTS / PROTECTED SPECIES PHASE 1 SCOPING SURVEY**

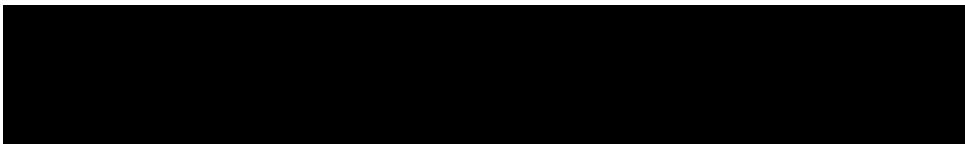
You will also need to appoint an ecology consultant to assist with preparing Preliminary Ecology assessment for Protected species etc Requirement for this can be confirmed following any pre-application enquiries with the planning authority. Ecologist will also be required for later stages and discharging the planning conditions relating to ecological mitigation and lighting design.

The planning authority may also require further surveys to be undertaken dependant on findings of preliminary report.

If likelihood of protected species indicated on site then further surveys will then be required e.g. for bats or Great crested Newts as 'Emergence Surveys' or DNA/ breeding surveys and would need to be carried out during certain months of the year - this requires a larger ecologist fee input and is site dependant.

### **BIODIVERSITY NET GAIN**

Biodiversity Net Gain (BNG) is a mandatory requirement from February 24 meaning all developers will need to provide a 10% increase in habitat. It is a way of creating and improving natural habitats and makes sure development has a measurably positive impact ('net gain') on biodiversity, compared to what was there before development. You will therefore need to engage an Ecology/Landscape consultant to undertake the site assessment to measure biodiversity value according to the standardised units.



More information can be found at <https://www.gov.uk/guidance/understanding-biodiversity-net-gain#ways-to-achieve-bng-on-site-units-off-site-units-and-statutory-biodiversity-credits>. (Note there are exemptions which apply to Self Build residential properties)

#### **QUANTITY SURVEYOR/ESTIMATOR**

We would suggest that you consider engaging the services of an Estimator/Quantity Surveyor or Contractor provided feasibility estimate to provide planning stage cost estimate should you need a budget cost estimate for the works which can be market linked and have current inflation rates applied before you commit to planning application or commit to final design layouts moving forward to detail design stages.

#### **PARTY WALL ACT/SURVEYOR**

Where you are a building that has a party wall or structure sharing the boundary line with adjoining properties or where you are within 3 meters of an adjacent building then your development will likely require the issue of notices under the Part Wall Act depending on scope of works, distances and excavations etc of the proposed development from the boundary. This would require you to issue notices to your neighbours and potentially engage the services of a Party Wall Surveyor. Further information can be found here- <https://www.gov.uk/party-walls-building-works>.

#### **OTHER SURVEYS**

The planning authority often requires further surveys or reports to accompany planning permission documentation e.g. Business Cases, traffic, tree surveys etc. depending on the scheme content. We can advise on this further following Stage 2 pre-application feedback from the planning authority.

#### **CIL AND SECTION 106 PLANNING OBLIGATIONS**

The site will be subject to the local authority charges for Community Infrastructure Levy and possibly Affordable Housing Allocation depending on site and floor areas. We will discuss these obligations with MSDC in the pre-application stage to establish what charges may be applicable or where any legal fees may be charged by MSDC for which you are liable.

#### **ORDNANCE SURVEY MAP**

Where a planning application is required we will need an electronic licenced ordnance survey map of your property to submit to the planning department and building control authority. This is typically around **£50** payable by you. We will organise this on your behalf.

#### **ADMINISTRATION COSTS**

Printing costs black and white are charged as follows (+VAT). Colour printing costs in brackets:

A0 sheet - £4.80 (£8.00)

A1 sheet - £2.40 (£4.00)

A2 sheet - £1.20 (£2.00)

A3 sheet - £0.60 (£1.00)

A4 sheet- £0.30 (£0.50)

Postage is charged as required at standard postal rates.

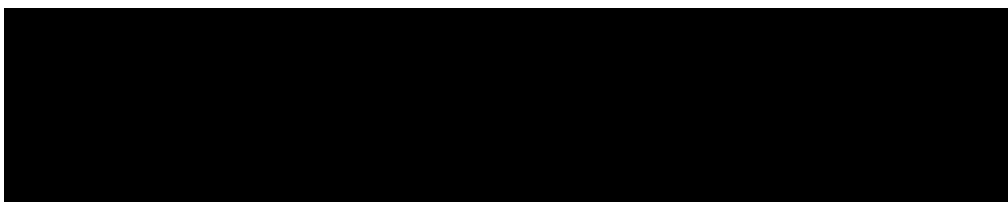
#### **TIME CHARGE RATES**

Where any services are requested/instructed in addition to those noted above our time charge rates are £96.00 per hour + VAT

#### **EXCLUSIONS**

The following activities do not form part of our services unless specifically identified above:

- Models & special drawings
- Negotiating approvals by statutory authorities
- Making submission to and negotiating approvals by landlords, freeholders etc.
- Preparing dilapidation schedules
- Services in connection with Party Wall negotiations or processes
- Mechanical and electrical technical design (to be by appointed contractors qualified sub-contractors or client appointed M & E design consultant)



- Below ground drainage design (to be 'contractors design portion' of building contract or via client appointed drainage consultant)
- Below ground tanking, waterproofing or basement design to any retaining structures or wall / floor levels below ground- design to be provided by client appointed tanking/waterproofing specialist in order to obtain third party insurance backed guarantee.
- Negotiating a price with a builder (in lieu of tendering)
- Dealing with extensions of time and contractors claims
- Services in any dispute between the client and another party
- Services following damage by fire & other causes
- Services following suspension, termination of any contract or agreement with or the insolvency of any other party providing services to the project
- Services in connection with government and other grants
- Provision of a warranty, 'Architects' Certificate' or 'Professional Consultants Certificate' or similar on completion of the build which may be requested by mortgage lenders or similar third party stakeholders.
- Services in connection with the tender & construction stages
- Services as 'principal designer' under the CDM 2015 regulations unless instructed under separate written agreement/confirmation of engagement.
- Planning application preparation and submission
- Planning, Building Control or other statutory application fees
- Surveys (including topographical, measured building, utilities, asbestos, etc.)

### **INSURANCE**

We confirm that we maintain professional indemnity insurance cover of £2,000,000 in respect of any one occurrence or series of occurrences arising out of one event. This will be the maximum limit of our liability to you arising out of this agreement. Any such liability will expire after 6 years from conclusion of our appointment or (if earlier) practical completion of the construction project.

Our liability for loss or damage will be limited to the amount that it is reasonable for us to pay in relation to the contractual responsibilities of other consultants, contractors and specialists appointed by you. Should you wish to receive written confirmation from our current insurer regarding level of cover then please let us know and we can issue accordingly.

No employee of [REDACTED] Limited shall be personally liable to the client for any negligence default or any other liability whatsoever arising from performance of the services.

We have public liability insurance cover of £1,000,000.

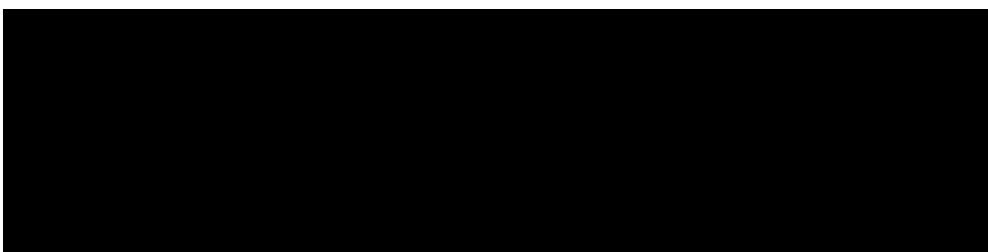
### **CONDITIONS OF APPOINTMENT**

We confirm that this appointment is executed either under the RIBA Domestic Professional Services Contract 2024 (domestic clients in own name) or RIBA Standard Professional Services Contract 2024 (Non domestic or legal entity appointments) depending on contracting parties confirmed below in Memorandum of Agreement.

### **PAYMENT**

- Payment is due for stage 0 at the digital submission to you of the Stage 0 report confirming findings and recommendations
- Payment is due for stage 1 on submission of a RIBA Stage 1 report confirming the agreed project brief, feasibility findings and procurement option analysis.
- Payment is due for stage 2 on submission to you of Concept design drawings and diagrams. Site Plan, Roof block plan, building plans, elevations, sections, 3D visualisation views (1 internal and 2 external), Outline specification and RIBA Stage 2 design report

Invoice payment terms are 14 days from date of invoice. We reserve the right to charge simple interest thereafter until the date that payment is received at 8% over the dealing rate of the Bank of England Rate current at time invoice becomes overdue.



## Summary Of Experience

is a RIBA Chartered practice with a specialism for design led projects for both public and private sector clients.

Our architecture studio is based in , Suffolk, and principally covers the East Anglia region, however we currently have larger projects further afield in London and Surrey.

The practice has a strong interest in sustainable design and materials. We believe in contextual contemporary design that is low energy, carefully thought out and a joy to live and work in.

The practice is led by directors who trained in Architecture at The University of Sheffield and The University of Nottingham. They have previous experience of projects across the United Kingdom and have delivered complex projects from feasibility stage to completion with values of over £10million. Both have managed teams on the construction of University buildings, schools, care homes, retirement villages, and large housing developments.

Projects delivered have won awards from the Royal Institute of Chartered Surveyors, Local Authority Design Awards and civic society commendations as well as regional RIBA award nominations.

### Similar Project Experience

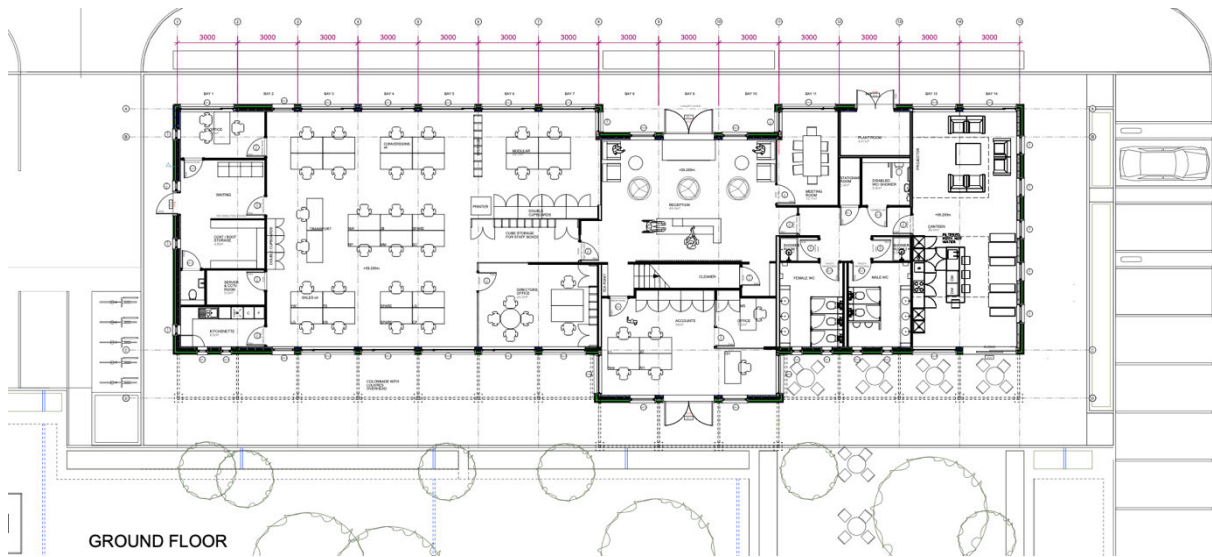
- Daws Hall – Education Centre – Tender Stage

New build Community and Environmental Education facility for the Daws Hall Trust.



- **Portable Space – Completed**

Bespoke office building comprising prefabricated and modular construction using container units as headquarters for a local business.



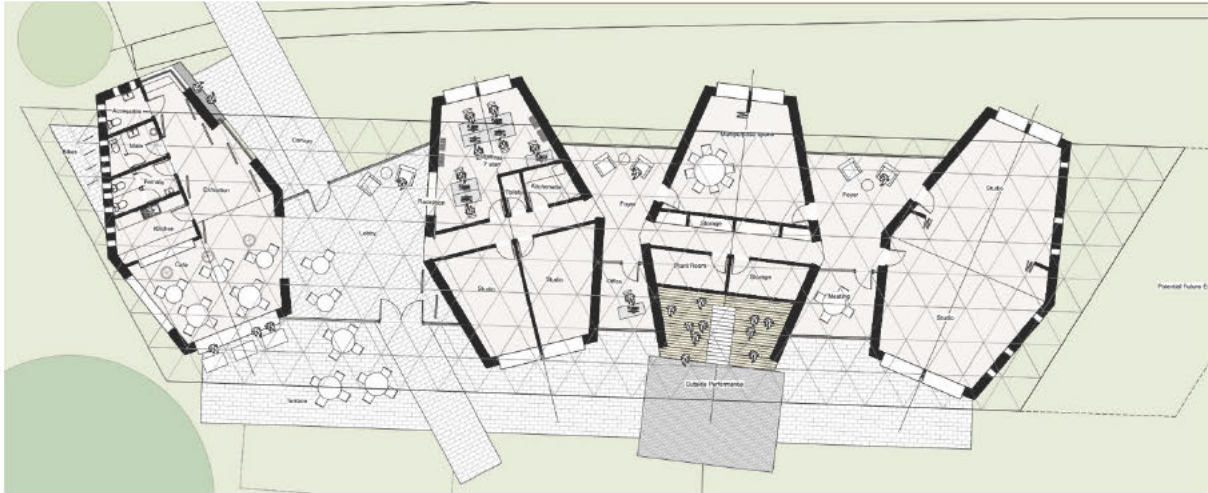
- **Friars Meadow – Special Needs and Care Residential Facility - Under Construction**



6 Bedroom residential unit with carers facilities and communal areas (C2 use class) for young people with special needs working alongside private client and Mencap. Form is based around a courtyard dwelling.

- **Heritage Site Visitors Centre Feasibility**

£2 million budget new visitor and community hub



- **The Bank Eye – Arts Centre – Eyes Open CIC**

Remodelling and refurbishment of Grade II listed building to improve community Arts Centre with upgrade of café facilities, toilets, gallery and workshop areas.

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## Director Project Experience

██████████

██████████ Centre

Acton Community Centre

Essex County Council Sure Start Programme – Early years education and childcare provision across Essex e.g. Harwich, Waltham Abbey, Loughton, Rochford, Brentwood Sure Start Centres.

Essex County Council Design Framework – Primary Education - Willowbrook Primary & Community Centre.

██████████

Numerous school, community, care home and education projects

Britannia Mills – Derby University new education facilities

Radcliffe on Trent – Community Hall

St Annes Community Hub – Care Home, Community Centre, Retail and day centre



## DISS TOWN COUNCIL

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

Report Number:  
**18 / 2627**

Report to:	Full Council
Date of Meeting:	24 <sup>th</sup> June 2026
Authorship:	Town Clerk
Subject:	Update

### Introduction

1. These updates cover matters not already included in the progress report.

### Events

2. Thank you to everyone who supported the Carnival. Feedback was overwhelmingly positive, with constructive comments to build on in future years. The debrief was held on Tuesday evening, and its minutes, together with recent Facebook comments, will be collated into a report for members to consider at the July Council meeting.
3. Planning has begun for the Christmas Lights Switch-On on Saturday 5<sup>th</sup> December, with progress also due to be reported at the July meeting.
4. The Remembrance parade and ceremony will take place on Sunday 9<sup>th</sup> November, with planning starting in September. As noted on the agenda, another councillor volunteer is needed to help organise this event alongside the committee which includes the Mayor.

### Stakeholder engagement

5. Works have now started on the former John Grose site. Before considering the land transfer from the Park and Madgett's Walk for the Leisure & Community Centre development, the Council is legally required to give notice. An advert will appear in the Diss Express for two consecutive weeks from Friday 19<sup>th</sup> June, with representations or objections accepted until 10<sup>th</sup> July. We therefore hope to bring the lease agreement document to the July agenda for consideration.
6. The Park Pavilion working group recently met again to review options for refurbishing the existing pavilion and developing a new structure to improve the connection between the new leisure and community facility and the park. Three architect designs were shared, all focused on enhancing the existing pavilion. Feedback will be provided against the brief discussed, so revised options can be presented to members at either the Assets & Infrastructure Committee or the July Full Council meeting.
7. Norfolk Homes have found a location on the development site for the substation, which negates the requirement for Cemetery extension space.
8. An initial Expression of Interest has been submitted to South Norfolk & Broadland Council for one of two £30k grants to improve youth provision in Diss. Engagement sessions will take place at Diss High School on 29<sup>th</sup> June to understand what young people want, which will shape the provision. A tender process will then identify a delivery partner. Diss Town Council will be expected to continue funding provision for up to three years after delivery. We have also engaged MTM Youth Services, a local provider already working with young people in the town, to explore how a programme of this nature could reach a broader and more diverse

group, complement existing provision and respond to local needs. By July, we should be able to share a tender document with members.

9. I am meeting the Citizens Advice CEO and new Chair tomorrow to follow up on potential collaborative projects, including the porta cabin, which has recently been cleared of furniture. Three wooden bookcases, one freestanding kitchen unit, one set of metal racking, a fridge and three desks have been retained for future use. The current proposal, still to be developed, is for the community larder to use the former fridge space, the community shed to occupy the opposite end, and the central section to be used primarily for youth provision. Our Facilities & Buildings Manager is preparing a plan for the services and alterations needed for community use.
10. Next week, I am meeting a new volunteer to review and refresh the planters, and we hope to involve the home education group in the project.
11. Declan and I will meet representatives of the Heritage Trust next week to discuss matters including the Love Your Market Town-funded project, covering flags, planters, blue plaque stickers, the Post Office display and the Dinsdale trail. Norfolk County Council has asked to use this project as a video case study, with filming scheduled for early July.

**Recommendation**

To note the contents of this report.



## DISS TOWN COUNCIL

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

Report Number:  
**19 / 2627**

Report to:	Full Council
Date of Meeting:	24.06.26
Authorship:	Declan Craggs
Subject:	Town Mayor's Report

### **Diss Carnival – Window Dressing Competition**

As part of this year's Carnival celebrations, local businesses took part in a window dressing competition based on the theme of sports and games. Alongside the Nominated Citizen and the previous year's winner, I had the pleasure of judging the entries. It was fantastic to see the creativity, effort and community spirit displayed by our local businesses, all of whom contributed to making the town look vibrant and welcoming.

#### **Diss Carnival**

I was delighted to take part in the Diss Carnival, leading the procession through the town. The Carnival was once again a success. As part of the event, I was also pleased to present awards for the three float categories, as well as the winner of the window dressing competition.

#### **Visit to the Home Education Group**

I visited a local home-educated group and spent some time talking with the young people about my role as Mayor and the work of the Town Council. It was a pleasure to answer their questions and discuss how local government works and how decisions are made within the community.

#### **Care Home Visit in Scole**

I visited a care home in Scole, where I helped bury a time capsule and learned more about the history of the village. It was a fascinating event that brought together residents, staff and members of the wider community, while helping preserve memories and stories for future generations.

#### **Upcoming Engagements**

##### **Jewellery Workshop 50th Anniversary Event**

I have been invited to attend the Jewellery Workshop's 50th anniversary celebration, where the updated Chains of Office will be formally presented. The new addition to the chains incorporates the winning design from the recent competition, and I look forward to celebrating both this significant milestone for the workshop and the creativity of those who took part in the project.

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## DISS TOWN COUNCIL

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Report Number:  
**20/2627**

Report to:	Full Council
Date of Meeting:	24 <sup>th</sup> June 2026
Authorship:	Facilities & Buildings Manager
Subject:	Maintenance Update

Please find below an update on maintenance completed and ongoing since the last Full Council meeting:

1. Repairs to the lighting on the Flock have been completed and they are working. We will continue to investigate alternative options for lighting the Flock given the water ingress tripping the electrics, as this is less of a priority in the summer.
2. The coloured picnic tables in the park have had a refresh of paint for the summer period.
3. Two of the speed signs that were repaired have had to go back to the suppliers to investigate more faults.
4. The maintenance team are busy going round the town painting up benches, bins, railings, posts, bike stands and metal bollards to make the town look better.
5. Due to vandalism, the toilet roll dispensers in the ladies' toilets at Mere's Mouth have been replaced and one of the men's toilet seats.
6. Bunting has now been installed around the town centre for the summer season. It was only possible to attach the bunting at the highest points to prevent it being pulled down by HGVs. We will investigate installing new fixing points next year to allow more bunting to be installed.
7. Staff have been issued with a soil tester to check daily the planter water levels to hopefully save some time watering every planter.
8. Due to the excessive number of pigeons and some shops not clearing their gutters etc we are having to clean for longer down Mere Street especially after heavy rain falls.
9. The new carpets for the Cemetery chapel have been ordered and are waiting delivery and fitting.
10. Following the visit from Norfolk Wildlife Trust. we have received a report with some recommendations, which will be considered by the Assets & Infrastructure committee.
11. Coordinated with the works on the Holland and Barratt building, we were able to change the CCTV camera and have now installed 3 new cameras pointing at different locations around the Market area and Mere Street

12. The plant stall has returned to the market after illness and we have a new sweet stall with plans for an olive and fudge stall to start soon.
13. I am working with the Corn Hall on the recommendations from their recent fire risk assessment. It will involve some upgrades and changes to working practices.
14. Our main volunteer for car boots will continue to oversee the car boots sales for this season in exchange for allowing a food stall to operate. Early next year, we will need to review and revise procedures to ensure continued smooth operation.
15. Following an arson incident in the town over the weekend, we had to close the Mere's Mouth toilets for 6 hours to allow forensics to investigate the accessible toilet. Three Council bins and a wheelie bin were also set alight early Sunday morning. Luckily the damage in the toilet was minimal but we have ordered one new bin and a liner. The police are investigating this via the CCTV, and I will be providing a witness statement in due course.

The Greater Norwich authorities (Broadland District Council, Norwich City Council and South Norfolk Council, working with Norfolk County Council) are preparing a new local plan.

This process is prompted by national planning reform and the government's new method for calculating housing need. In addition, the government has introduced a new plan-making system, which changes the way local plans are prepared.

In February this year, the Greater Norwich authorities opened an initial "Call for Sites". Landowners, developers, and other interested parties were invited to submit sites that may be suitable for housing, employment or other uses.

We're now providing another opportunity to submit sites that may be suitable for future development by re-opening our Call for Sites. Sites for any type of development can be submitted, but we are particularly interested in submissions for:

- Brownfield sites with an emphasis on Norwich City Centre locations
- Gypsy and Traveller sites

The Call for Sites will be open from 15th June – 13th July 2026.

The Greater Norwich authorities will assess submissions to identify which sites may be suitable to allocate in the new local plan. The submission of a site does not guarantee it will be allocated. This will form the basis of a future public consultation.

You can find more information on this evidence collection here: <https://gnlp.oc2.uk/>

Further information about the next stages of the plan making process will be provided in due course.

The Greater Norwich Local Plan 2045 Team

To see our email disclaimer click here <http://www.norfolk.gov.uk/emaildisclaimer>

## Progress Report

Committee	Minute Ref	Subject	Action	Assigned to	Timescale	Comments or further action
FULL COUNCIL	FC0325/14	Rectory Meadow	3. That the lease between Diss Town Council and Diss Cricket Club is reviewed to reflect any changes.	Clerk / FBM		Solicitor has been appointed for key legal tasks with all lease reviews to follows. This will be dealt with after more pressing legal matters. No update.
	FC0325/17	Gas Contract Renewal	3. To review the gas contract in September 2026 aiming for an 18-month contract, so they and at the same time as the electricity.	RFO	30.08.26	
	FC1025/05	Urgent Business/Street Cleaner	Members were keen to understand the cost implications for a street cleaner to be supplied by the District Council to help support town cleanliness.	Clerk / Grants & Projects Officer	19.11.25	June '26 - no decision made yet, sitting with their cabinet, correspondence with other Town Councils under South Norfolk to be sent out within a month.
	FC1125/05	Councillor Vacancies	Members were encouraged to speak to people about the councillor vacancy opportunity	All	Immediately	Spoken to two potential candidates who plan to start attending Full Council meetings.
	FC0126/08	Council Sites (DYCC)	to further investigate the various options for developing a new building on the DYCC site as described on slides 7 & 15.	DYCC AG		On agenda
	FC0226/08	Co-Option	To complete inductions and arrange completion of Register of Interests	Admin/Clerk	11.03.26	All three new councillors meeting staff and undertaking site visits 18.06.26
	FC0226/12	Memorial Safety Testing	2. That permission be sought from the Parochial Parish Council. 3. That a Memorial Testing Policy be drafted for submission with the faculty. 4. That an application be made for a List B faculty for the testing of memorials in St Mary's Churchyard.	Cemetery Lead	30.06.26	This will be Cemetery Lead's next priority following Carnival.
	FC0326/04	Public Participation	remove the reference to the gym on the Swim Centre sign on the A1066 opposite the facility	KK	14.04.26	
	FC0326/10c	Items for Noting	Add the biodiversity initiatives (native species planting, nunnery wall area, and related work) to the draft biodiversity plan	Clerk	30.07.26	This will be reviewed and updated following receipt of Norfolk Wildlife Trust's recommendations. For consideration by the Assets & Infrastructure committee.
	FC0326/13	CADAT Porta Cabin	a) Approve the proposed Heads of Terms for the former CADAT porta cabin, subject to negotiation with South Norfolk District Council. b) Work with the Chair of the Executive Committee and Town Mayor to negotiate terms with the District Council. c) Arrange for footfall counters to be installed on the three entrances to the Mere's Mouth toilets from June 2026 to capture demand data.	Clerk / RP / DC / FBM.	31.05.26	Heads of Terms agreed. Awaiting the draft lease agreement. Chased on 10th June. Being actioned by SNC's Community Assets team.
	FC0426/11	Street lighting – Shelfanger Road development	To approve the installation of a reduced number of streetlights for the Shelfanger Road development, with final positions to be agreed, prioritising locations nearest pedestrian footpaths.	Cllrs Craggs / Peaty	31.05.26	Clerk has confirmed decision and provided indicative drawing of positioning of the 6 lights to Amey for review. Also updated Roydon PC & Norfolk Homes. No update.
	ATM0426/06	Diss Railway Station	Reference was made to the need for improved accessibility, including lifts. It was noted that Network Rail progress had been slow and that previous usage figures had been cited as insufficient to justify investment. The matter was noted as being under review by Norfolk County Council. Diss Town Council will consider reviewing the proposals.	Clerk	31.07.26	
	FC0526/08e	Finance	Appoint Councillors T. Shava and J. Welch as signatories on the Unity Trust Bank account, in accordance with Financial Regulations	RFO	Immediately	In progress
	FC0526/09	Bombard Copse	Send the minute confirming Council support for the Bombard Copse proposals to the Diss Community Woodland Project	CW	Immediately	Completed 27.05.26
	FC0526/10	Annual Accounts 2025-26	Implement the approval of the Annual Accounts for the financial year to 31 March 2026	RFO	Immediately	Completed 21.05.2026
	FC0526/11	Internal Auditor Report (Final 2025-26)	Implement the approved actions responding to the comments in the Final Internal Audit Report 2025–26	RFO	Immediately	Completed 21.05.2026
	FC0526/12	Annual Audit 2025-26	Implement the approved actions arising from the Annual Audit 2025–26, including publication and statutory processes associated with the AGAR	RFO	Immediately	Completed 21.05.2026
	FC0526/13	Co-Option	Complete Register of Interests following co option/Arrange Councillor induction for Paul Wilson	PW/Clerk	16.06.26	Completed
	FC0526/14a/c	Meeting Administration	Update committee membership information on the Council website to reflect approved 2026/27 arrangements/Cancel the June Executive Committee meeting	CW	Immediately	Completed 27.05.26
	FC0526/14d	Meeting Administration	Update the review date for the approved Delegations to Officers	CW	Immediately	Completed 27.05.26
	FC0526/15	Standing Orders	Upload the adopted Standing Orders to the Council website	CW	Immediately	Completed 27.05.26
	FC0526/16	Representatives on Outside Bodies	Update the Outside Bodies representatives document for 2026/27 and advise the relevant outside bodies of the Council's appointments	CW	31.05.26	Completed
	FC0526/17c	Items for Noting	Explore and progress alternative lighting solutions (including solar) following recurring failures of the Flock lights	FBM	30.06.26	See FBM report - item 12c
	FC0526/17e	Items for Noting	Update the gate closing rota to include Cllr Shava	CW	Immediately	Completed 27.05.26