

Town Clerk
Mrs S. Villafuerte-Richards (CiLCA)

Our Ref: FC 21.10.2026
Date: 15/10/2026

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 21st October 2026** at **7:15pm** to consider the business detailed below.

Town Clerk

Agenda

1. Apologies

To receive and consider apologies for absence.

2. Declarations of Interest and Requests for Dispensations¹

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

3. Minutes

To confirm as a true record, the minutes of Full Council on Wednesday 23rd September 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

- To note bank outgoings for September 2026 (copy herewith).
- To note the Income & Expenditure report for September 2026 (copy herewith).
- To note the Earmarked Reserves report for September 2026 (copy herewith).
- To receive the 2nd quarterly financial report (reference 38/2627 herewith).

7. Budget 2027-28

To consider a report (reference 39/2627 herewith) regarding the draft budget for 2027 / 28.

8. Mere

- To consider and approve the detailed proposals to improve the water quality within Diss Mere following the successful award of a £10k Nature Conservation grant award (report reference 40/2627 herewith).
- To note the minutes of the inaugural meeting of the Friends of Diss Mere (copy herewith).

9. Public Spaces Protection Order

To consider a response to South Norfolk Council's consultation regarding its Public Spaces Protection Order to tackle vehicle-related anti-social behaviour (report reference 41/2627 herewith).

10. Community Grant Scheme

To consider the Grant Panel's recommendations regarding two grant applications for a Diss Fringe Festival and Diss & District Community Shed (report reference 42/2627 to be tabled).

11. Town Centre Parking Scheme

To consider revisions to the previously supported town centre parking scheme following a recent site visit (report reference 43/2627 herewith).

12. Policies and Governance Documents

To consider the following revised or new policies and governance documents:

- a) Proof of Life Certification Policy
- b) Artificial Intelligence Policy
- c) Street Lighting Policy
- d) Scheme of Delegation
- e) Armed Forces Covenant
- f) Diss Cemetery – Authorised Vehicle Access Policy

13. Items for Noting

- a) The Clerk's updates on activities since the last report (report 44/2627 to be tabled).
- b) The Facilities & Buildings Manager updates on activities since the last report (report 45/2627 herewith).
- c) To receive a verbal update from the Town Mayor on activities since the last report.
- d) To receive verbal updates from other Council members on recent activities.
- e) To note the minutes of the Remembrance committee meeting on 5th October (copy herewith).
- f) To note the minutes of the Events committee meeting on 13th October (copy herewith).
- g) To note progress on decisions made at the last meeting of Council (copy herewith).

14. Date of Next Meeting

To note that the next meeting of Full Council is scheduled for Wednesday 18th November 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

Before the meeting commenced, the Town Mayor read a statement explaining that the meeting was being audio recorded and that approved transcription and artificial intelligence tools might be used to assist officers in preparing the draft minutes. It was confirmed that all resulting content would be checked by officers and would not replace Council decision-making.

Minutes of the meeting of the **Town Council** held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 23rd September 2026** at **7.15pm**.

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

In attendance: S. Villafuerte-Richards (Town Clerk)
County Councillor Porteous
District Councillors Kiddie, Minshull & Murphy
11 members of the public

FC0926/01 Apologies

Councillor's Name	Apologies Received	Absent Without Apology	Reason / Approval
C. Dente	☒	☐	Unwell

FC0926/02 Declarations of Interest

Minute No.	Councillor's Name	Personal/Other Interest	Pecuniary Interest	Reason
FC0926/12	L Sinfield A Kitchen	☒	☐	These members are linked to the Diss & District Rotary Club

FC0926/03 Minutes

Members received the minutes of the Full Council meeting on Wednesday 29th July 2026.

Resolved: To approve the minutes of the meeting of the Full Council held on Wednesday 29th July 2026 as a true record and were signed by the Chair.

FC0926/04 Public Participation

Fourteen members of the public were in attendance.

Members received a written report from County Councillor Will Porteous. Updates included highways matters, drainage and flooding concerns, road safety improvements, town centre street cleaning initiatives, local government reorganisation, planning reforms, wastewater infrastructure, environmental matters and other Norfolk County Council activities. Members noted ongoing discussions regarding drainage issues affecting Mere Street and the Mere, together with proposed highway improvements elsewhere in Diss. It was noted that a grant fund remains available to support town and parish councils with street cleaning equipment.

District Councillors provided updates on South Norfolk Council matters, including the May 2027 district council elections, progress on the Diss Bus Station project, improvements to local play areas, leisure centre works, community grant funding opportunities and other district-wide initiatives.

One member of the public raised concerns regarding the general cleanliness of the town centre and the condition of some buildings. The Town Mayor outlined actions being taken by the Town Council and its partners, including enhanced cleansing measures, discussions regarding additional street cleaning equipment, engagement with local businesses and landlords, and community-led initiatives such as litter picks and town tidy events.

Members of the public also spoke in support of the proposed tree planting project, the Community Climate Action Plan and the proposed tactile 3D map of Diss. Information was provided regarding community engagement opportunities associated with those projects.

Two members of the public registered their interest to speak on Items 8b, 11 and 12 and addressed the Council during consideration of those agenda items.

FC0926/05 Items of Urgent Business

There were none.

FC0926/06 Finance

- a) Members authorised bank outgoings for July & August 2026 retrospectively.
- b) Members noted the Income & Expenditure report for July & August 2026.
- c) Members noted the Earmarked Reserves report for July & August 2026.
- d) Members considered the appointment of the Council's Internal Auditor for the 2026/27 financial year. It was

Resolved: To appoint Victoria Waples as the Council's Internal Auditor for the 2026/27 financial year.

- e) Members received the external auditor's report and certificate for the Council's 2025/26 accounts and noted that the notice of conclusion of audit was published on 16 September 2026. The external auditor drew attention to website accessibility compliance issues, which have since been addressed by the Council. Members thanked the RFO for their work in relation to the audit.

FC0926/07 Co-Option

Members considered the application received from Dr Stephen Willoughby for co-option to Diss Town Council. Dr Willoughby addressed the Council and outlined his involvement within the community, including establishing a Neighbourhood Watch scheme, engaging with local residents and supporting community wellbeing initiatives. Members noted his desire to contribute to local issues affecting Diss and strengthen community connections. Following consideration of the application, it was

Resolved: To co-opt Dr Stephen Willoughby as a member of Diss Town Council with immediate effect.

(Action: Clerk, Administrator; immediately)

FC0926/08 Community Grant Scheme (Small)

- a) Members considered report 30&31/2627 and the application from DISScovered for funding towards an accessible community crafting space. Members noted the Grant Panel's recommendation and the Town Clerk's advice that the proposed expenditure was eligible under the Council's Grant Policy. Members also noted that the applicant may be eligible for additional external funding through South Norfolk Council's Winter Pressures Grant Scheme. It was

Resolved: To award a grant of up to £1,000 to DISScovered to support its community crafting project, with the award reduced by any external funding secured towards the heaters.

(Action: Clerk; immediately)

County councillor Porteous left the meeting.

- b) Members considered report 30&31/2627 and the application from Trees for Diss and District, operating under the umbrella of the Diss Community Woodland Project. Members noted the Grant Panel's recommendation and received information regarding the proposed tree planting initiative, including measures to increase tree canopy cover within Diss, encourage community involvement and support biodiversity. Members agreed that the venue cost included within the application should instead be directed towards additional tree planting within Diss. It was

Resolved: To award a grant of £530 to the Diss Community Woodland Project in support of the Diss and District Tree Planting Project, subject to the grant funding being used only for trees planted within Diss & the reallocation of the venue costs to go towards additional trees.

(Action: Clerk; immediately)

FC0926/09**Tree Works**

Members considered report 32/2627 and the tender evaluation for the approved 2026 tree works programme. Members noted that all submissions had been assessed against compliance, competence, health and safety arrangements, supporting documentation and value for money. Members further noted that Contractor 2 had achieved the highest overall evaluation score and submitted the lowest tendered cost for the reviewed schedule of works. It was

Resolved: To appoint Contractor 2 to undertake the Council's 2026 tree works at a cost of £7,955 plus VAT, subject to completion of all necessary contractual documentation and confirmation of the final schedule of works.

(Action: Clerk; Facilities & Buildings Manager; immediately)

FC0926/10**Youth Provision**

a) Members considered report 33/2627 regarding the quotations received for the delivery of additional youth provision in Diss. Members noted the outcome of the tender evaluation, including the proposed delivery arrangements, anticipated outcomes and overall value for money. It was confirmed that the current youth provider in the town has been consulted throughout and supports the additional provision. It was

Resolved: To appoint Contractor B to deliver Diss Town Council's Youth Provision Programme for an initial one-year period, subject to:

1. satisfactory review of safeguarding arrangements;
2. satisfactory review of insurance documentation;
3. satisfactory Disclosure and Barring Service and compliance checks;
4. agreement of venue arrangements;
5. completion of contractual documentation;
6. confirmation of the final delivery programme and funding arrangements; and
7. confirmation of the availability and permitted use of any additional funding.

(Action: Clerk / Projects & Grants Administrator; immediately)

b) Members considered the South Norfolk Council Youth Provision Grant Funding Agreement, which provided an initial grant of £20,000 and the possibility of a further grant of up to £10,000, subject to budget availability and evidence of progress. Members noted the associated monitoring, sustainability and future funding commitments. It was further noted that the existing youth provider had been consulted throughout the process and was supportive of the additional provision. It was

Resolved: To approve the Youth Provision Grant Funding Agreement and give delegated authority to the Town Clerk to complete and sign the necessary documentation on behalf of the Council.

(Action: Clerk; immediately)

FC0926/11**Community Climate Action Plan**

Members considered the Council's role in developing Imagine Diss, a community-led Community Climate Action Plan. It was confirmed that the Town Council would participate as a partner rather than lead the project and that no financial commitment was being made by this decision.

Resolved: To participate in the development of the Community Climate Action Plan alongside the wider community.

(Action: Clerk; ongoing)

FC0926/12**3D Map of Diss**

Members considered a request from Diss & District Rotary Club for the Council's support in principle for a proposed tactile 3D map of the historic town centre. Members noted its potential accessibility, heritage, educational and tourism benefits and that no financial commitment was being sought at this stage. It was

Resolved: To support in principle the aspiration to provide a tactile 3D map of Diss, subject to all necessary permissions, approvals and funding arrangements.

(Action: Clerk; immediately)

FC0926/13**Park**

Members considered the quotation of £2,825.28 excluding VAT to replace the trampoline bed and associated components in Diss Park. The high cost was noted and the anti-social behaviour causing the limited longevity. Members asked if options for a barrier around it could be investigated and the CCTV camera could be fixed on the new trampoline to dissuade undesirable behaviour. It was

Resolved: To approve the quotation of £2,825.28 excluding VAT for the replacement trampoline bed and associated components in Diss Park.

(Action: FBM; to arrange the replacement and review proportionate protective measures, including CCTV coverage; immediately)

FC0926/14**Norfolk County Council Preliminary Consultation**

Members considered Norfolk County Council's preliminary consultation on the proposed highway improvement scheme for Heywood Road, Diss. The proposals included a 20mph speed limit zone, shared pedestrian and cycle infrastructure, traffic-calming measures and associated highway alterations. Members noted comments received regarding vehicle speeds along Heywood Road and the potential benefits of the scheme in improving road safety, particularly for pedestrians and cyclists. It was

Resolved: To support the proposals and confirm that the Council had no objection to the proposed scheme.

(Action: Office Administrator; by 9th October 2026)

FC0926/15**Mere**

Members considered report 34/2627 regarding governance arrangements for grant applications developed by the Clear Mere Working Party. Members noted that a grant application had been submitted in advance of the meeting to meet a funding deadline and that the proposed delegation related solely to the submission of grant applications. Members further noted that any grant award, expenditure commitment, match funding, procurement activity or project delivery proposals would continue to require Council approval unless already covered by existing delegated powers. It was

Resolved:

1. To ratify the submission of the grant application on behalf of Diss Town Council.
2. To confirm that the Clear Mere Working Party will continue as an advisory working group, developing proposals and making recommendations to the Council.
3. To delegate authority to the Town Clerk, in consultation with any two of the Town Mayor, Council Leader and Chair of the Executive Committee, to submit grant applications where funding deadlines do not reasonably allow consideration by Full Council.
4. To require details of applications submitted under this authority to be reported to the next available Full Council meeting.
5. To confirm that any grant offer, funding agreement, match-funding commitment, procurement activity or project expenditure will be referred to Full Council unless covered by existing delegated powers.

(Action: Clerk; ongoing)

FC0926/16**Events**

- a) Members considered the Officer recommendations relating to the Christmas Lights Switch-On event on 5th December 2026, following the cancellation of the Events Committee meeting. A member asked for a Christmas tree on the Marketplace. Cllr Knights updated the committee on the fundraising efforts via CoLab. District cllr has booked the van. It was

Resolved: To approve the officer recommendations contained in the agenda pack, excluding the recommendation concerning traffic-cone hire, which was referred to the next Events Committee meeting for further consideration.

(Action: Events Committee; to progress arrangements)

- b) Members noted the minutes of the Remembrance Committee meeting held on 7th September 2026.

FC0926/17**Policies**

- a) Members considered report 35/2627 and the three new policies presented for adoption. Members discussed the proposed Artificial Intelligence Policy and requested further clarification regarding references to the use of public Artificial Intelligence platforms. It was

Resolved:

1. To adopt the Proof of Life Certification Policy and Memorial Management & Safety Testing Policy.
 2. To defer consideration of the Artificial Intelligence Policy pending further review and clarification.
- b) Members considered report 35/2627 and the four revised policies presented for approval. It was

Resolved: To approve and adopt the following revised policies:

1. Health and Safety Policy;
2. Protocol for Marking the Death of a Senior National Figure or Local Holder of High Office;
3. Freedom of Information Publication Scheme; and
4. Complaints Policy.

Officers were authorised to make minor typographical, formatting or presentational corrections that did not alter the substance or intent of the policies.

(Action: DTC Admin; immediately)

FC0926/18**Items for Noting**

Members received the following updates and reports:

- a) Members received and noted the Town Clerk's updates on activities since the last report (36/2627). including updates relating to the Diss Youth & Community Centre redevelopment project, Leisure & Community Centre proposals, Diss Strategic Liaison Forum and budget preparations.
- b) Members received and noted a verbal update from the Town Mayor on activities since the last report, including attendance at a local charity football event. Members also recorded their condolences following the recent death of Peter Frewin of the Diss Army Cadets and recognised his contribution to young people within the community.
- c) Members received and noted the Facilities & Buildings Manager's updates on activities since the last report (report 37/2627).
- d) Members noted progress on decisions made at the previous meeting of Council. Members were advised that the concern regarding the Heywood Road sign had been reported to Highways.

FC0926/19**Date of Next Meeting**

Members noted that the next meeting of the Full Council is scheduled to take place on Wednesday 21st October 2026 at 7.15pm.

Meeting closed: 21.25.

Councillor D. Craggs
Chair / Town Mayor

BANK OUTGOINGS SEPTEMBER 2026				
<u>Date Paid</u>	<u>Payee Name</u>	<u>Bacs Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01/09/2026	Red5 Networks Ltd	DD924	£ 147.92	CCTV Broadband - DYCC & Skatepark, Council Office Phones and Broadband August 26
04/09/2026	British Gas Trading Ltd	DD925-930	£ 438.26	Electricity August 2026 - Sportsground, Mere Fountain & Park
11/09/2026	Alliance Disposables Ltd	Bacs3077	£ 497.81	Sanitary Products - All sites
11/09/2026	Baldwin Skip Hire Ltd	Bacs3078	£ 314.75	Mixed Waste Skip Hire - All Sites
11/09/2026	Camguard Fire & Security	Bacs3079	£ 235.20	Emergency Lighting Testing - Sports Pavilion
11/09/2026	C&H Cleaning Services Ltd	Bacs3080	£ 1,598.63	Weekly and Daily Cleaning at Council Offices, and Meres Mouth & Park Toilets
11/09/2026	Diocese of Norwich St Benets Academy	Bacs3081	£ 1,300.00	Grant payment agreed 29th July 2026
11/09/2026	Diss Community Woodland Project	Bacs3082	£ 850.00	Maintenance of Diss Town Gardens behind Council Offices 2026/27
11/09/2026	Fenland Leisure Products Ltd T/A Online	Bacs3083	£ 33.60	Bolts & Screws for Repairs to Mere Park Play Equipment
11/09/2026	LR Wyard-Scott Ltd	Bacs3084	£ 158.49	Van Fuel August 2026
11/09/2026	Mike Amiss Signs	Bacs3085	£ 140.00	Signwriting on Honour and Remembrance Boards at Cornhall & Cemetery
11/09/2026	P Cottrell	Bacs3086	£ 29.00	Window Cleaning August 2026 - Council Offices and Museum
11/09/2026	Pearce & Kemp Ltd	Bacs3087	£ 948.00	Removal of Town Bunting & Replace Faulty Light at DYCC
11/09/2026	PHS Group Ltd	Bacs3088	£ 186.29	Duty of Care Certifications - All Sites
11/09/2026	Screwfix Direct Ltd	Bacs3089	£ 106.99	Step Ladders - Maintenance Equipment
11/09/2026	Travis Perkins Trading Co Ltd	Bacs3090	£ 54.80	Woodstain - Park Toilet Doors, Toilet Trap - Park Toilet Repairs
14/09/2026	Radius Ltd	DD931	£ 28.80	3x Vehicle Trackers August 2026
14/09/2026	Waterplus Ltd	DD932-937	£ 462.89	Water August 2026 - All Sites
15/09/2026	British Gas Trading Ltd	DD938-940	£ 132.65	Electricity August 2026 - Park Toilets, Cemetery & Market
18/09/2026	Information Commissioners Office	DD941	£ 73.00	Data Protection Annual Fee 2026/27
21/09/2026	Barclaycard	Aug-26	£ 598.60	Men Working Signage, Road Tax Ford Ranger, Lift Lock & Gender Neutral Signage - Park Toilets
22/09/2026	British Gas Trading Ltd	DD942-944	£ 392.02	Electricity August 2026 - DYCC, Council Offices & Meres Mouth Toilets
25/09/2026	Employees	BACS	£ 22,454.74	Salaries Month 6
28/09/2026	EE Ltd	DD945	£ 79.86	5x Mobile Phones 18 Sept - 17 Oct 2026
30/09/2026	HM Revenue & Customs	BACS	£ 7,976.92	NI/PAYE Month 6
30/09/2026	Norfolk Pension Fund	BACS	£ 7,248.32	Pension Contributions Month 6
30/09/2026	C&H Cleaning Services Ltd	Bacs3091	£ 1,559.26	Weekly and Daily Cleaning at Council Offices, and Meres Mouth & Park Toilets
30/09/2026	ESPO	Bacs3092	£ 127.42	Gas Supplied August 2026 - Council Office & DYCC
30/09/2026	ETC (East Anglia) Ltd	Bacs3093	£ 1,362.00	Annual Maintenance of CCTV - DYCC, Skatepark and Town
30/09/2026	F.A.S.T	Bacs3094	£ 200.00	First Aid Provision at Carnival 2026
30/09/2026	Fatstickman Ltd	Bacs3095	£ 84.00	New Signage for Market Place
30/09/2026	Millennium Pest Control Ltd	Bacs3096	£ 423.72	Pest Control at Meres Mouth & Madgetts Walk - July to December 2026
30/09/2026	PKF Littlejohn LLP	Bacs3097	£ 2,016.00	Final External Audit for 2025/26 Accounts
30/09/2026	Screwfix Direct Ltd	Bacs3098	£ 36.47	Anti Climb Paint & Signage for Council Office Storage Container
30/09/2026	SJS Plumbing	Bacs3099	£ 150.00	Urinal Repairs at Park Toilets, and Leaking Pipe Repairs at Meres Mouth Toilets
30/09/2026	Vmit Ltd	Bacs3100	£ 1,056.00	IT Support & Software September 2026 - Council and DDNP
30/09/2026	Wired & Tested Electrical Services	Bacs3101	£ 15.00	Bulk Lamps for Park Toilets
30/09/2026	Unity Trust Plc	Aug-26	£ 21.65	Bank Charges August 2026
			£ 53,539.06	

Income Expenditure September 2026

	Budget 26-27	Actual YTD 26-27	Percentage Spend
Agency Services			
Total Income	£0	0	0%
Overhead Expenditure	-£100	£0	0%
Income Less Expenditure	-£100	£0	0%
Allotments			
Total Income	£1,017	£0	0%
Overhead Expenditure	-£1,030	-£30	3%
Income Less Expenditure	-£13	-£30	231%
Amenities			
Total Income	£3,000	£3,789	126%
Overhead Expenditure	-£84,297	-£26,712	32%
Income Less Expenditure	-£81,297	-£22,923	28%
Mini Recycling Centre Adopter			
Total Income	£0	0	0%
Bank Interest rec'd/Bank Charges			
Total Income	£18,000	£18,309	102%
Bank Charges	-£550	-£164	30%
Income Less Expenditure	£17,450	£18,145	104%
Capital Expenditure - Loans	-£14,170	-£7,085	50%
Cemetery			
Total Income	£37,800	£18,143	48%
Overhead Expenditure	-£13,727	-£6,949	51%
Income Less Expenditure	£24,073	£11,194	47%
General Equipment			
Overhead Expenditure	-£4,618	-£1,933	42%
Christmas Lights			
Total Income	£0	0	0%
Overhead Expenditure	-£19,083	-£4,057	21%
Income Less Expenditure	-£19,083	-£4,057	21%
Corn Hall			
Overhead Expenditure	-£8,655	-£6,886	80%
Council Offices			
Total Income	£7,034	£3,303	47%
Overhead Expenditure	-£24,417	-£9,902	41%
Income Less Expenditure	-£17,383	-£6,599	38%
Other Council Properties			
Health & Safety	-£1,500	-£486	32%
PK Toilets	-£15,209	-£5,571	37%
Mere's Mouth Toilet	-£15,500	-£6,411	41%
Staff Uniforms/Replacements	-£500	£0	0%
Total Expense	-£32,709	-£12,468	38%
Diss Youth & Community Centre			
Total Income	£0	0	0%
Overhead Expenditure	-£24,166	-£8,241	34%
Income Less Expenditure	-£24,166	-£8,241	34%
Grants			
Grants Expenditure	-£10,000	-£1,300	13%
Highways - Parish Partnership Bid			
Income	£0	0	0%
Parish Partnership Bid	£0	0	0%
DDNP Contribution	£0	-£86	0%
Income Less Expenditure	£0	-£86	0%

Income Expenditure September 2026

	Budget 26-27	Actual YTD 26-27	Percentage Spend
Market			
Total Income	£21,000	£11,063	53%
Overhead Expenditure	-£3,170	-£1,281	40%
Income Less Expenditure	£17,830	£9,782	55%
Promotion			
Overhead Expenditure	-£600	-£178	30%
Precept			
Total Income	£752,684	£376,342	50%
General Expenditure (inc IT)			
Total Income	£0	£0	0%
Overhead Expenditure	-£62,315	-£31,868	51%
Sports Ground			
Total Income	£9,000	£4,025	45%
Overhead Expenditure	-£21,192	-£6,000	28%
Income Less Expenditure	-£12,192	-£1,975	16%
Events			
Event Income	£0	£0	0%
Overhead Expenditure	-£1,300	-£547	42%
Income Less Expenditure	-£1,300	-£547	42%
Christmas Switch-On Event			
Total Income	£4,000	£216	5%
Overhead Expenditure	-£5,250	-£46	1%
Income Less Expenditure	-£1,250	£170	-14%
Carnival			
Total Income	£10,000	£10,086	101%
Overhead Expenditure	-£12,750	-£13,497	106%
Income Less Expenditure	-£2,750	-£3,411	124%
Wages			
Recharge	£0	£5,304	0%
Recharge	£0	-£5,304	0%
Wages Admin	-£216,812	-£104,525	48%
Wages Maint	-£202,624	-£89,946	44%
Income Less Expenditure	-£419,436	-£189,167	45%
Town Mayors Charity			
Total Income	£0	0	0%
Overhead Expenditure	£0	-£1,643	0%
Income Less Expenditure	£0	-£1,643	0%
CIL			
Total Income	£0	£1,656	0%
Overhead Expenditure	£0	£0	0%
Sec 106 Income	£0	0	0%
Sec 106 Expenditure	£0	0	0%
Streetlighting			
Total Income	£0	0	0%
Overhead Expenditure	-£18,000	-£3,018	17%
Income Less Expenditure	-£18,000	-£3,018	17%
Earmarked Reserves Budgeted			
Income Less Expenditure	-£82,000	£0	0%
Total Income	£863,535	£452,236	52%
Total Expenditure	-£863,535	-£382,279	44%

SUMMARY REPORT OF EARMARKED RESERVES 2026-27

NC	Committee	Site	EMR	Balance as at 1st April 2026	Less: Actual Year to date Expense	Balance	Add: Year to date receipts	Balance as at 30th September 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	£ 745.35	£ 31,069.65		£ 31,069.65
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	£ 215.00	£ 15,953.03	£ 10,000.00	£ 25,953.03
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	£ 42,273.20	£ 10,755.83	£ 5,000.00	£ 15,755.83
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	£ 1,655.92	£ 79,741.44
466	AIE	Town	CCTV	£ 3,025.75		£ 3,025.75		£ 3,025.75
468	AIE	Town	D&D Neighbourhood Plan	£ 6,918.68	£ 85.93	£ 6,832.75		£ 6,832.75
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
			TOTAL	£ 839,515.40	£ 44,003.33	£ 795,512.07	£ 83,655.92	£ 879,167.99

30.09.2026	Current Year End balance (Precept)	£ 67,884.00
	General Reserves	£ 318,700.00
	EMR	£ 879,167.99
	Total Funds	£ 1,265,751.99

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



DISS TOWN COUNCIL

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Report Number:

38 / 2627

Report to:	Full Council
Date of Meeting:	Wednesday 21 st October 2026
Authorship:	Responsible Finance Officer
Subject:	Accounts Quarter 2 – 2026/2027

1. Introduction

- 1.1 As required by Financial Regulations, section 4.8, the Responsible Financial Officer (RFO) must report any income or expenditure variances exceeding 15% of budget. Accordingly, the Council's attention is drawn to those budget codes that fall outside the quarter 2 tolerance range of 42.5% to 57.5% of the annual budget.
- 1.2 The detailed income and expenditure report is provided in Item 6b.
- 1.3 The annual budget comprises a precept of £752,684 and an additional income of £110,851 for the year ending 31st March 2027, resulting in a total expenditure budget of £863,535.

2. Expenditure

- 2.1 The expected expenditure within this threshold for the second quarter should be £431,767.
- 2.2 As of 30th September 2026, marking the end of the second financial quarter of the 2026/27 budget year, Diss Town Council's (DTC) spending is £383,126.
- 2.3 Variances during this quarterly reporting period are expected due to the routine patterns of expenditure spread over the financial year, resulting in some budget headings being outside the specified tolerances. However, it is important to note that these variances are neither unexpected nor cause for concern currently.

3. Income

- 3.1 The budgeted income for the current financial year is £110,851. By the end of the first Second quarter, we should have received £55,425 in income from the properties we own.
- 3.2 The current income for the second quarter is £74,668. This income is routine income for this time of year, and this will level out by the end of the financial year.

4. Summary at End of Quarter 2

- 4.1 The budget is performing as expected for this time of the year. There are no concerns that the council should be aware of at this time.



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Report Number:
39 / 2627

Report to:	Full Council
Date of Meeting:	Wednesday 21 st October 2026
Authorship:	Responsible Finance Officer
Subject:	Annual Budget 2027/28

1. Introduction

1.1 This report presents the first draft of the Council's budget for 2027/28, following initial consideration by the Budget Action Group (BAG). It outlines the principal budget assumptions and proposed allocations and seeks Council's endorsement of the draft budgets as the basis for further consideration and refinement.

1.2 Two BAG meetings have been held with relevant Officers and councillors and an initial draft budget has been prepared following these discussions.

1.3 The proposed budgets are shown in Appendix A, Assets, Infrastructure and Events Budget, and Appendix B, Executive Budget. Proposed income is shown in Appendix C.

1.4 All figures remain provisional. Earmarked Reserves (EMR), potential savings and income-generating opportunities will be considered at a further BAG meeting, with a revised budget presented to Full Council in November.

1.5 Insurance budget lines have been increased by 10% in anticipation of the expiry of the Council's current five-year fixed contract. Given increases in insurance costs over recent years, it is anticipated that premiums may rise significantly when a new contract is procured.

2. Assets, Infrastructure and Events

2.1 The Tree Management budget has been reduced to £16,000. This is expected to cover planned tree works, emergency works and a further survey by a qualified arboriculturist during 2027/28. The current arrangement is based on a one-year contract. Following a change of contractor and more competitive pricing, it is proposed that a three-year contract be procured from 2027/28 onwards to provide greater value and continuity of service.

2.2 The Town and Park budget has been reduced by £2,000, reflecting lower expenditure levels in recent years. No provision has been made for replacement bunting, as the bunting purchased in 2026/27 remains in good condition and can be reused.

2.3 The Mere Fountain servicing budget has been removed, as the fountain is no longer being serviced and consideration will be given to its replacement. Provision of £10 has been retained to meet the annual licence fee.

2.4 The DYCC continues to incur running costs as the maintenance team remains based at the site. The budget therefore includes provision for business rates, water, electricity, gas, broadband supporting the CCTV system and essential annual servicing costs required to maintain the building and prevent further deterioration.

Electricity expenditure has reduced significantly following the relocation of the maintenance team's break room to an area heated by gas. This has removed the need for electric fan heaters and resulted in a considerable reduction in electricity consumption and costs.

2.5 The budgets for servicing the Park Toilets and Mere's Mouth Toilets remain unchanged. While cleaning and servicing costs have reduced, these savings are expected to be offset by increased expenditure on sanitary bin provision, with plans to provide sanitary bins within the men's facilities as well as the women's facilities.

2.6 Provision of £2,000 has been included for the Neighbourhood Plan during 2027/28. No budget allocation was made in 2026/27, but further work is anticipated during the coming financial year.

2.7 Streetlighting running costs have been forecast at £14,000. A further £15,000 is proposed for transfer to an EMR to begin building provision towards the estimated £400,000 cost of replacing the streetlighting stock in approximately 21 years.

2.8 Provision of £2,750 has been included for transfer to an EMR towards the 2028 Carnival, allowing funds to be accumulated in advance of the event.

2.9 A further £2,750 has been budgeted for the Christmas Lights Switch-On event to help meet infrastructure and operational costs. Although this is a smaller event than the Carnival, its core operational and infrastructure requirements remain broadly similar, while the opportunities for generating income are more limited.

3. Executive

3.1 Provision for Capital Expenditure repayments is no longer required, as all Public Works Loans have now been repaid.

3.2 The Christmas Lights budget has been increased to £22,000 to provide for replacement lighting in several locations and an additional Christmas tree for the Market Place. As no provision was included for these items in the 2026/27 budget, any associated expenditure incurred during the current financial year will need to be met from General Reserves.

4. Income

4.1 Amenities income has been reduced by £600 following the cessation of the Park Pavilion café tenancy. Income may increase during 2027/28 if the proposed sauna project proceeds.

4.2 Cemetery income has been budgeted at a lower level based on activity in recent years. Income from this service is demand-led and can fluctuate significantly from year to year, limiting the Council's ability to predict or directly influence the amount received.

4.3 Income associated with the Christmas Lights Switch-On event has been reduced, as sponsorship will not be sought and anticipated stallage income has been lowered to reflect the

reduced scale of the event. This approach is intended to help minimise the Council's overall costs while retaining the event for the community.

No Carnival income has been included, as the event is not due to take place in 2027.

4.4 Income from Council Office space hire has been reduced following the relocation of the registrars' marriage service to the Corn Hall. A new tenancy agreement will be required should the registrars continue to hire office accommodation during 2027/28.

5. Next Steps and Budget Timetable

5.1 A further BAG meeting will consider earmarked reserves, opportunities for additional savings and potential income-generating activities. A revised draft budget will then be presented to Full Council in November.

5.2 Following confirmation of the Council's tax base, a further revised budget will be presented to Full Council in December.

5.3 Final amendments will be incorporated ahead of the January Full Council meeting, when the budget and precept requirement will be presented for approval before submission to South Norfolk Council by 14 January 2027.

Recommendations

Council is recommended to:

1. Endorse the draft Assets, Infrastructure and Events Budget for 2027/28 as the basis for further consideration, noting that amendments may be made before the final budget-setting meeting.
2. Endorse the draft Executive Budget for 2027/28 on the same basis.
3. Note that earmarked reserves, potential savings and income-generating opportunities will be considered further by the Budget Action Group, with a revised draft budget presented to Full Council in November.
4. Note the current overall draft budget position and resulting indicative precept requirement for 2027/28, recognising that these remain subject to further review and refinement before formal budget setting in January 2027.

	<u>Description</u>	<u>Code</u>	2025-26		2026-27					2027-2028			
			<u>25-26 Budget updated</u>	<u>25-26 Actual updated</u>	<u>26-27 Budget</u>	<u>Actual Costs to date</u>	<u>Projected remaining Costs</u>	<u>Total Projected</u>	<u>Under/over spend</u>	<u>Precept Revenue</u>	<u>Precept Revenue & EMR</u>	<u>Variation</u>	<u>Notes 27-28</u>
1	Agency NCC Grass cutting	4000	100	23	100	0	0	0	-100.00	-	-	100	No Longer grass cut Verges
2	Allotment Expenditure	4020	1,030	30	1,030	30	1,200	1,230	200.00	1,252	1,252	-222	Add 10% from 26/27 hedge works plus insurance costs
3	Garden & Floral Scheme	4040	2,000	951	1,500	104	700	804	-696.00	1,000	1,000	500	Still have 30 planters, which will need replanting - Sarah agreed they won't need as much this year
4	Town/Pk	4060	26,000	25,531	30,000	9,333	13,000	22,333	-7667.00	28,000	28,000	2,000	Agreed to reduce as no using the full amount, and don't need to buy bunting in 27/28
5	Play Equipment R&R	4061	5,000	619	5,800	3,795	160	3,955	-1845.00	7,800	17,800	-2,000	10k into EMR for new Play Equipment, any unspent to go to EMR also, Agreed to increase as costs on current equipment going up
6	Board Walk Main	4062	1,000	748	1,000	0	0	0	-1000.00	1,000	1,000	0	Garden decking all painted 25/26, handrails painted in early 26/27, paid purchased but need dry weather to complete
7	Van Replacement	4065	0	0	0	0	0	0	0.00	-	15,000	0	Add 15k to Van replacement EMR per year to save up for Van replacements
8	Van Running Cost	4070	7,000	5,671	7,000	1,637		1,637	-5363.00	7,000	7,000	0	3 Van Running costs general use is approx 5k annually, but have a 2k contingency for any breakdown faults - looking a downsizing to 2 vans as one not utilised sufficiently
9	Van Insurance	4071	1,810	1,811	1,810	1,811	0	1,811	1.00	2,000	2,000	-190	Insurance increase of 10% as need new Insurance contract for 2027/28
10	Tree management	4075	18,000	9,400	20,000	1,680	10,000	11,680	-8320.00	16,000	16,000	4,000	Agreed quote for 8k, but does not include any emegency works. Any balance at year end goes into EMR - agreed to reduce to 16k due to more cost effective contractor
11	Bus Shelter Cleaning	4080	120	120	120	60	60	120	0.00	120	120	0	
12	Closed Churchyard R&R	4085	100	15	100	1	0	1	-99.00	1,070	1,070	-970	Grass cutting via contract rather than using our maint. Team - 26/27 went through 4060 as not budgeted for previously
13	Manorial Rights R&R	4090	10	2	10	0	0	0	-10.00	-	-	10	No longer cut grass - still needed?
14	Mere Water Drainage	4095	2,000	0	3,000	0	2,000	2,000	-1000.00	3,000	3,000	0	Leave budget at current level as may require a pump, and this would be the current costs - Last hired pump back in 2021 and cost £1500 so prices will have increased
15	Mere Fountain	4100	2,000	0	2,200	10	0	10	-2190.00	10	10	2,190	Have enough in EMR to replace, and no longer servicing as should be replacining in 2027/28 - still need to pay £10 for licence for the fountain (Claverhouse)
16	Mere Fountain Electricity	4101	6,000	5,233	5,600	2,443	3,075	5,518	-82.00	5,600	5,600	0	
17	Mere Fountain/Kiosk Insurance	4102	170	166	173	170	0	170	-3.00	187	187	-14	Insurance increase of 10% as need new Insurance contract for 2027/28
18	PK - Water	4110	100	77	100	20	30	50	-50.00	100	100	0	Only minimal costs as no water being used, as no fountain in situ, but keeping supply if later required
19	PK - Electricity	4115	1,903	1,031	2,400	308	440	748	-1652.00	800	800	1,600	Usage considerably reduced as no longer have café in Kiosk - sauna project??
20	Park Pavilion & Lights	4117	0	0	500	0	0	0	0.00	1,000	1,000	-500	Increased to cover costs of light bulbs in park lighting
21	Mere's Mouth Rent	4120	100	0	100	0	100	100	0.00	100	100	0	
22	Mere's Mouth Business Rate	4125	424	424	424	188	188	376	-48.00	376	376	48	
23	Mere's Mouth Water	4130	500	0	500	0	0	0	-500.00	500	500	0	SNDC to charge to DTC - but not happened as yet
24	Park Insurance	4140	1,900	1,885	1,960	1,936	0	1,936	-24.00	2,130	2,130	-170	Insurance increase of 10% as need new Insurance contract for 2027/28
	AMENITIES TOTAL EXPENDITURE		77,267	53,737	85,427	23,526	30,953	54,479	-30448.00	79,045	104,045	6,382	
25	Cemetery Grounds R&R	4250	10,300	9,585	10,700	4,074	4,180	8,254	-2446.00	10,700	10,700	0	Grass Cutting & Hedge Trimming under larger 15k contract for all sites, with some minimal costs for waste collections and maintenance
26	Cemetery Chapels R&R	4260	1,000	54	1,000	693	0	693	-307.00	1,000	1,000	0	For any emergency repairs, but all major works have been completed
27	Cemetery Water	4275	175	189	175	230	75	305	130.00	200	200	-25	Prices have increased, but had excessive bill back in April due to tap being left on all night as act of vandalism during freezing weather
28	Cemetery Electricity	4280	1,300	456	1,300	100	250	350	-950.00	500	500	800	Minimal usage as maintenance team no longer based in the chapel, this can be reduced

	<u>Description</u>	<u>Code</u>	<u>2025-26</u>		<u>2026-27</u>					<u>2027-2028</u>			<u>Notes 27-28</u>
			<u>25-26 Budget updated</u>	<u>25-26 Actual updated</u>	<u>26-27 Budget</u>	<u>Actual Costs to date</u>	<u>Projected remaining Costs</u>	<u>Total Projected</u>	<u>Under/over spend</u>	<u>Precept Revenue</u>	<u>Precept Revenue & EMR</u>	<u>Variation</u>	
29	Cemetery Insurance	4285	545	530	552	544	0	544	-8.00	600	600	-48	Insurance increase of 10% as need new Insurance contract for 2027/28
30	Cemetery Grave digging Exp	4300	0	8,163	0	720	0	720	720.00	-	-	0	No budget required as no longer arrange grave digging
	CEMETERY TOTAL EXPENDITURE		13,320	18,977	13,727	6,361	4,505	10,866	-2861.00	13,000	13,000	727	
30	General Maint. Equipment	4270	4,000	1,422	4,000	1,264	2,000	3,264	-736.00	4,000	4,000	0	Have quoted for general maintenance and services, will still need some machines serviced as men have been using some
31	General Insurance Equipment	4271	156	153	160	157	0	157	-3.00	173	173	-13	Insurance increase of 10% as need new Insurance contract for 2027/28
32	Ride on mower Insurance	4272	440	440	458	452	0	452	-6.00	500	500	-42	Insurance increase of 10% as need new Insurance contract for 2027/28
	General Equipment Total		4,596	2,015	4,618	1,873	2,000	3,873	-745.00	4,673	4,673	-55	
32	CH Maint	4350	6,000	5,356	6,000	4,245	0	4,245	-1755.00	6,000	6,000	0	Currently working with Cornhall, leave as is for 2026/27
33	CH Insurance	4360	2,846	2,522	2,655	2,641	0	2,641	-14.00	2,905	2,905	-250	Insurance increase of 10% as need new Insurance contract for 2027/28
	CORN HALL TOTAL EXPENDITURE		8,846	7,878	8,655	6,886	0	6,886	-1769.00	8,905	8,905	-250	
34	Office Business Rate	4610	4,860	4,242	4,952	1,746	1,746	3,492	-1460.00	3,492	3,492	1,460	Offices reassessed in 2025/26, so charged less on 2026/27
35	Office Gas	4615	3,000	2,025	3,000	659	1,500	2,159	-841.00	3,000	3,000	0	
36	Office Electricity	4620	1,630	1,550	1,630	598	1,000	1,598	-32.00	1,630	1,630	0	
37	Office Telephone	4625	2,750	1,822	3,000	562	1,200	1,762	-1238.00	3,000	3,000	0	
38	Office Insurance	4630	940	942	980	968	0	968	-12.00	1,065	1,065	-85	Insurance increase of 10% as need new Insurance contract for 2027/28
39	Office R&R	4400	3,500	3,214	7,595	3,482	3,600	7,082	-513.00	7,595	7,595	0	This now includes the weekly cleaner costs
40	Council Office Garden Maint	4402	0	0	840	0	840	840	0.00	840	840	0	Sarah thinks this will be done by Diss Woodland Project team for the same prices as 2026/27
41	Office Building	4405	2,000	1,857	2,000	747		747	-1253.00	2,000	2,000	0	
42	Office Stairlift	4410	400	401	420	0	421	421	1.00	443	443	-23	Prices seem to increase by 5% each year, therefore should be £443 in 2027/8
	OFFICE BUILDING TOTAL EXPENDITURE		19,080	16,053	24,417	8,762	10,307	19,069	-5348.00	23,065	23,065	1,352	
43	Electricity Testing 5 yrly	4420	0	0	0	0	0	0	0.00	-	1,000	0	Will require some funds in an ERM to build reserves for this
44	Health & safety	4425	2,500	1,101	1,500	486	800	1,286	-214.00	1,500	1,500	0	Reduce this as kept high post covid, but this has not be utilized for several years
45	Pk Toilet Servicing	4435	14,000	10,677	11,000	3,375	4,300	7,675	-3325.00	11,000	11,000	0	Possible closure of Gender toilets, with disabled being a unisex WC from 01 Nov 26 to 01 Apr 27 (term time only). Quote from new cleaners £ 6,825 or £5,862 with closure, Plus cleaning products & Repairs
46	PK Toilet Insurance	4445	422	410	426	422	0	422	-4.00	485	485	-59	Insurance increase of 10% as need new Insurance contract for 2027/28
47	PK Toilet Elect	4450	1,783	1,385	1,783	408	900	1,308	-475.00	1,500	1,500	283	
48	PK Toilet Water Rates	4460	2,000	2,525	2,000	867	1,320	2,187	187.00	2,000	2,000	0	Changed Supplier - current usage being Investigated
49	Mere's Mouth Toilets	4465	17,000	12,678	14,000	5,356	5,000	10,356	-3644.00	14,000	14,000	0	We pay SNDC £850 per annum rent for these toilets, New cleaners at £6,825 per year, and cleaning products/Repairs
50	Mere's Mouth toilet Electricity	4466	1,500	1,101	1,500	335	750	1,085	-415.00	1,500	1,500	0	
51	Staff Uniforms/Replacements	4475	500	0	500	0		0	-500.00	500	500	0	
	OTHER PROPERTY TOTAL		39,705	29,877	32,709	11,249	13,070	24,319	-8390.00	32,485	33,485	224	

			2025-26		2026-27					2027-2028			
	<u>Description</u>	<u>Code</u>	<u>25-26 Budget updated</u>	<u>25-26 Actual updated</u>	<u>26-27 Budget</u>	<u>Actual Costs to date</u>	<u>Projected remaining Costs</u>	<u>Total Projected</u>	<u>Under/over spend</u>	<u>Precept Revenue</u>	<u>Precept Revenue & EMR</u>	<u>Variation</u>	<u>Notes 27-28</u>
52	DYCC Electricity	4500	6,500	4,346	5,000	861	2,000	2,861	-2139.00	2,500	2,500	2,500	Should be minimal use as only electric will be maintenance team & Park Radio's Aerial Keeping minimal heating over winter to protect the building
53	DYCC Gas	4505	830	520	700	220	300	520	-180.00	600	600	100	
54	DYCC Business Rate	4510	3,800	5,040	5,200	2,602	2,603	5,205	5.00	5,205	5,205	-5	Would only get reduction if the building is empty, including no storage or use by maintenance team
55	DYCC Water Rate	4515	800	378	800	581	1,400	1,981	1181.00	2,000	2,000	-1,200	Changed Supplier - current usage being investigated
57	DYCC Insurance	4525	1,200	1,169	1,216	1,202	0	1,202	-14.00	1,325	1,325	-109	Insurance increase of 10% as need new Insurance contract for 2027/28
58	DYCC Annual Service Costs	4530	750	695	750	0	0	0	-750.00	-	-	750	Put through code 4540 as no need for 2 codes
59	DYCC General R&R	4540	6,000	813	4,500	2,061	1,000	3,061	-1439.00	4,500	4,500	0	Empty apart from Maint team - Leave budget as is as this can be used for ad-hoc smaller replace works & general annual service contracts
	CAB Community Space	4550	0	0	6,000	0	0	0	-6000.00	6,000	11,000		Remaining into EMR - will have 10k running costs from CADET to assist with this for 27/28
61	Diss Youth Provision	4560	0	0	0	0	0	0	0.00	15,000	15,000	0	DTC Contribution, as receiving a 20k grant for this also
	DYCC TOTAL EXPENDITURE		19,880	12,961	24,166	7,527	7,303	14,830	-9336.00	37,130	42,130	-12,964	
59	Mere's Mouth - Maintenance	4805	0	0	0	0	0	0	0.00	-	-	0	
61	Market place - Water rate	4810	100	104	100	37	40	77	-23.00	100	100	0	
62	Market Business Rate	4815	2,480	2,470	2,470	1,029	1,029	2,058	-412.00	2,470	2,470	0	
63	Market Electricity	4830	600	371	600	150	250	400	-200.00	600	600	0	
	TOTAL MARKET EXPENDITURE		3,180	2,945	3,170	1,216	1,319	2,535	-635.00	3,170	3,170	0	
64	Sportsground General	4900	4,000	2,541	4,000	123	1,000	1,123	-2877.00	4,000	14,000	0	Renamed from Track Maintenance for Sportground General for any project works
	Sports Pavilion R&R	4910	2,500	708	2,500	900	111	1,011	-1489.00	2,500	2,500	0	Given enough budget incase any works required, with balance at Y/End going into an EMR for this site
67	SPG Grounds Maint	4920	5,000	3,475	5,000	1,127	1,578	2,705	-2295.00	5,000	5,000	0	Grass Cutting contract currently £2760 - could increase and
68	SPG Water	4930	600	515	500	142	400	542	42.00	550	550	-50	
69	SPG Electricity	4935	4,767	2,792	4,650	829		829	-3821.00	4,650	4,650	0	New British Gas Contract started October 2025
70	SPG Insurance Premium	4945	1,420	1,421	1,478	1,460	0	1,460	-18.00	1,606	1,606	-128	Insurance increase of 10% as need new Insurance contract for 2027/27
71	SKb Insurance	4955	550	539	564	554	0	554	-10.00	610	610	-46	Insurance increase of 10% as need new Insurance contract for 2027/28
	SKb Maintenance	4965	1,000	113	2,500	388	1,604	1,992	-508.50	2,500	7,500	0	Agreed 5k to EMR to build funds for future required replacements
72													
	TOTAL SPORTS GROUND EXPENDITURE		21,522	12,104	21,192	5,523	4,693	10,216	-10976.50	21,416	36,416	-224	
73	CCTV	4730	4,000	2,649	4,000	1,821	1,135	2,956	-1044.00	4,000	4,000	0	Need £320 per year for broadband costs at skatepark, Stuart has also quoted a possible cost of £3425 for maintenance of the CCTV at all sites each year (labour costs only). EMR being spent in 2026/27
	Parish Partnership Bid	4780	0	0	0	0	0	0	0.00	-	-	0	Leave 5k in EMR for future PPB's, Infrastructure to inform of any projects. Possible footpath as SPG consultation underway - 22/2324 would need 27k (50% of funds with NCC) - Balance could come from CIL
74													
75	DDNP - Neighbourhood Plan	4785	1,000	176	0	82	28	110	110.00	2,000	2,000	-2,000	Sarah requested double contribution from DTC for 27/28, as no contribution made in 26/27 - 08.07.2026
76	Streetlighting	4970	12,000	6,558	14,000	0	7,500	7,500	-6500.00	14,000	29,000	0	12K for running costs, actual elec costs for 24-25 were £8,074 + expected 10% price hike to £8.9K for 25/26. Proposed increase for 26/7 is another 10%, plus possible £4,000 for revenue maintenance. Additional 15k to be placed into EMR for 400k replacements in 23yrs time
	TOTAL INFRASTRUCTURE		17,000	9,383	18,000	1,903	8,663	10,566	-7434.00	20,000	35,000	-2,000	

			<u>2025-26</u>		<u>2026-27</u>					<u>2027-2028</u>			
	<u>Description</u>	<u>Code</u>	<u>25-26 Budget updated</u>	<u>25-26 Actual updated</u>	<u>26-27 Budget</u>	<u>Actual Costs to date</u>	<u>Projected remaining Costs</u>	<u>Total Projected</u>	<u>Under/over spend</u>	<u>Precept Revenue</u>	<u>Precept Revenue & EMR</u>	<u>Variation</u>	<u>Notes 27-28</u>
77	Remembrance Service	4760	700	462	700	46	1,450	1,496	796.00	1,500	1,500	-800	Additional budget as taking on more event management, and traffic manage co changes
78	General Events	4991	600	309	600	501	200	701	101.00	1,000	1,000	-400	charges instead of crediting - increase as will need to include Armed Forces day
79	Christmas Lights Switch-On	4990	5,250	3,352	5,250	46	3,250	3,296	-1,954.00	3,400	3,400	1,850	Budget is £2750 plus the budgtd income amount of £650 - increased to cover considerable infrastructure costs
80	Carnival	4996	12,750	12,567	12,750	13,297	0	13,297	547.00	2,750	2,750	10,000	Budget is £2750 to be placed in EMR for Carnival 2028
	Total Events		19,300	16,690	19,300	13,844	4,900	17,294	-1,306.00	8,650	8,650	10,650	
	EARMARKED RESERVES	9000	42,000	31,507	82,000	43,917				61,000		21,000	
	Total Assets,Infrastructure and Events Committee		285,696	214,127	337,381	132,587	87,713	174,933	-79,249	312,539	312,539	24,842	

EXPENDITURE - EXECUTIVE COMMITTEE										
Description	Code	2025-2026		Budget 26-27	Actual to date	Projected Costs	Total Projected	2027-2028		Notes 27-28 Budget
		Budget 25-26	Actual 25-26					Budget 27-28	Variation	
Bank Charges	4202	400	453	550	151	250	401	550	0	Charged increased from Unity to B.Net monthly charges, but interest increases more than compensate for this
Capital Expenditure (Loan Charges)	4200	27,589	27,589	14,170	0	14,170	14,170	0	-14,170	Loan repayments all completed in 2026/27
Wages- General Admin	4665	219,705	192,128	216,812	84,261	125,858	210,119	217,130	318	See payroll calculations spreadsheet
Maintenance Wages	4666	205,552	190,613	202,624	72,537	108,028	180,565	191,504	-11,120	Reduction due to loss of Cleaning person, this budget transferred as per last years budgeting
Wages - Agency	4687	0	2,699	0	0	0	0	4,000	4,000	For agency staff during summer to help with Watering of planters
Town Mayor's Allowance	4600	1,500	834	1,500	37	700	737	1,500	0	Carol Concert Expenses still to be taken
Members Allowances/Mileage	4605	1,900	520	1,325	0	630	630	900	-425	5 members eligible to claim their allowance as elected. Mayor & Leader £318(N/A), Committee Chair £190 (x1 possible) and Members £110 (x4), plus £270 for any mileage or expenses
Subscriptions	4635	2,500	1,929	2,500	1,567	450	2,017	2,500	0	
Audit	4640	3,000	2,444	3,200	417	2,200	2,617	3,500	300	£2,450 last year - will need new auditor as 26/27 is 5th and final year with V.Waples and possible increase from PKF
Training	4645	2,000	2,112	4,800	540		540	4,800	0	Will leave budget as is, and agreed to have FILCA training for RFO followed by AAT qualification
Liability Insurance	4646	4,800	4,805	5,000	5,038	0	5,038	5,550	550	Increase of 10% on last years premium
Data Protection	4648	0	0	715	0	715	715	790	75	Being charged £650 in 25/26 with a 10% increase each year to be budgeted going forwards
Meeting Expenditure	4650	1,200	508	1,200	0	600	600	1,200	0	Hire of Cornhall Council Chamber for Meetings when building would otherwise be closed - £50 per time
Printing/Stationery	4655	4,000	2,574	4,000	1,249	1,400	2,649	3,000	-1,000	
IT Equipment/ Software & Support/ Website	4657	22,000	19,180	25,500	11,678	13,000	24,678	27,500	2,000	Vmit Software & Support, Rialtas, Adobe & Wix will all have a price increase due to inflation, and Colin's laptop is due for replacing. Added Website charges for DTC instead of Separate code. Any remaining budget at Y/End to be transferred to EMR
Postage	4660	125	31	125	20	50	70	125	0	
Staff Mileage	4667	500	278	250	31	150	181	250	0	
Legal/Financial/Prof fees	4675	6,500	4,443	6,800	0	0	0	6,800	0	Most Legal/Professional works completed - possible tenancy agreement costs for NCC registrars. Also require 2.8k for VAT review. Balance to be trnsf at Y/End to EMR 473.
Property Valuations	4677	0	4,500	1,500	0	0	0	1,500	0	EMR Code 471 - annual saving for valuations every 3 years
Vacancy Adverts	4680	1,000	0	1,000	0	0	0	1,000	0	To be kept for future recruitment of CEO using SLCC
Rechargeable	4685	0	4,780	0	5,292	0	5,292	0	0	No budget required
HR Support	4690	2,700	2,767	2,900	2,767	0	2,767	3,000	100	Increase of 2.5% from 26/7 - agreed within 5 year contract, but can be terminated after 3 years (third year)
S 137 Exp	4870	0	19	0	0	0	0	0	0	No budget required
CIL Expenditure	5000	0	6,062	0	0	0	0	0	0	No budget required
TM Charity	4795	0	1,172	0	1,643	0	1,643	0	0	No budget required
Christmas Lights Display	4320	19,000	18,417	19,000	3,974	18,000	21,974	22,000	3,000	TC has confirmed that require higher budget for 2027/27 due to additional tree on Market place - additional costs in 26/27 from General Reserves
Insurance re. Christmas Lights	4322	83	83	83	83	0	83	85	-2	
Promotion	4840	1,000	641	600	163	450	613	650	-50	Visit Diss Website costs comes from this code
Grants										
General Grants	4720	10,000	3,500	10,000	0	10,000	10,000	10,000	0	
Sub totals Executive Committee		537,354	495,291	526,154	191,448	296,651	488,099	509,834	-16,424	

Description	Code	26-27 Budget	Actual to date	Projected	26-27 Forecast	27-28 Budget	Variation	Notes 27-28
Executive								
Precept	1076	752,684	376,342	376,342	752,684	752,684	0	
Interest Received	1090	18,000	15,588	12,000	27,588	18,000	0	At 6 months already been paid 11k interest, so should be in the 22k mark, but interest rates are now going down
Long Term Investment Matured	1095	0	0	0	0	0		
Legal Fees Contributions	1100	0	500	0	500	0	0	Contributions from Park Radio & Cornhall for the Solicitors dealing with Sublease in 25/26 - nothing further
Rechargable Exp. Refunded	1280	0	5,256	0	5,256	0	0	This should balance to zero with 4685
Town Mayor's Charity	1440	0	0	0	0	0	0	
Town Mayors Income	1445	0	0	0	0	0	0	
Sec 106	1465	0	0	0	0	0	0	
CIL - CIL Income	1460	0	1,656	0	1,656	0	0	
sub-total		770,684	397,686	388,342	786,028	770,684	0	
Asset, Infrastructure & Events								
Agency	1000	0	0	0	0	0	0	No longer have the grass cutting contract for verges, so no income
Allotment Rent	1120	1,017	0		0	1,017	0	Increase of 10% annually agreed with DDAHA - agreed £440 contribution to hedge cutting in 27/28
Amenities Income	1140	3,000	3,103	100	3,203	2,400	-600	Income decreased due to Pavilion Kiosk Hire which was terminated after budget 26/27
Mini Recycling Adopter Payment	1150	0	0	0	0	0	0	Contract for this has been cancelled by South Norfolk Council
Cemetery Interment/chapel fees	1180	27,800	12,123	15,000	27,123	20,000	-7,800	Few deaths so far, but trends suggest more during winter
Cemetery Memorial fees	1185	8,000	3,900		3,900	8,000	0	Will look at pricing increase for 26/27 as not increased in 25/26
Cemetery Gravedigging Fees	1190	2,000	720	750	1,470	2,000	0	Agreed £75 admin fee on top of Grave Digging to be fixed until April 2028 Agreed FC Nov 2025
Christmas Switch On Income	1235	4,000	0	650	650	650	-3,350	Reduced income due to no sponsorship,
Office Rent/Service Charge	1240	7,034	3,203	2,000	5,203	4,000	-3,034	Menscraft cancelled, so only income from NCC but need new tenancy agreement before continuing rent
DYCC Hire fees	1260	0	0	0	0	0	0	DYCC Closure - need to agreed electricity for the Aerial once Park Radio move out
Community Space Hire Fees	1270	0	0	0	0	0	0	Additional Resource agreed FC 17.12.2025
DDNP Income	1303	705	0	0	0	705	0	Will be invoicing other parishes short with DDNP agreed amounts
Market Stallage	1320	21,000	10,485	9,000	19,485	21,000	0	Will have pricing review meeting before next full council to review these prices
Extra Event Income	1330	0	0	0	0	0		
SPG Hire fees	1400	9,000	3,100	5,000	8,100	9,000	0	Reviewed in 2026/27, therefore will look again in 2028/29
Carnival Income	1435	10,000	9,986	0	9,986	0	-10,000	No Income for 2027 as not taking place
sub-total		93,556	46,620	32,500	79,120	68,772	-24,784	
Total		864,240	444,306	420,842	865,148	839,456	-24,784	



DISS TOWN COUNCIL

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Report Number:
40 / 2627

Report to:	Full Council
Date of Meeting:	21 st October 2026
Authorship:	Town Clerk
Subject:	Clear Mere Project – Nature Conservation Fund Grant Award

1. Background

1.1 At its meeting on 23 September 2026, Council considered the governance arrangements for the submission of grant applications where funding deadlines did not reasonably allow prior consideration by Full Council.

1.2 Council subsequently ratified the submission of an application to the Nature Conservation Fund for the Clear Mere project. The previous report made clear that submission of the application did not constitute approval of the detailed project, expenditure or implementation arrangements, and that any grant offer and associated commitments would be referred to Full Council for determination.

1.3 Diss Town Council's application has now been successful, with grant funding of £10,000 offered towards measures intended to improve the water quality and biodiversity of the Mere. The grant award documentation must be completed and returned to the funder following Council's consideration of the proposals.

2. Project Proposal

2.1 The proposed project is a community-led partnership project involving Diss Town Council, Friends of Diss Mere, local volunteers, students and specialist advisers, aimed at improving water quality, biodiversity and community understanding of Diss Mere.

2.2 The principal elements are:

- approximately 30 metres of native marginal planting;
- up to 20 floating wetland modules, comprising five purchased units and up to 15 units assembled by supervised volunteers on land;
- professional freshwater ecological assessment and project design;
- water-quality monitoring equipment and supplies;
- laboratory testing;
- three community bioblitz events;
- volunteer and student involvement;
- community information and engagement; and
- an interpretation board, subject to the available funding.

2.3 The proposed floating wetland modules are approximately 2 metres by 1 metre, with a depth of 0.2 metres. Their final design, positioning, installation and mooring arrangements would be subject to specialist assessment and the necessary safety and procurement checks.

2.4 The project proposes water-quality testing at four locations over three sampling rounds, producing 12 samples. The information subsequently provided to the funder states that analysis would be undertaken by a UKAS-accredited environmental laboratory, with the final laboratory and testing arrangements still to be confirmed.

2.5 No dredging or disturbance of deep sediments is proposed. Habitat works are planned for November 2026 to February 2027, with grant-funded delivery to be completed by 31 March 2027. Monitoring and maintenance would continue after the funded delivery period.

3. Delivery Arrangements

3.1 Friends of Diss Mere would work in partnership with Diss Town Council to support the day-to-day delivery of the project, helping to coordinate volunteer activity, community engagement, monitoring and project implementation. Diss Town Council, as grant applicant and landowner, would retain responsibility for governance, financial management and statutory requirements.

3.2 A nominated Friends of Diss Mere coordinator would help organise volunteer activity, student involvement, specialist input and project monitoring, working alongside Town Council officers and project partners to support successful delivery.

3.3 The application identifies approximately 17 core volunteers and estimates a contribution of 570 volunteer hours during the funded delivery period, with an indicative in-kind value of £9,150. These figures are planning estimates and do not represent confirmed individual commitments. Volunteer contributions would be captured during delivery to support grant monitoring and reporting requirements.

3.4 Before works or purchases proceed, Diss Town Council, Friends of Diss Mere and any appointed specialists would work together to confirm the detailed design, permissions, insurance arrangements, ecological considerations, procurement requirements and safe delivery arrangements. Any necessary regulatory consents would also need to be obtained before the relevant works take place.

4. Financial Implications

4.1 The grant award is £10,000. The indicative grant-funded budget comprises:

- freshwater ecological assessment and design;
- maintenance and calibration of the Council's existing oxygen meter;
- field monitoring and sampling supplies;
- laboratory and algal testing;
- native plants;
- purchased and volunteer-assembled floating wetland modules;
- mooring and installation materials;
- an interpretation board;
- printing and promotion;
- community engagement activities; and

- delivery costs.

4.2 The application also identifies a separate donations and crowdfunding target of £1,000 towards an enhanced interpretation board. This funding has not been secured and is not included within the £10,000 grant request. The application states that, if the additional funding is not raised, the interpretation provision would be scaled to the £1,000 allocation included within the grant-funded budget.

4.3 Acceptance of the grant would not, in itself, authorise expenditure outside the Council's existing approved budget and delegated powers. Expenditure and procurement would remain subject to the grant conditions, the Council's Financial Regulations, Standing Orders and applicable delegated authority.

4.4 No Council match-funding commitment should be made unless separately approved by Council or covered by an existing delegated authority and identified budget.

5. Governance and Risk Considerations

5.1 Council is being asked to determine whether to accept the £10,000 grant award and approve the project proceeding in principle based on the application and supporting documentation.

5.2 To support successful and responsible delivery of the project, the following matters should be confirmed before implementation:

- compliance with the terms and conditions set out in the Nature Conservation Fund Grant Decision Letter;
- confirmation that the project can be delivered within the award and without an unapproved Council funding commitment;
- completion of the necessary ecological, safety, insurance, permission and landowner checks;
- compliance with the Council's procurement and financial procedures;
- appropriate risk assessments and safe working arrangements;
- approval of the final design and installation method before physical works begin; and
- arrangements for monitoring, maintenance, asset responsibility and grant reporting.

5.3 Any material change to the approved project scope, unbudgeted expenditure, Council match-funding requirement or contractual commitment falling outside existing delegated powers would be referred to Council.

6. Appendices

Appendix 1: Nature Conservation Fund application and supporting appendices

Appendix 2: Further information supplied to the funder in response to application queries

Appendix 3: Nature Conservation Fund grant award documentation

7. Recommendations

It is recommended that Council:

7.1 Accepts the £10,000 Nature Conservation Fund grant and approves the Clear Mere project proceeding in principle, based on the application and supporting documentation.

7.2 Authorises the Town Clerk, in consultation with the Responsible Finance Officer, to complete, sign and return the Grant Decision Letter and accompanying annexes on behalf of Diss Town Council, and to oversee grant-funded expenditure and procurement in accordance with the approved project budget, grant conditions, Financial Regulations, Standing Orders and existing delegated powers.

7.3 Authorises the Town Clerk to work collaboratively with Friends of Diss Mere and relevant specialists to finalise the project design and delivery arrangements, subject to the necessary ecological, safety, insurance, permission, procurement and landowner requirements being satisfactorily addressed before the relevant works or purchases proceed.

7.4 Requires any material change to the approved project scope, or any unbudgeted expenditure, Council match-funding or contractual commitment outside existing delegated powers, to be referred to Council, with proportionate progress and completion updates provided to members.



Nature Conservation Fund: Round 2 - Application Form

If you require help with this form, please contact us at:

environmentalstrategy@southnorfolkandbroadland.gov.uk

Please read the privacy notice at the end of this form for details on how we will use your data.

Name of applicant	Diss Town Council
Legal entity	☒ Town/Parish Council ☐ Community group ☐ School ☐ Charity – please provide Charity no. ☐ Other - please provide detail
Is the applicant VAT registered?	☒ Yes – VAT no. 192 9311 91 ☐ No
Lead contact name	Sarah Villafuerte-Richards
Email	sarah.richards@diss.gov.uk
Telephone	01379 643848 (Ext: #209)
Type of group e.g. parish council, charity etc	Town Council
Location of project (parish/village)	Diss
Project type	☐ Mini forest ☒ Pond ☐ Accessible walking route ☐ Tree planting for air quality ☐ Other (provide detail/title)
Please provide a detailed site plan of the location of the proposed project.	☒ Provided and attached (detailed planting and mooring locations will be agreed through the specialist design stage). Appendix_3_Diss_Mere_Location_Map
Please provide evidence of permission from landowner that the project can be	☒ Provided and attached. Diss Town Council is both applicant and landowner – please see: Appendix_4_Diss_Mere_Town_Council_Ownership_Map

delivered in the proposed location	
Please state how long public access to the project location is going to be maintained for (must be a minimum of 6 years).	Ongoing (existing public access) Diss Mere forms part of an established public park owned and managed by Diss Town Council. Free public access to the park and Mere's surroundings is intended to be maintained indefinitely, with no planned end date, continuing beyond the funded project period.
Have all legal permissions been obtained for the delivery of this project?	☒ Yes, evidence attached (no permissions needed) ☐ No
Grant request	£10,000 please see: Appendix_5_Clear_Mere_Indicative_Project_Budget v1.0
Total project cost	£11,000
Match funding contribution	£1,000 (for Interpretation board)
Match funding source (e.g. CIL / S106)	Crowdfunding and donations throughout the project; to help connect community to the work.
Is this match funding secured?	No (though not essential for project delivery). If the additional fundraising target is not met, the interpretation board will be scaled to fit the £1,000 grant allocation.
Please provide detail on any other in-kind contributions to the project	<p>Estimate in kind contributions: £9,150 (570 hrs) – please see:</p> <p>Clear_Mere_Appendix_1_Volunteer_In_Kind_Contribution</p> <p>The Clear Mere group currently includes approximately 17 residents, bringing practical skills, local knowledge and scientific expertise. Members will contribute volunteer time to water-quality monitoring, supervised floating-island assembly, native planting, public engagement and maintenance. We aim to expand participation to around 30 residents and students through accessible volunteering opportunities and supervised citizen science.</p> <p>We will organise three volunteer bioblitzes: at the start, midpoint and end of the project's funded delivery phase. Each will involve approximately 20 active participants recording wildlife and habitats around the Mere. These activities will support baseline and follow-up biodiversity recording while helping participants develop identification and recording skills. Results will be interpreted with regard to seasonal and weather differences.</p>

	<p>Diss Town Council will additionally provide land access and project promotion. An existing dissolved-oxygen and temperature meter will be reused. These contributions have not been assigned a monetary value, making them additional to the total above.</p> <p>The Clear Mere group will continue monitoring and maintenance beyond March 2027, with student participation. This continuing contribution is not included in the delivery-stage valuation. In-kind contributions are separate from the cash project budget and grant request.</p>
Is the delivery of this project dependent on factors other than the grant funding?	No
Does the application have previous experience running successful projects? Please provide detail	<p>Yes. Diss Town Council, the applicant and landowner, has experience delivering community and public-space projects and managing Diss Park and Mere. For example, a completed project includes the second phase of the Beacon of Hope, unveiled in June 2024 with UK Shared Prosperity Fund support.</p> <p>The Clear Mere group is newly formed, but its approximately 17 members bring substantial relevant experience. This includes decades of project management, volunteer coordination through Community Climate Action, alongside coordination of the Anglia Community Energy feasibility study. Supported by £40,000 of funding from the Department for Energy Security and Net Zero (DESNZ), this study examines the feasibility of community-owned renewable energy alongside farming and nature recovery. It involves coordinating technical specialists, environmental and agricultural assessments, community engagement and funded-project reporting.</p> <p>Members' experience also includes coordinating a community purchase of 10 acres of land for nature recovery, associated environmental site surveys and ongoing maintenance, management and coordination of volunteers.</p> <p>Our volunteer group includes scientific expertise (MSc in Environmental Studies and PhD in Physical Chemistry), and another with 40 years' professional experience in toxicology. These skills will support sampling quality, interpretation and evidence-based decisions.</p> <p>We recognise that pond restoration requires additional specialist expertise. We will collaborate with Norfolk Ponds Project and Norfolk Wildlife Trust for advice or appropriate referrals. Our provisional budget includes professional freshwater design and sampling review.</p>

	<p>Delivery will combine Council oversight, experienced volunteer coordination and specialist advice, supported by supervised activities and documented monitoring. The limited habitat pilot will allow us to evaluate results before considering wider interventions.</p>
<p>Please provide a delivery timeframe with milestones alongside your application.</p>	<p>☒ Provided and attached. Please see:</p> <p>Appendix_6_Delivery_Timeframe_and_Milestones</p>
<p>Please demonstrate that your project is deliverable.</p> <ul style="list-style-type: none"> - How is the project going to be delivered? - Who is going to deliver the project? (For example, paid staff, volunteers) - Please consider ongoing costs and insurance (i.e. Public liability insurance) - Have you considered sustainable watering solutions for during and after delivery 	<p>Clear Mere combines practical habitat restoration with community-led investigation of the pond's reported oxygen depletion and recurring seasonal algal blooms. Native marginal planting and floating wetlands will create additional habitat, while specialist advice and volunteer monitoring will guide the intervention and assess its benefits. Residents, students and anglers will help build the evidence and local stewardship needed for longer-term pond recovery. The grant will therefore support both immediate habitat improvements and better-informed future management.</p> <p>Please see:</p> <p>Appendix_10_Diss_Town_Council_Insurance_Policy_Schedule & Appendix_2_Project_Delivery</p> <p>for delivery responsibilities, methods, timetable and safeguards.</p> <p>The Clear Mere Group will oversee and manage day-to-day delivery of the habitat and citizen science pilot, with support from Diss Town Council as applicant and landowner. A named group coordinator will organise the approximately 17 core volunteers, coordinate specialist input and supervised student participation, and manage the timetable and progress reporting. The Council will support formal grant and landowner requirements and help promote the project.</p> <p>The proposed works comprise approximately 30 metres of native marginal planting and up to 20 floating wetland modules — buoyant planting rafts supporting wetland plants. Five units will be purchased and fifteen assembled by supervised volunteers on land, subject to specialist design and procurement checks.</p> <p>We will commission a freshwater ecology specialist to review existing studies, monitoring evidence, sampling methods and habitat design. François Danis and Jim Bootman will support technical work; trained</p>

	<p>volunteers and supervised students will undertake agreed field monitoring. A qualified laboratory will analyse samples, while competent personnel will undertake installation and any boat work.</p> <p>Habitat works are planned for November 2026 to February 2027, with funded delivery completed by 31 March 2027. Three volunteer bioblitzes will support wildlife recording and community involvement. Monitoring and maintenance will continue afterwards under Council oversight. No dredging or deep-sediment disturbance is proposed.</p>
Please demonstrate how your project involves the local community.	<p>The Clear Mere Group is a community-led initiative involving approximately 17 local residents, supported by Diss Town Council. Residents will help shape and deliver practical habitat improvements and citizen science investigating the Mere's water-quality problems, including oxygen depletion and seasonal algal blooms. Community participation will connect research with action to improve this valued public asset.</p> <p>We aim to expand participation to around 30 residents and students. Volunteers will contribute to water-quality monitoring, supervised assembly of floating wetland modules on land, native planting, public engagement and ongoing maintenance. Technical volunteers will help review sampling methods and results. Training and supervision will enable people to participate without previous conservation experience.</p> <p>Three volunteer bioblitzes, at the start, midpoint and end of the funded project, will bring residents and supervised students together to record wildlife and habitats, learn about the Mere and discuss progress.</p> <p>We will work with Diss and District Angling Club and its members, alongside wider engagement with the Angling Trust, to encourage environmentally responsible fishing practices. Collaboration will help protect new planting, incorporate anglers' observations and promote shared responsibility for water quality, benefiting fish welfare, wildlife and people enjoying fishing.</p> <p>The group has already established a website, where monitoring results will be published with accessible explanations of findings and limitations. The first project article is forthcoming in Diss Matters, produced by the Town Clerk, with regular updates planned to reach residents beyond online audiences. Council promotion and a public interpretation board will support wider awareness and participation.</p> <p>The project complements Imagine Diss Community Climate Action and other local environmental activity. Group-led monitoring and</p>

	<p>maintenance, including supervised student citizen science, will continue beyond March 2027, building local skills and sustained community care for the Mere.</p> <p>See Appendix 1 for estimated volunteer contributions and Appendix 2 for delivery responsibilities.</p>
<p>1. Do you have a published Neighbourhood Plan and/or Biodiversity Plan?</p> <p>2. How does the proposed project align with these Plans?</p>	<p>Yes. Diss has a published Diss and District Neighbourhood Plan, and Diss Town Council has an existing Biodiversity Policy, last reviewed in December 2023. Please see:</p> <p>Appendix_8_Diss_Town_Council_Existing_Biodiversity_Policy</p> <p>The project directly supports the existing policy's commitment to improving the Mere's water quality through native planting and enhancing its habitat potential (page 2, action g). Native marginal planting and floating wetlands will create additional pond habitat, while specialist advice, water-quality monitoring and volunteer biodiversity surveys will guide delivery and assess benefits. The project also aligns with the Neighbourhood Plan's protection and enhancement of green spaces.</p> <p>The Council has prepared a proposed updated Biodiversity Policy and Action Plan. Please see:</p> <p>Appendix_9_Diss_Town_Council_Proposed_Biodiversity_Policy_and_Action_Plan</p> <p>Which is awaiting formal adoption. This strengthens commitments to the Mere's water quality, aquatic habitats, community participation, partnership working and measurable biodiversity improvements. Clear Mere supports these proposed priorities while already aligning with the existing policy.</p>
<p>We would like you to help us to monitor the success of your project. Please detail how you plan to monitor the outputs of the project by considering:</p> <ul style="list-style-type: none"> - Who is going to collect any information which could include: tree survival rate 	<p>The Clear Mere Group coordinator will maintain the monitoring records, supported by trained volunteers and supervised students. François Danis and Jim Bootman will help review technical methods and results, with specialist input where required. Group members bring significant experience through Community Climate Action of delivering National Lottery-funded projects, measuring impact and evaluating social benefits.</p> <p>Project outputs</p> <p>We will record the number of individual volunteers, repeat participation, volunteer hours, student involvement and activities delivered, including training, planting, module assembly and three bioblitzes. Attendance records will distinguish unique participants from total attendances to avoid double-counting.</p>

<p>(if applicable), the number of volunteers involved, what activities have been held in association with the project?</p> <ul style="list-style-type: none"> - Are there opportunities for measuring social impacts of your project and how might you deliver these? E.g., could you ask volunteers to rate their connection to nature or physical activity before and after involvement in project delivery or associated events. Could you find out how many people visit your site before and after project delivery? - Are there opportunities for measuring environmental impacts of your project? E.g., Could you organise a bioblitz 	<p>Habitat volunteers will document planting length and area, species planted, floating modules installed and maintenance undertaken. Fixed-point photographs and inspections will record plant survival, establishment and any replacements needed, including checks during the first growing season.</p> <p>Social impacts Short voluntary questionnaires at the beginning and end of participation will ask volunteers to rate their connection to nature, understanding of pond ecology and confidence in contributing to environmental action. We will also ask about time spent outdoors, physical activity and perceived wellbeing benefits. Non-identifying participant codes will allow comparison of individual responses.</p> <p>Event feedback and brief volunteer accounts will help explain what participants have learned and identify barriers to involvement.</p> <p>Environmental impacts Trained volunteers and supervised students will collect agreed oxygen, temperature, nutrient and water-clarity measurements using a specialist-reviewed protocol. Records will include sampling location, depth, time, weather and equipment checks. Laboratory analysis within the approved budget will supplement field monitoring.</p> <p>Three bioblitzes, before habitat installation, at the midpoint and at completion, will record wildlife using comparable routes and survey effort. We will interpret differences cautiously because seasonal changes affect what can be observed.</p> <p>Monitoring will continue beyond March 2027, particularly through the first post-installation summer, to investigate oxygen depletion and algal blooms alongside habitat establishment. We will assess trends without promising immediate whole-pond recovery.</p> <p>The coordinator will collate findings for funder reporting through Diss Town Council. Results and accessible explanations will be published on the group's website, with progress communicated through Diss Matters.</p>
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before and after project delivery?	
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Please fill out the relevant table(s) to your project proposal.

Applications must fill out either sections A, B, C, D or E (or more than one if applicable)
as well as sections F and G

A - Mini Forest – guidance can be found here: [Miyawaki-Method-Handbook v6.pdf](#)

Size of plot (m ²)	
Density of trees (trees per m ²)	
Please provide a species list. Have you considered the mix of species e.g. major, supporting and minor species and the different canopy layers.	
Soil preparation technique (e.g. depth dug to, soil improvers used)	
Mulch regime (depth of at least 1 inch across entire site)	
Fencing type? Please note that in some areas rabbit, deer or stock fencing will be required.	
After care plan (including watering, weeding, reapplying mulch)	
Will you install an interpretation board to explain the planting?	
Has the site been checked for underground utilities? Please note it is the responsibility of the applicant to check this.	
Has the site been checked for archaeological remains? Please note it is the responsibility of the applicant to check this.	
Is there an alternative site if the survey determines the site as unsuitable?	
How far is the mini forest site from other trees? The mini forest should not overlap with the root area or be shaded out by existing trees.	
Are trees sourced from a nursery that has bio-secure stock sourced from the UK?	

Will the community be involved on a planting day?	
Please confirm that no artificial fertilisers, fungicides, pesticides or herbicides will be used on the mini forest.	

B - Pond creation or restoration

Pond type	☐ Restoring ghost pond ☒ Existing pond regeneration ☐ Creation of new pond
Size of pond	Perimeter 603.9 m Area 22704.39 m ² 2.27 hectares 5.61 acres
Location of pond (please attach map)	Please see: Appendix_3_Diss_Mere_Location_Map
Is there public access to the pond?	Yes
Pond creation will require planning permission – please provide detail on where you are in this process.	n/a (existing pond)
Does the pond link to other habitats?	<p>Yes. Diss Mere adjoins Diss Park and the wildlife garden associated with the boardwalk, forming part of a wider area of urban greenspace.</p> <p>Our proposed native marginal planting will strengthen the transition between the pond and adjoining terrestrial habitats. We aim to provide additional feeding opportunities and shelter for birds and invertebrates using both the water and surrounding greenspace.</p> <p>The initial habitat assessment and bioblitz will document these adjoining habitats and help inform planting design and ongoing management. See Appendices 3 and 4 for location and ownership context.</p>

<p>Please provide us with a species list of native plants that will you be introducing.</p>	<p>Our provisional native planting list is:</p> <ul style="list-style-type: none"> • Yellow flag iris (<i>Iris pseudacorus</i>) • Water mint (<i>Mentha aquatica</i>) • Soft rush (<i>Juncus effusus</i>) • Lesser pond sedge (<i>Carex acutiformis</i>) • Purple loosestrife (<i>Lythrum salicaria</i>) • Marsh marigold (<i>Caltha palustris</i>) <p>The final selection, quantities and locations will be agreed with the freshwater ecology specialist, taking account of existing vegetation, water depth, growing conditions and suitability for marginal planting or floating wetland modules. Not all species will necessarily be used in both settings.</p> <p>We will source nursery-grown native plants, with local provenance where practicable, and manage vigorous species to maintain a balanced planting scheme.</p>
<p><i>For ghost pond restoration and pond regeneration:</i></p>	
<p>Does the pond support any protected or rare species?</p>	<p>The Mere supports wild waterfowl, which are protected under wildlife legislation. We do not currently have a verified species inventory establishing whether the pond also supports rare species or species requiring additional protection.</p> <p>We will review existing Council surveys and available local biological records and obtain advice from the freshwater ecology specialist before installation. Any necessary surveys and safeguards will inform the final design, working methods and timing, including avoiding disturbance to nesting birds.</p>
<p>Are there any invasive species present in the pond?</p>	<p>No invasive non-native species have been confirmed from the information currently available to the group. However, a systematic assessment has not yet been completed, so this should not be interpreted as confirmation that none are present.</p>

	<p>Existing records and an initial ecological assessment will inform checks for invasive species. We will use appropriate biosecurity measures for plants, equipment and installation activities to avoid introducing or spreading them.</p> <p>The reported algal blooms will be investigated through the project's water-quality monitoring and ecological assessment; they are not currently identified as an invasive non-native species issue.</p>
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C - Circular path

Total length of circular path	
Length of proposed new section of the path	
Please provide a map with path indicated using a red line.	
Is the new path a footpath or bridleway?	
Please give more detail on any legal arrangements needed to gain access to the new route. How many landowners/agreements will this involve?	
What are the plans for route signage?	
How will the new route be advertised to residents?	
How long are the proposed access agreements with landowners?	
Please provide detail on the maintenance arrangements for the path	

D – Tree / hedge planting for air quality

Type of planting taking place (trees or hedging)	
Please provide details of planting here (i.e., if tree planting, are these whips,	

feathers or standards; how many trees; which species):	
How will the planting have positive impact on air quality?	
Mulch regime	
Tree protection – will you be using tree guards or fencing to protect the site?	
Fencing type? Please note that in some areas rabbit, deer or stock fencing will be required.	
After care plan (including watering, weeding, reapplying mulch)	
Will you install an interpretation board to explain the planting?	
Has the site been checked for underground utilities? Please note it is the responsibility of the applicant to check this.	
Has the site been checked for archaeological remains? Please note it is the responsibility of the applicant to check this.	
Is there an alternative site if the survey determines the site as unsuitable?	
How far is the proposed planting from other trees? There should not be overlap with the root area or be shaded out by existing trees.	
Are trees sourced from a nursery that has bio-secure stock sourced from the UK?	
Will the community be involved on a planting day?	
Please confirm that no artificial fertilisers, fungicides, pesticides or herbicides will be used on the planting.	

E - Other projects

Project title	
Brief project overview	

Please explain how project meets one or more of the grant scheme's key objectives:

- Carbon sequestration
- Biodiversity benefit
- Public access to greenspace
- Air quality and urban cooling

The Clear Mere project primarily meets the scheme's objectives for biodiversity benefit and public access to greenspace.

Biodiversity benefit

We will enhance habitat within this approximately 2.27-hectare urban pond through a pilot of approximately 30 metres of native marginal planting and up to 20 floating wetland modules, subject to specialist assessment and final design. These will provide additional habitat for aquatic invertebrates, shelter for fish and flowering plants for pollinating insects.

The project also addresses concerns about oxygen depletion and algal blooms. Combining ecological advice, water-quality monitoring and practical habitat interventions will help us understand these pressures and assess the benefits of the pilot. We will monitor plant establishment, dissolved oxygen and temperature, alongside beginning, midpoint and end-of-project bioblitzes. This will establish an evidence base for longer-term pond restoration.

Public access to greenspace

The Mere is already publicly accessible within Diss's town-centre park. The project will improve its ecological and educational value while maintaining existing public access, fishing access and safe use of the boardwalk.

Volunteer activities, supervised student participation, public engagement and publication of monitoring results will help residents understand and connect with this valued local greenspace. Ongoing community maintenance and monitoring will support lasting benefits beyond the funded period.

	<p>Carbon sequestration, air quality and urban cooling</p> <p>Additional native vegetation will store carbon in growing plant biomass, but we are not claiming a quantified net carbon-sequestration benefit. The project will also help care for an existing urban blue-green space; however, measurable improvements in air quality or urban cooling are not primary outcomes of this small-scale pilot.</p>
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F – Finance

Please provide details of the bank account that the grant should be paid into. This must be for an organisation not an individual.

Organisation name	Diss Town Council
Organisation address	Council Office 11-12 Market Hill Diss Norfolk IP22 4JZ
Bank name	
Sort code	
Account number	
<p>You must also provide one of the following forms of evidence of bank details:</p> <ul style="list-style-type: none"> - An invoice quoting the bank details. - A bank statement (we do not need to see transactions, just the name, sort code and account number) - A paying in slip. <p>Please see:</p> <p>Appendix_7_Diss_Town_Council_Bank_and_VAT_Details_Invoice</p>	

G - Application form signatories

First signatory name:	Sarah Villafuerte-Richards
Position in organisation:	Town Clerk

Signed	
Date	18.09.26

Second signatory name:	Susan Hurst
Position in organisation:	Responsible Finance Officer
Signed	
Date	18.09.26

H – Mailing list opt-in (optional)

From time-to-time South Norfolk Council would like to contact you about future opportunities related to the Nature Conservation Fund grant scheme, including any future rounds of the Nature Conservation Fund. If you consent to us contacting you for this purpose, please provide your name and email address in the below form.

Full name:	Sarah Villafuerte-Richards
Email:	sarah.richards@diss.gov.uk

South Norfolk Council takes your privacy seriously and will only use your personal data:

- To contact you about any workshop bookings made as part of the Nature Conservation Fund grant scheme, including providing event details and follow-up information after the event where applicable.
- To process your grant application, contact you if we need further information or clarification, and inform you of the outcome.

If the application is successful, we will:

- Communicate with the project lead about project delivery and monitoring.
- Arrange site visits to discuss project delivery including one mid-project and one end-of-project visit.
- Contact those involved in the delivery of the project or associated activities about monitoring and capturing the success of the project which may include:
 - Completing a social impact survey
 - Environmental monitoring activities
 - Obtaining feedback on your experience of taking part in the Nature Conservation Fund grant scheme.
- To contact you about the opportunity to join a potential future network for successful project groups that have been supported by the Nature Conservation Fund.

If you have signed up to our Nature Conservation Fund mailing list, we will use your information:

- To notify you of the opening of future rounds of the Nature Conservation Fund and share related opportunities.
- To share case studies and the successes and learnings from the Nature Conservation Fund

To view our full Privacy Notice, please click here: [Privacy notices | Broadland and South Norfolk](#)

Appendix 1

Estimated volunteer in kind contribution

Clear Mere project
Diss Town Council Nature Conservation Fund application

Our estimated volunteer contribution during funded delivery from November 2026 to March 2027 is 570 person-hours, valued at £9,150. The following planning estimate is based on 17 core group members and wider participation in practical activities and three volunteer bioblitzes.

Activity	Estimated person-hours	In-kind value
Routine monitoring, maintenance and engagement: 17 members averaging two hours monthly over five months	170	£2,550
Island assembly and planting: four sessions, each involving ten volunteers for three hours	120	£1,800
Three bioblitzes at the start, midpoint and end of funded delivery: 20 active participants per event, each contributing three hours	180	£2,700
Additional event preparation, record management and reporting	60	£900
Additional technical input: two specialist volunteers contributing 20 hours each to sampling protocols and interpretation	40	£1,200
Total	570	£9,150

Valuation uses illustrative rates of £15 per hour for general volunteering and £30 per hour for specialist technical input, subject to funder agreement. Hours are estimates for group confirmation, not confirmed individual commitments. Activity logs will record actual hours without double-counting.

Council land access and promotion, reuse of the existing dissolved-oxygen and temperature meter, and continued volunteering after March 2027 are additional unvalued contributions. The £9,150 is an in-kind valuation, separate from the cash project budget and grant request.

Appendix 2

Project delivery

Clear Mere project Diss Town Council Nature Conservation Fund application

We will deliver a community-led habitat and citizen science pilot at Diss Mere, a public pond and park in central Diss. The pilot combines approximately 30 metres of native marginal planting with up to 20 floating wetland modules: five bought units and fifteen assembled by supervised volunteers on land. Floating modules are buoyant planting rafts that support wetland plants with roots extending into the water. The aim is to add habitat and learn from a manageable intervention, to improve biodiversity and water-quality recovery.

The Clear Mere Group will oversee and manage day-to-day delivery, with support from Diss Town Council as applicant and landowner. A named group coordinator will organise the approximately 17 core volunteers and wider student participation. François Danis, with an MSc in Environmental Studies and a PhD in Physical Chemistry, and Jim Bootman, with 40 years of professional toxicology experience, will support the technical work. A freshwater ecology specialist, laboratory and competent installation personnel will be appointed as required; these appointments are not yet confirmed.

Delivery responsibilities and methods

The proposed programme follows an October 2026 award, with habitat works planned for November 2026 to February 2027 and funded delivery completed by 31 March 2027. Final quantities and methods depend on the approved design, quotations and permissions. No dredging or disturbance of deep sediments is proposed.

Work package and timing	Who will deliver	How it will be delivered and recorded
Project oversight Throughout delivery	Clear Mere Group Named group coordinator Council support	The group will oversee day-to-day delivery. Its coordinator will manage the programme, volunteer rota, student liaison and progress checks, keeping a task log. The Council will support delivery as applicant and landowner. Formal grant administration, spending approvals and site arrangements will be agreed with the Council.
Submission readiness and procurement Before submission and orders	Group coordinator Council and Town Clerk Specialist advisers	The coordinator will obtain quotations and organise procurement checks, working with the Town Clerk on cost eligibility, VAT treatment and budget approvals. Identify all permissions; required regulatory consents must be in place at application under the guidance. Confirm insurance, ecological constraints, supplier availability and safe working arrangements before committing works.

Work package and timing	Who will deliver	How it will be delivered and recorded
Evidence and habitat design After award and before installation	Freshwater ecology specialist François Danis Jim Bootman Council records support	Retrieve the reported earlier Council study and depth map before duplicating surveys. Collate and quality-check existing oxygen and temperature readings. Review sampling and agree native plants, planting width, module sizes, total habitat area and moorings in a mapped design and installation method.
Training and field monitoring November 2026 onwards	Technical volunteers Trained volunteers Supervised students	Train participants to use the existing oxygen and temperature meter and agreed nutrient and clarity methods. Use fixed safe sampling points and record date, time, depth, weather and calibration. Students will work from approved banks and paths, not enter the water. Agree an algae incident reporting route.
Laboratory analysis Funded services by 31 March 2027	Qualified freshwater laboratory Technical volunteers Specialist reviewer	Commission targeted microbiological and water-quality analysis, with appropriate method assurance. The provisional budget allows twelve laboratory samples across four locations on three occasions; final tests and quality controls will be agreed with the specialist. Follow laboratory requirements for bottles, transport and holding times.
Native marginal planting November 2026 to February 2027	Clear Mere habitat volunteers Supervised students Specialist adviser	Plant an approved approximately 30 metre bank margin with suitable native wetland plants. Confirm shallow-water suitability, width and quantities before purchase. Follow wildlife and biosecurity checks, retain public and angling access and avoid sediment disturbance. Record planting length, area, species and photographs.
Floating wetland modules November 2026 to February 2027	Approved supplier Supervised assembly volunteers Competent installation personnel	Buy five units and assemble up to fifteen further modules on land to a reviewed specification. Check materials, buoyancy, planting and retrieval arrangements. Competent personnel will deploy and secure modules using approved moorings. Protect boardwalk structure, fishing access and wildlife; do not use unapproved deep-sediment anchors.
Bioblitzes and public engagement Start midpoint and end of funded delivery	Clear Mere coordinator Volunteer wildlife recorders Supervised students Council promotion	Run three wildlife-recording events, provisionally involving twenty active participants each, with wider participation aiming to reach around thirty residents and students overall. Record habitats and wildlife using comparable effort, noting seasonal differences. Install a public interpretation board and share progress. See Appendix 1 for volunteer-hour assumptions.

Work package and timing	Who will deliver	How it will be delivered and recorded
Completion and handover By 31 March 2027	Group coordinator Technical volunteers Installation lead Council applicant support	The coordinator will check completion of funded purchases, habitat works, laboratory services and board installation. Record outputs, spending, photographs and monitoring results. Obtain asset inspection and maintenance instructions. The group will prepare the required one-page delivery report for submission through the Council as applicant; do not treat winter results as proof that summer blooms have been resolved.
Maintenance and follow-up April 2027 to March 2028 and longer term	Clear Mere Group Supervised students Council landowner support Specialist advice as needed	The group will organise ongoing monitoring and a maintenance rota, with Council support as landowner. Continue sampling through the first post-installation summer. Inspect plants and moorings, including after storms, and arrange safe repairs and replacement. Any harvesting and disposal will follow specialist advice. Confirm cash funding for continuing tests and supplies. Report by 31 March 2028 and formalise arrangements to sustain benefits for at least ten years.

Delivery safeguards and outstanding confirmations

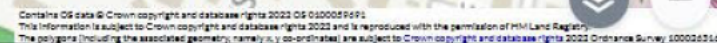
The project builds on confirmed Council support and landownership, an existing meter and an established volunteer group. Work will proceed only within an approved scope and safe method.

The group will organise the maintenance rota and identify ongoing fundraising for future activity. Formal applicant and landowner arrangements will be agreed with the Council; volunteer time alone does not pay future laboratory or replacement costs. Any necessary change of funded scope will require funder agreement.

We will ask Norfolk Ponds Project and Norfolk Wildlife Trust for advice or referrals appropriate to a deep urban pond. Their involvement is not yet confirmed and is not assumed to replace the commissioned specialist review.

Programme requirements follow the Nature Conservation Fund Round 2 guidance for applicants, including delivery by 31 March 2027 and follow-up reporting by 31 March 2028. Supporting maps will be submitted as separate appendices.

+ Show More



Appendix 5 Clear Mere Indicative Project Budget

Applicant and landowner Diss Town Council **Delivery lead** Clear Mere Group

We request £10,000 for our pond habitat and water quality pilot, including printing and community engagement. We also propose a £1,000 donations and crowdfunding target for an enhanced interpretation board. This additional funding is not yet secured. Allocations are indicative, subject to quotations, eligibility and the Council's VAT treatment.

- Professional ecological assessment and pilot design.
- Monitoring equipment and consumables.
- Laboratory testing.
- Floating wetland materials, native plants, moorings and installation.
- Community activities and interpretation

This budget provides estimated allocations for the proposed project. Final specifications, quantities and procurement costs will be informed by the ecological assessment and supplier quotations. Any material changes will be agreed with the funder where required.

Budget item	Cost basis	Amount
Freshwater ecology assessment and design	Specialist review of evidence, sampling and habitat design; provisional allowance.	£1,500
Existing oxygen meter	Maintenance £200 and calibration £200; reuse the existing meter.	£400
Field monitoring and sampling supplies	Nitrate and phosphate packs £300; Secchi disc £100; reachers, pots and gloves £120.	£520
Laboratory freshwater analysis	12 samples at £115: three rounds of four samples.	£1,380
Algal testing	Four cyanotoxin screens plus a small delivery allowance £150; three chlorophyll a analyses at £100 each.	£450
Native plants	30 metres of marginal planting £300; additional floating module plant allowance £400.	£700
Bought floating wetland modules	Up to five modules at £300 each.	£1,500
Volunteer assembled floating modules	Materials for up to 15 modules at £120 each.	£1,800
Additional moorings and installation materials	Provisional allowance, subject to safe design and supplier specifications.	£150
Interpretation board grant contribution	Grant allocation towards design, delivery and installation; additional fundraising proposed.	£1,000
Printing and promotion	Posters, leaflets and public information sheets; provisional allowance.	£200
Community engagement activities	Three bioblitzes, citizen science induction and public results sharing; provisional allowance.	£300
Delivery of plants and monitoring supplies	Provisional allowance; reconcile with supplier delivery charges.	£100
Grant funded cash budget		£10,000

Additional interpretation board fundraising target £1,000, not secured. Total cash budget if raised £11,000. The additional sum is not included in the grant request and will only be committed once secured.

Appendix 6 Clear Mere Delivery Timeframe and Milestones

Applicant and landowner Diss Town Council **Delivery lead** Clear Mere Group

We will complete the funded pond habitat and citizen science pilot by 31 March 2027, with habitat works planned for November 2026 to February 2027. The programme below assumes an October 2026 award. The group coordinator will manage day-to-day delivery, with the Council supporting grant administration and landowner requirements.

Orders and works will begin only after funding approval and the necessary checks. Field monitoring and public updates will run throughout delivery.

Target period	Activity	Completion milestone and evidence
October 2026 After award	Project set up and commissioning	Agree the coordinator, volunteer roles, spending arrangements and supplier availability. Commission the freshwater ecology specialist. Milestone: delivery team and funded programme agreed.
October to November 2026 Before installation	Evidence review and habitat design	Retrieve Council studies and the depth map, where available. Review existing readings. Agree the mapped habitat design, sampling protocol and safe installation method. Milestone: design and monitoring approach approved before works.
November 2026 Before habitat works	Volunteer training and baseline recording	Train volunteers and supervised students. Hold the first bioblitz, record baseline water quality and photographs, and undertake the first laboratory sampling round. Milestone: baseline records established before installation.
November 2026 to February 2027	Procurement and practical habitat restoration	Purchase plants and bought modules; assemble volunteer modules on land. Plant the approved margin and arrange installation by competent personnel. Milestone: approximately 30 metres of native margin and up to 20 floating modules installed, subject to final design and quotations.
January 2027 Midpoint review	Second bioblitz and progress checks	Hold the second bioblitz and laboratory sampling round. Review habitat work, monitoring records, participation and spending; address any delivery issues. Milestone: midpoint findings recorded and remaining tasks agreed.
March 2027	Final recording and public communication	Hold the third bioblitz and laboratory sampling round. Record volunteer feedback, habitat outputs and photographs. Install interpretation and share results with residents and anglers. Milestone: three bioblitzes completed and funded outputs documented.

Target period	Activity	Completion milestone and evidence
By 31 March 2027	Funded completion and handover	Complete all grant-funded purchases, services and installation. Agree maintenance instructions and the volunteer rota; reconcile spending and submit the one-page delivery report through Diss Town Council. Milestone: funded delivery completed and reported by the deadline.
April 2027 to March 2028	Volunteer monitoring and maintenance	Continue citizen science through the first post-installation summer. Check plant establishment, oxygen, temperature and algal blooms; inspect modules and moorings, including after storms. Identify separate funding for later paid testing and repairs. Milestone: first growing-season observations and maintenance records compiled.
By 31 March 2028 And longer term	Follow-up reporting and lasting stewardship	Submit the one-page follow-up report through the Council. Continue group-led maintenance and monitoring, including supervised student participation, and agree arrangements with the Council to sustain habitat benefits for at least ten years. Milestone: follow-up report submitted and longer-term arrangements agreed.

Dates for individual events are indicative. The specialist will agree the final sampling schedule; the budget allows twelve laboratory samples across three rounds of four. Baseline recording will precede habitat works, and seasonal differences will be considered when interpreting bioblitz and water-quality results.

Post-March 2027 activity is separate from funded delivery. Interpretation will be scaled to secured funding so the additional £1,000 donations target does not delay the core pilot. See Appendix 2 for responsibilities and safeguards and Appendix 5 for the indicative budget.

Please could you provide more details on the floating modules?

1. What size will these be?
 - The Floating Modules are 2m x 1m, with 0.2m depth.
2. Do you have an example of a ready-made 'bought' module that you are planning to purchase?
 - You can see an example here [Wetland Plants](#) or here [IVEL Aquatic Engineering](#) (and PDF attached for reference).
 - They provide habitat sanctuaries, both above and below the water encouraging colonisation by dragonflies, invertebrates, amphibians, and fish. In addition, they help absorb pollutants & can remove suspended solids, reducing eutrophication & algae.

Water Testing

1. What are the microbiological tests proposed?
 - The microbiological tests include: Total Coliforms/E. coli, Enterococci, Ammonia, Nitrate, Phosphate.
2. Which laboratory will conduct these tests? How will samples be transported to the laboratory?
 - Analyses will be performed by a UKAS-accredited environmental laboratory (e.g., ALS Environmental or Eurofins Water Hygiene Testing UK). They supply the sterile bottles and have a dedicated refrigerated courier drop-off network.
3. Have you considered the number of replicates? - i.e., will this be one sample taken at each of four locations (repeated at three timepoints)?
 - Yes, based on four locations over three rounds: 12 samples.



Floating Eco Islands Specification Sheet



Floating Islands are a low cost, modular unit system that allows the creation of custom made floating islands. They can incorporate unique add-ons such as anti-predator fish refuges, biological filters, anti-grazing framework and spawning medium.

Floating islands offer the following benefits:

- Suitable for rivers, lakes, canals, sewage lagoons, storm water storage & reservoirs
- Reduce eutrophication & algae
- Provide a sanctuary for fish & wildfowl
- Absorb pollutants
- Offer protection from predators
- Help reduce bank erosion through wave dissipation
- Provide a natural "food larder" for fish
- Removes suspended solids
- Enhance's the landscape, and provides a "natural" feature to an open waterscape
- Low cost and low maintenance

Floating Islands for Fishery Management:

When used in conjunction with our pre-established planted pallets (native marginals or reeds), floating islands encourage a natural and self sustaining aquatic community which helps create a balanced ecology. Habitat sanctuaries formed by foliage and root matrix growth, both above and below the water encourage colonisation by birds, dragonflies, invertebrates, amphibians and fish. They can reduce re-stocking by decreasing fish loss from direct predation and the provision of spawning habitat improves natural population expansion.

Floating Islands for Water Sports Management:

Floating islands give protection to vulnerable stands of emergent and marginal plants on lakes/reservoirs through wave dissipation from water sports such as boating, Jet Ski's, etc.

They also make "natural looking" separation barriers for different activities.

Floating Islands Improve the Landscape & Conservation Value:

Floating islands can bring about a dramatic improvement in the aesthetic appearance of most waters and can be installed purely to enhance the landscape and encourage wildlife diversity.

Specialists in Geosynthetics & Erosion Control

Floating Eco Islands specification continued.....

Floating Islands are a low cost modular construction and are assembled from 2m² or 4m² units. Available with either straight or radius "curved" sections we can make a variety of permutations to meet any size or shape to suit individual customer requirements. Available in kit form for DIY installation or full design led and installation service offered.

Floating Island Assembly Instructions



Anchor blocks come complete with drilled eye-bolts to attach the island to



Floating Island DIY kit with anchors and fixings



Floating Island DIY kit ready to assemble

Lay out plastic booms on the ground out of the water to the size and shape required, and then fix one stainless steel bolt and a Nyloc nut to each corner of each boom, passing through both holes and tighten with the head of the bolt facing upwards.

Fix flat mesh galvanised panel to bottom of booms (underside) with large cable ties. Four per side equally spaced.

Place the above partly made up island into the water and lay pre-established planted pallets onto the inside of the booms laid directly on top of the wire mesh.

Open up the grazing cage and fix small cable ties along the loose edge, (approximately 2 No. to each corner) to form square box section of completed cage, and then place over the top of the booms and fix into place with large cable ties taken around the boom, and through the first edge of the wire mesh with three number ties to each side.

Should a predator cage have been supplied, this can be installed either on land or in the water. Open up and fix small cable ties along the loose edges, approximately three number to each corner to make up into a box section, and then fix to underside of booms with 4 cable ties to each side (for ease of manoeuvring, this should be attached prior to the placement of pre established coir pallets).

Push floating island into required position, and then tie off polypropylene cable around one corner of the islands boom, and then through the eye ring bolt in the concrete anchor block.

Important: - Allow enough slack in the cable to accommodate rise and fall of water level.



1. Bolt the corners together using stainless steel fixings



2. Place mesh base underneath booms and secure with heavy duty cable ties as shown



3. Your island should now look like this, bolted and tied in to place



4. Place pre established coir pallet on to the island, preferably when the island is floating on the water



5. Your island should now look like this



6. Your island is now ready to push in to place on to the water and then secure to the anchor weight

Specialists in Geosynthetics & Erosion Control

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

South Norfolk Council
The Horizon Centre
Peachman Way
Broadland Business Park
Norwich
Norfolk
NR7 0WF

environmentalstrategy@southnorfolkandbroadland.gov.uk

South Norfolk Council's Nature Conservation Fund

Application Ref Number: NCF/26/10

Date: 08/10/2026

Dear Sarah Villafuerte-Richards,

We are pleased to inform you that your application has been successful, and that South Norfolk Council (SNC) has agreed to award £10,000 to fund your project subject to the conditions set out in this grant funding agreement letter ('the Agreement') and supporting annexes.

To accept this funding award, please sign and return the acknowledgement and accompanying annexes to:

environmentalstrategy@southnorfolkandbroadland.gov.uk.

By signing and returning the acknowledgement you declare that you have read, understood and agree to the conditions outlined in this document.

This Agreement offer will automatically lapse if the acknowledgement is not signed and returned alongside the accompanying annexes by **Friday 16th October 2026**.

Yours sincerely,

Environmental Strategy Team

Annex A – Grant Award**Grant Award**

A grant of £10,000 is awarded for the project on the terms set out in this agreement. The full approved grant amount will be transferred upon receipt of the signed acknowledgement to the nominated account provided on your application form.

Agreed Expenditure

Please populate the below table based on your application submitted:

Description of Item	Cost
Total	£X

Project Start Date	
Project End Date	31 st March 2027

Annex B – Project specific conditions

1. The Beneficiary shall only claim for agreed items detailed in “Annex A”
2. Your project must be complete by 31 March 2027. Where schemes do not proceed or are at risk of not being delivered within agreed timeframes, the grant offer will be withdrawn and any monies paid must be returned to South Norfolk Council.
3. Funds cannot be transferred to another project and can only be spent on expenditure as set out above.

4. If planning permission is required, beneficiaries must apply for this within the first 6 weeks of the project start date. Should you experience any planning issues please email the Environmental Strategy address at the top of this letter.
5. The Beneficiary must provide evidence of public liability insurance at an appropriate level of cover (minimum £5m required) alongside the signed Grant Decision Letter
6. The Beneficiary must ensure public access to the project site for a minimum of 6 years following project delivery
7. Funding can be claimed once all documents are signed and returned to the Environmental Strategy email address, as quoted at the top of this letter
8. The project must be carried out and completed with all necessary due diligence and expedition; in a good and workmanlike manner; using good quality materials and in accordance with any planning permission granted to it and any applicable consents and/or related conditions
9. A site visit from Council staff must be accommodated if requested, as set out in "Annex D", to demonstrate project progress and completion. We expect to visit midway through the project, and once it is completed.
10. A short report detailing project outputs delivered must be submitted to the Environmental Strategy email address by the project delivery deadline. A second report detailing outcomes in the 12 months following project delivery must also be submitted to the Environmental Strategy email address, as set out in "Annex D".
11. The Beneficiary must provide a bank account statement and/or copies of invoices when works are complete, to the Environmental Strategy email address, as quoted at the top of this letter.
12. The Beneficiary accepts that any work undertaken prior to providing all additional evidence, as set out within this document, will progress at their own risk. In addition to this, funding may not be drawn down until all required permissions have been agreed and confirmation supplied to the Environmental Strategy email address, as quoted at the top of this letter.

13. The Beneficiary will promptly inform the Council of any change of project scope or if the project is at risk of not proceeding.
14. Both parties will use reasonable endeavours to respond to queries promptly.
15. The Beneficiary is responsible for obtaining the relevant permissions to carry out the work
16. The Beneficiary must return any underspend of grant funding to South Norfolk Council.

Annex C – Project Communication

Applicants awarded a grant will be expected to acknowledge the support and involvement of South Norfolk Council in any communications regarding their projects, as well as on all relevant marketing or promotional materials. This includes use of the South Norfolk Council logo.

Where details of the project are published on a website, please reference the funding stream utilised by including: [This project is [funded/part-funded] by South Norfolk Council through the Nature Conservation Fund.]

SNC reserves the right to refer to the Project and the funding offered, in any of its own publicity material.

If you require any specific information on branding and publicity, please contact with Environmental Strategy inbox who will provide further information.

If you are planning to include an interpretation board then we ask that you include our council logo alongside an acknowledgement of the funding received.



Annex D – Project Monitoring

Site visits

Council staff will request to visit your project midway through the project delivery phase and after project completion. These visits are an opportunity to share progress made and discuss any concerns you may have regarding project completion so that

any issues can be resolved in a timely manner. Council staff reserve the right to inspect the completed works and request supporting information from the Beneficiary where necessary.

Written reports

Projects are required to complete a short report (one A4 page) on project outcomes at the end of the project delivery stage (31st March 2027) and a second short report for the 12-month period following project delivery (by 31st March 2028).

These reports should include details (and photos*, where possible) of:

- Project delivery
 - the project outputs that have been delivered
 - the number of volunteers involved in delivering the project, which could also include volunteer hours
 - any lessons learnt by the project team during delivery
 - maintenance work conducted (in the 12 months following delivery)
- Community involvement and wider communication
 - any community or fundraising events held in association with your project
 - presentations given on your project at events
 - additional site visitors recorded as a result of your project
- Results of environmental monitoring activities set out in your application form
- Results of social impact monitoring activities set out in your application form

*Please ensure that you have permission from any person visible in photographs to share their image with South Norfolk Council who may use the photograph in external communications.

Please clearly state the project name and location in the reports and submit the documents by the above deadlines to the Environmental Strategy email address, as quoted at the top of this letter.

Acknowledgement of Grant Funding Agreement

Project Reference:

1. I/We acknowledge receipt of the Agreement and confirm that I/we wish to receive funding in the support of the delivery of the Project, which is conditional on the terms as received.
2. I/We have signed this Acknowledgement in confirmation that I/we have read and understood the Agreement.
3. I/We have signed this Acknowledgement of the Agreement in the space indicated below and are hereby returning it.
4. I/we confirm that I am/we are authorised to sign this Acknowledgement on behalf of the Beneficiary and to commit the Beneficiary to complying with the Agreement.

SIGNED by, or for and on behalf of Beneficiary:

Signature:

Name:

Position:

Date:

Grant Decision Letter checklist

- Return your signed Grant Decision Letter in full
- Provide evidence of your public liability insurance
- Complete the “Agreed Expenditure” table and provide your project start date
- Provide planning reference/ copy of approval once available (if applicable for your project)

Project completion checklist

- Provide all invoices, receipts and/or bank statements to evidence grant spend on completed works
- Provide the first monitoring report on the 31st March 2027 and the second monitoring report on the 31st March 2028

Please note all information provided will be handled in accordance with our Privacy Notice: <https://www.southnorfolkandbroadland.gov.uk/environment/nature-conservation-fund/nature-conservation-fund-privacy-notice>

Friends of Diss Mere

Minutes of the Inaugural Meeting

Date: 12 October 2026

Time: 7.00pm

Venue: Council Offices

Present: As recorded on attendance list

Apologies: Will Porteous (Norfolk County Council), Joolz Thompson (Community Climate Action)

1. Welcome

Members were welcomed to the inaugural meeting, and the purpose of the group was outlined as supporting the long-term improvement, protection and understanding of Diss Mere through partnership working between the community, stakeholders and Diss Town Council.

2. Appointment of Chair

It was agreed that Emma Bernard would act as Chair of the group.

3. Appointment of Secretary

It was agreed that Francois would act as Secretary for the group and that meetings would be recorded to assist with minute taking.

4. Name of the Working Party

Members discussed the proposed name "Clear Mere Partnership".

Whilst members recognised the value of the Clear Mere branding as a project name, there was broad agreement that a more community-focused title would better reflect the group's purpose, be more accessible to residents, provide opportunities for membership, fundraising and income generation, and remain relevant beyond the lifespan of the current project.

Resolved:

- The group will be known as **Friends of Diss Mere**.

- **Clear Mere** will remain the name of the current water quality improvement project.
-

5. Governance

Members discussed the relationship between the group and Diss Town Council.

It was noted that:

- Diss Town Council remains the owner and custodian of the Mere.
- Grant funding applications will be submitted through the Council where required.
- Funding received will be administered by the Council.
- Project proposals affecting the Mere will be reported to and approved by the Council before implementation.

Members considered the future structure of the group and agreed that a core steering group supported by task-specific subgroups would provide an effective way of progressing work.

A community conservation toolkit and model constitution will be circulated for consideration before the next meeting.

6. Data Collection

An update was received on recent dissolved oxygen monitoring and the Environment Agency's intervention following low oxygen levels in the Mere.

Post meeting note – DTC press statement response is appended.

Members discussed the importance of establishing a robust evidence base before implementing significant interventions.

Key areas identified for further investigation included:

- Water quality monitoring.
- Nutrient levels.
- Baseline ecological data.
- Drainage and catchment mapping.
- Potential pollution sources.

- Existing monitoring reports and historic studies.

Agreed:

- A baseline study will be undertaken.
- A Baseline Study Subgroup will be established.
- Existing data, reports and monitoring information will be gathered before the next meeting.
- Potential scientific partners and specialist support will be identified.

Members also discussed opportunities to involve schools and citizen science initiatives in future monitoring activities.

7. Funding Plan

Members noted the successful outcome of the Nature Conservation Fund application and discussed opportunities for further funding.

Potential future funding sources were identified, including:

- Norwich to Tilbury Community Fund.
- Unity Trust Bank community funding opportunities.
- Other environmental and community grant programmes.

It was recognised that future applications should be coordinated through the Council and supported by the relevant project leads.

The draft press release announcing the successful funding award was supported, subject to updating the group name to Friends of Diss Mere.

8. Digital Space

Members discussed options for internal communication and public engagement.

It was agreed that:

- Messaging platforms may be useful for coordination purposes.
- Formal discussions and decision-making should take place through meetings and agreed governance arrangements.
- Social media channels would be explored to raise awareness of the project and encourage community involvement.

- Digital communications leads would liaise with Diss Town Council's communications team.
-

9. Imagine Diss Community Climate Action Workshop

Feedback was received from the recent climate action planning workshop.

Members noted opportunities to:

- Involve local schools.
 - Support STEM-related educational projects.
 - Develop citizen science activities linked to the Mere.
 - Explore additional funding opportunities for educational engagement.
-

10. Petition on Climate and Nature Risks

Members noted the petition seeking a UK-wide briefing on climate and nature risks.

11. Any Other Business

Members discussed:

- The importance of engaging with key stakeholders, including the Diss & District Angling Club.
- Opportunities to work with organisations such as Norfolk Wildlife Trust and the Norfolk Ponds Project.
- The need to better understand drainage connections into and out of the Mere.
- The value of producing clear public information regarding the Mere Drain and wider water management issues.
- Opportunities for future community arts and interpretation projects linked to the Mere.

The Town Clerk & Mayor thanked all attendees for their commitment and willingness to contribute their expertise to the project.

12. Date of Next Meeting

Monday 16 November 2026.

Actions

Action	Lead	Complete
Update and issue funding announcement press release using Friends of Diss Mere title	Town Clerk	Yes
Circulate governance toolkit and draft constitution guidance	Chair	
Establish Baseline Study Subgroup and begin data gathering	Subgroup members	
Collate existing water quality and monitoring data	Baseline Study Subgroup	
Explore specialist support for baseline study and catchment mapping	Baseline Study Subgroup	
Initiate discussions with Norfolk Wildlife Trust and Norfolk Ponds Project	Volunteer members	
Develop proposals for public engagement, consultation and communications	Friends of Diss Mere Steering Group	
Circulate Land Registry and ownership information relating to the Mere where available	Town Clerk	
Develop proposals for school and educational engagement	Relevant subgroup	
Report progress to the next meeting on 16 November 2026	All leads	



DISS TOWN COUNCIL

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Telephone & Fax: (01379) 643848
Email: towncouncil@diss.gov.uk
Website: www.diss.gov.uk

Report Number:
41 / 2627

Report to:	Full Council
Date of Meeting:	21 st October 2026
Authorship:	Administrator
Subject:	South Norfolk Council Consultation: Public Spaces Protection Order for Vehicle-related Anti-social Behaviour

Background

1. South Norfolk Council has invited Diss Town Council to respond to a consultation on the possible extension of the existing Public Spaces Protection Order (PSPO) relating to vehicle-related anti-social behaviour.
2. The current PSPO is due to expire in April 2027. South Norfolk Council is considering extending the Order for a further three years.
3. South Norfolk Council has advised that the existing Order has been effective in helping to reduce vehicle-related anti-social behaviour across the district.
4. The consultation forms part of the statutory process that must be undertaken before South Norfolk Council decides whether to extend the Order.
5. The consultation runs from 2 October to 27 November 2026.

Consultation Questions

South Norfolk Council has asked consultees to respond to the following questions:

1. Do you agree with the regulatory controls contained within the existing PSPO?
2. Do you agree with the proposal to extend the existing PSPO for a further three years?

Members may also provide comments in support of the Council's response.

The current PSPO is included with this report for members' consideration. It applies to the whole Diss town area.

Financial Implications

- No direct financial implications for Diss Town Council have been identified from responding to the consultation.

Recommendations

That Council:

- a. Considers whether it supports the regulatory controls contained within the existing Public Spaces Protection Order relating to vehicle-related anti-social behaviour.
- b. Considers whether it supports the proposal to extend the existing Public Spaces Protection Order for a further three years.
- c. Agrees any supporting comments to be included in Diss Town Council's consultation response.
- d. Delegates authority to the Town Clerk to submit the agreed response to South Norfolk Council by 27 November 2026.

Anti-social Behaviour, Crime & Policing Act 2014

Public Spaces Protection Order

(Vehicle Related Anti-Social Behaviour) (the 'Order')

This Order may be cited as South Norfolk District Council, Public Spaces Protection Order (Vehicle Related Anti-Social Behaviour) Number 2 of 2024.

An order to tackle nuisance driving, racing, riding in motor vehicles used in a dangerous or irresponsible manner and associated antisocial behaviour.

South Norfolk District Council exercises its powers under Section 59 and 72 of the Anti-social Behaviour, Crime & Policing Act 2014 (the 'Act') and under all other enabling powers, hereby makes the following Order:

1. The Order shall come into operation on 04/04/2024 and shall have an effect for 3 years thereafter, unless extended by further Order under the Councils' statutory powers, and shall apply at all times.
2. The Order relates to public places in the whole of the South Norfolk District as shown on the attached plan ('the restricted area').
3. South Norfolk District Council is satisfied that the conditions set out in Section 59 (2) of the Act have been met, namely, that anti-social behaviour and/or criminal activities have been carried out within the restricted area due to vehicle-related anti-social behaviour. These activities have had a detrimental effect on the quality of life of those in the locality, and it is likely that the activities will be carried out within the restricted area and have such effect.
4. South Norfolk District Council is also satisfied that the conditions set out in Section 59 (3) of the Act have been met. Namely, that the effect or likely effect of the activities is, or is likely to be, of a persistent or continuing nature and that these activities are unreasonable and justify the restrictions imposed by this Order and that it is expedient to make this Order for the purposes of reducing crime and/or anti-social behaviour in a public place.

Prohibitions

Any person(s) within the restricted area are prohibited from:

1. Attending any meeting or gathering within the restricted area involving a mechanically propelled vehicle as an owner, driver, passenger, or spectator where any reasonable person would consider that such activity causes or is likely to cause nuisance or annoyance, harassment, alarm, distress, or detrimental impact in the locality.
2. Attending any meeting or gathering within the restricted area in which the use of a mechanically propelled vehicle is the main focus of attention and any of the following activities are also taking place:

- 2a) Unnecessarily sounding of motor vehicle horns in a manner causing or being likely to cause a nuisance or annoyance to people in the locality.
 - 2b) Playing amplified music in or near, or powered from, a motor vehicle at an excessive volume causing or likely to cause a nuisance or annoyance to people in the locality.
 - 2c) Unnecessary revving of a motor vehicle engine causing or likely to cause a nuisance or annoyance to people in the locality.
 - 2d) Causing danger to other road users including pedestrians.
 - 2e) Causing damage or risk of damage to private property.
 - 2f) Speeding or racing.
 - 2g) Performing stunts including but not limited to performing doughnuts, skidding, drifting, handbrake turns, wheel spinning or burn-outs.
 - 2h) Using loud and / or threatening and / or abusive language causing or likely to cause a nuisance or annoyance to people in the locality.
 - 2j) Throwing down, dropping, or otherwise depositing litter from a motor vehicle and leaving it.
 - 2k) Causing an obstruction of a public highway or public place, whether whilst moving or stationary.
- 3. Driving or riding as a passenger in any mechanically propelled vehicle in circumstances which give a police officer reasonable cause to suspect, whether present at the time or not, that the said vehicle may be used for a purpose that is likely to cause nuisance, annoyance, harassment, alarm or distress to other road users or the public in general or may cause a detrimental impact in the locality.
 - 4. Aiding, abetting, counselling, procuring or taking part in the organisation of the above whether or not any intended event takes place.
 - 5. Obstructing or being abusive to any police officer who is acting in the course of their duties in connection with this order.

Fixed penalty notices and offences

- 1. It is an offence for a person without reasonable excuse to engage in any activity that is prohibited by this Order.
- 2. In accordance with Section 67 of the Act, a person found to be in breach of this Order is liable to be issued with a Fixed Penalty Notice of £100 or on summary conviction to a maximum penalty of a level 3 fine.

Appeals

1. In accordance with Section 66 of the Act, any interested person who wishes to challenge the validity of this Order may apply to the High Court within six (6) weeks from the date upon which the Order is made. Any such challenge must be on the grounds that (1) the Council did not have the power to make the Order or to include particular prohibitions or requirements; or (2) that in making the Order, the Council failed to comply with a requirement under the Act.

Definitions

In this Order the following terms have the meaning given below.

“Mechanically propelled vehicle” means any vehicle which is powered mechanically (for example electrically or by an engine) that is intended or adapted for use on roads. This includes but is not limited to motorcars and motorcycles.

“Doughnuts” means driving around a small area in a repetitive manner.

“Handbrake turns” means using the handbrake to turn the vehicle.

“Drifting” means use of the accelerator when going into a bend causing the tail end of the motor vehicle to slide.

“Wheel spinning” means (1) use of the accelerator when the motor vehicle is stationary and before releasing the handbrake or brake, causing the wheels of the motor vehicle to spin and noise and/or smoke to be produced, and (2) accelerating at a speed which causes the wheels of the motor vehicle to spin in a manner a competent driver would expect not to happen in the normal course of driving

“Burn-outs” means keeping a vehicle stationary or moving only a small distance, whilst spinning its wheels, with the resulting friction causing the tires to heat up and smoke.

Appendix (attached):

A map showing the restricted area edged in red.

Given under the Common Seal of South Norfolk District Council

On the 21st day February of 2024

THE COMMON SEAL of

South Norfolk District Council

Was hereunto affixed in the

Presence of:

Signed..........Authorised Officer

Name: Sinead Carey

Position: Deputy Monitoring Officer



13183



DISS TOWN COUNCIL

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

Report Number:
42 / 2627

Report to:	Full Council
Date of Meeting:	21 st October 2026
Authorship:	Grant Panel / Town Clerk
Subject:	Grant applications – Diss & District Community Shed & Diss Fringe Festival

Introduction

- 1.1 Two applications for Council grant funding have been received: £1,000 from Diss & District Community Shed and £5,650 from The Corn Hall on behalf of Diss Fringe Festival (see Appendices A and C).
- 1.2 The combined request is £6,650.
- 1.3 Following the awards considered in September 2026, the previous report indicated that £7,170 would remain in the 2026/27 grant budget. If both current applications are approved in full, the indicative remaining balance would be £520 until year end 31st March 2026.
- 1.4 The supporting information comprises the Community Shed start-up estimate, and the Diss Fringe cashflow forecast and delivery timeline (see Appendices B, D and E). The Grant Panel has considered both applications, and its recommendations are set out below.

Diss & District Community Shed

- 2.1 The applicant is Diss & District Community Shed, a registered charity (number 1219023). The project aims to reduce loneliness, support informal wellbeing, enable people to make friends and provide opportunities to learn and share practical skills. The initial activity would focus on woodworking, alongside an open and welcoming space for conversation and community participation.
- 2.2 The application anticipates that 51-100 people will benefit and states that all members involved in setting up the project are volunteers.
- 2.3 A grant of £1,000 was originally requested, comprising £500 rent, £400 for a workbench and tools, and £100 for consumables. As rent is a routine operating cost that cannot be supported under the Council's Grant Policy, the Grant Panel supported an award of £1,000 on the basis that the £500 rent element is reallocated to eligible equipment and consumables identified in the applicant's start-up expenses list.
- 2.4 The separate start-up estimate identifies wider potential set-up and operating costs of £10,335, including furniture and equipment, kitchen and art materials, utilities,

administration, safety equipment, contingency and teaching/DBS costs. The spreadsheet is broader than the £1,000 request and should therefore be treated as contextual information rather than the grant cost breakdown.

- 2.5 Applications have also been made to South Norfolk Council Communities for £10,000 and Norfolk Foundation for £4,400. It has been unsuccessful with the latter application and awaits the outcome of the former. The organisation has no reserves.
- 2.6 Following clarification that the DISScovered premises would provide an interim base for the Community Shed while the portacabin is awaited, the Panel supported the full £1,000 application. Its recommendation excludes rent and requires the applicant to substitute eligible equipment and consumable costs from the submitted start-up expenses list for the original £500 rent element. The revised expenditure breakdown must be agreed before payment, and the grant must be used only for the approved eligible costs incurred after the award.

Diss Fringe Festival

- 3.1 The applicant is The Corn Hall Diss, a registered charity (number 1136553), applying on behalf of Diss Fringe Festival. The festival is a standalone project outside The Corn Hall Diss's normal programme.
- 3.2 The proposal is for a multi-venue cultural festival intended to support artists and local venues, provide affordable live entertainment and participatory opportunities, attract visitors and increase activity across Diss. The applicant estimates engagement of around 2,000 people in the first year, based on 10 venues and 40 acts.
- 3.3 The project is scheduled from 1 December 2026 to 15 August 2027. The supporting timeline covers branding, venue recruitment and system set-up; artist recruitment and programming; production of the printed programme; ticket sales; promotion; festival delivery; and post-event settlement and reporting.
- 3.4 A grant of £5,650 is requested towards £4,050 of Festival Manager fees, £1,080 marketing and networking costs, £400 platform fees and £120 website costs. The total project cost is stated as £11,650, including total Festival Manager costs of £9,450 and insurance of £600.
- 3.5 The proposed operating model allocates 70% of box-office income to artists, 25% to host venues and 5% to the Fringe. Artists would pay a £25 application fee, with no venue fee. The application projects £1,000 from 40 artist applications, together with prospective sponsorship, councillor funding and earned income.
- 3.6 The Corn Hall reports unrestricted reserves of £98,473 but explains that Diss Fringe is a standalone activity requiring dedicated external funding. It proposes to provide governance, financial oversight, due diligence and value-for-money monitoring.
- 3.7 The Grant Panel recommends approval of the application, subject to confirmation that the Festival Manager element is a management fee rather than payroll expenditure.
- 3.8 Members should also note the size of the request relative to the remaining grant budget, the extent to which the project depends on further unsecured income, and the distinction between the Festival Manager costs supported by the Town Council and the manager's total project fee. The submitted forecast should be reconciled before payment and the full project funding position confirmed.

Financial implications

Application	Amount requested	Indicative balance if approved
Opening grant budget balance from previous report	-	£7,170
Diss & District Community Shed	£1,000	£6,170
Diss Fringe Festival	£5,650	£520

Clerk's Feedback

Given that there are still five months of the current financial year remaining, I recommend that Council awards funding towards the Fringe Festival expenses requested up to the end of the financial year, totaling £4,620 (see Appendix D). This would leave £1,550 in the grant budget for the remainder of the year. The applicant may consider applying for further funding in the next financial year should it be unable to secure alternative match funding, subject to the Council's usual grant application process.

Recommendations

- 4.1 Award a grant of £1,000 to Diss & District Community Shed towards equipment and consumables only, with the original £500 rent element reallocated to eligible items from the submitted start-up expenses list.
- 4.2 Award a grant of £4,620 to The Corn Hall on behalf of Diss Fringe Festival towards a £3,500 Festival Manager management fee, marketing, and website costs.
- 4.3 Require both recipients to comply with the Council's standard grant conditions, acknowledge the Council's support, provide evidence of expenditure on request and submit proportionate post-project monitoring information.

Appendices

- Appendix A - Diss & District Community Shed small community grant application.
- Appendix B - Diss & District Community Shed estimate of set-up costs.
- Appendix C - Diss Fringe Festival standard community grant application.
- Appendix D - Diss Fringe Festival cashflow forecast.
- Appendix E - Diss Fringe Festival delivery timeline.

SMALL COMMUNITY GRANT APPLICATION FORM

For grant applications of up to £1,000

This form should be used by community groups, voluntary organisations, charities and other not-for-profit organisations applying for a grant of up to £1,000 from Diss Town Council.

Applicants should read the Council's Grant Policy before completing this form.

Grants are awarded at the discretion of Diss Town Council and are subject to the availability of funds. Applications will normally be considered at the next appropriate meeting of Full Council.

1. Applicant Details

Name of organisation:

Diss & District Community Shed

Organisation address:

DISScovered shop, St Nicholas Street, IP22 4LB

Website or social media page, if applicable:

[Insert details]

Name of main contact:

[REDACTED]

Position in organisation:

chair

Telephone number:

[REDACTED]

Email address:

[REDACTED]

2. About Your Organisation

Type of organisation:

Please tick all that apply:

- ☒ Registered charity
- ☐ Community group
- ☐ Voluntary organisation
- ☐ Sports, arts or cultural organisation
- ☐ Community interest organisation
- ☐ Other not-for-profit organisation
- ☐ Other — please state: [Insert details]

Charity number, if applicable:

1219023

Please briefly describe your organisation, its aims and main activities.

A place to help combat loneliness, make new friends, learn new skills, pass on skills, help with anxiety and depression on an informal basis, getting involved in a community project

Does your organisation have a bank account in the organisation's name?

- ☒ Yes
- ☐ No

If no, please explain how any grant funding would be received, held and managed on behalf of the organisation:

3. Project Details

What are you applying for?

Please describe the project, activity or item for which funding is requested.

Start up costs. Setting up the shed in an existing shop, needing storage facilities, work bench, rent, consumables

How will this benefit the residents of Diss?

Please explain who will benefit and what difference the funding will make.

Everybody welcome to pop in for a cup of tea and a chat, giving people a place to go to, giving people a reason to go out and make something (initially woodworking) to be proud of

Where will the project or activity take place?

in the back room at DISScovered

When will the project or activity take place?

asap

Approximately how many people are expected to benefit?

☐ Up to 10

☐ 11–25

☐ 26–50

☒ 51–100

☐ More than 100

4. Funding Request

What is the total cost of the project or activity?

£1000

Please provide a simple breakdown of costs:

Item or activity	Cost
Rent	500
Workbench + tools	400
consumables	100
Total	£[1000

Have you applied for, or received, funding from any other source for this project or activity?

☒ Yes

☐ No

If yes, please provide details.

Funding Source	Amount Applied For	Amount Secured
SNDC Communities	£10000	£none
Norfolk Foundation	£4400	£none
	£	£

Is your organisation contributing any funding, resources or volunteer time towards the project?

☒ Yes

☐ No

If yes, please provide details:

All our members are volunteers and are helping with the set up

If unrestricted reserves exceed the amount requested from Diss Town Council, please explain why external funding is required.

We have no reserves

5. Supporting Information

Please provide the following where available:

- ☒ Evidence of the proposed expenditure (e.g. quotation, estimate or simple budget)
- ☐ Evidence of other funding, if applicable
- ☐ Any supporting information that will help the Council understand the project or activity

The Council may request additional information where this is considered necessary to assess the application.

6. Conditions of Grant

If awarded funding, the organisation agrees:

- To use the grant solely for the purpose stated in this application.
- To notify the Council of any significant changes to the project.
- To provide monitoring information when requested.
- To acknowledge support from Diss Town Council where appropriate.
- To return any grant funding not used for the approved purpose.
- To provide evidence of expenditure if requested by the Council.
- That grant funding cannot be used to reimburse costs already incurred or support projects or activities that have commenced before the grant award is made.
- That grant awards may be recorded in Council minutes and published in line with normal transparency requirements.

Failure to comply with grant conditions may affect future applications and may result in a request for repayment of all or part of the grant.

7. Declaration

I confirm that:

- I am authorised to submit this application on behalf of the organisation named above.
- The information provided in this application is accurate to the best of my knowledge.
- The organisation agrees to comply with the conditions of grant.

Name:

[REDACTED]

Position in organisation:

Chair

Signature:

[REDACTED]

Date:

14.10.26

8. Submission

Please return the completed form to:

The Town Clerk

Diss Town Council

11–12 Market Hill

Diss

Norfolk

IP22 4JZ

Email: towncouncil@diss.gov.uk

Office Use Only

Estimate of set up costsfurniture:

work benches x2 (Adexa @ £50)	100
heavy duty work bench with vices (B&Q 180)	180
lockable tool cabinets(Adexa @ £170)	170
4 storage units for work room (Kallax, IKEA) @£50	200
4 storage units for main room (Kallax, IKEA @£50)	200
boxes for half of these. Each unit 8 holes (32@£5)	160
tools (hopefully donations but budget if not)	500
consumables (screws, nails, sandpaper, glue, timber, paint,	
replacement blades say	100
waste disposal (woodchip, bags)	50
tables for main room (6@25)	150
20 folding chairs (IKEA, Frosvi @30)	600
office chairs x 2 (IKEA, Millberget @£100)	200
desk (IKEA, Kjellarne @149)	149
printer paper (Amazon 2 reams 8)	8
printer (HP Envy, Currys £50)	50
lockable filing cabinet x2 (viking, £200)	400
hanging files (Amazon, 24 per drawer @£15)	120

3337Kitchen

tableware starter kit (IKEA, Fargklar @35) + cutlery (Mopsig)	40
kettle	40
glasses 20@£1	20
mugs, 20@£3	60
consumables (cleaning supplies, T, coffee, washing up liquid)	50
Vacuum cleaner(Screwfix @ £40)	40
Safety equipment (PPE, 1st aid kit, dust masks, ear defenders) say	100

350

Main room setup:

art materials (flower press, rock paint, pipe cleaners, acrylic paint, colouring books, pencils, origami paper, wool etc)	200
---	-----

200monthly

Utilities estimate	
electricity estimate per month	200
water	100
broadband	30
insurance 100	100
rent TBC from DTC say £100/month	100

530 x6 months**3180**

x3 months

1590

Admin/Accountancy

Accounts @ £500pa	500	
Printing and publicity (leaflets) (Vistaprint 16.50/1000	33	
website hosting/domain (15 per year)	15	
insurance(public liability, employers liability, contents		awaiting quote from Alan Boswell
PAT testing (£10 per tool)	100	
Contingency (10%) unexpected repairs/tool replacement	500	

1148

Teaching estimate

If any teacher (at minimum wage) runs classes for 6 weeks (2 hrs per week)	150	
enhanced DBS (4 trustees, 4 members) @£40 ea	320	
we want to be able for people to attend for free		10335
we want to run 2 classes per week minimum with 2 week break so that = £1800 per year	1800	

2120

Total:

STANDARD COMMUNITY GRANT APPLICATION FORM

For grant applications over £1,000

Applicants should read the Diss Town Council Grant Policy before completing this form.

Applications may be submitted throughout the year and will normally be considered at the next appropriate meeting of Full Council.

1. Applicant Details

Name of organisation:

The Corn Hall Diss

On behalf of Diss Fringe Festival

Organisation address:

St Nicholas Street, Diss, Norfolk, IP22 4LB

Website or social media page, if applicable:

www.thecornhall.co.uk

Name of main contact:

1 [REDACTED]

2 [REDACTED]

Position in organisation:

1 General Manager

2 Festival Manager

Telephone number:

1 [REDACTED]

2 [REDACTED]

Email address:

[REDACTED]

2. About Your Organisation

Type of organisation:

Please tick all that apply:

- ☒ Registered charity
- ☐ Community group
- ☐ Voluntary organisation
- ☐ Sports, arts or cultural organisation
- ☐ Community interest organisation
- ☐ Other not-for-profit organisation
- ☐ Other — please state: [Insert details]

Charity number, if applicable:

1136553

Company number, if applicable:

N/A

Year established:

2010

Please briefly describe your organisation, its aims and main activities.

Theatre and Venue Space.

To advance the education of the public in the performing arts, the creative arts, the visual arts and the understanding of local heritage and in furtherance of these objects to provide and manage an arts and heritage centre in Diss, Norfolk and to do anything incidental or conducive to achieving those objects.

Approximately how many people are involved in running the organisation?

For the Diss Fringe project, 2 main leads and 10 volunteers. **This is a stand alone project outside of The Corn Hall Diss' normal activities.**

For The Corn Hall Diss, 5 employees, 7 trustees, 50 volunteers

Approximately how many people currently benefit from your activities?

As the project encompasses access for all residents of Diss and surrounding villages it is hard to guesstimate. However, if we base the first event on 10 venues and 40 acts we hope to engage 2000 people for the first event. This will grow year on year. This will include performers as well as audience members.

3. Project Details

Project title:

Diss Fringe Festival

Amount requested from Diss Town Council:

£5650

£4050 fee, £1080 marketing materials (brochures, banners, networking), £400 Platform Fees, £120 website

Total project cost:

£11650

Project start date:

1st December 2026

Project completion date:

15th August 2027

Please describe the project or activity for which funding is requested.

Summary

For the monies requested we hope to establish the Diss Fringe Festival to support local artists, Diss Venues and bring in new audiences to the Town of Diss. Diss Fringe Festival will establish an inclusive, affordable and sustainable cultural festival that brings performances into venues across the town. It will attract new visitors to Diss, give residents access to a broad programme of live entertainment at accessible prices, support emerging talent and encourage established acts, bands and performers to include Diss in their touring plans. By animating the town centre and surrounding venues, the festival will strengthen Diss's identity as a welcoming cultural destination and create an event that can grow year on year.

Benefits to Diss

A Fringe Festival can deliver benefits well beyond the performances themselves. Visitors attending shows are likely to spend with local cafés, pubs, restaurants, shops, accommodation providers, taxis and other services, helping the daytime and night-time economies. A multi-venue programme encourages audiences to move around Diss, discover independent businesses and spend longer in the town. It also creates opportunities for local suppliers, technicians, volunteers and creative practitioners.

For residents, the festival will provide affordable entertainment close to home, opportunities to participate and volunteer, and a shared event that builds civic pride and social connection. A varied programme can bring together different ages and interests, introduce audiences to

unfamiliar art forms and offer local performers a platform alongside visiting artists. By reducing barriers to participation, the festival will encourage new and emerging talent, widen access to the arts and help develop the audiences and creative workforce of the future.

The festival will also benefit participating venues. It will bring additional audiences through their doors, raise their profile, create opportunities for collaboration and provide income from performances without requiring venues to carry the full financial risk of programming each act. Establishing a coordinated annual festival will enable shared marketing, stronger partnerships and a recognisable cultural offer for Diss.

An affordable and fair business model

The Diss Fringe model is deliberately designed to be affordable for artists. Unlike many large Fringe festivals, which can involve substantial registration, venue-hire and production costs, Diss Fringe will charge only a small application fee. Artists will not pay a venue fee. This lowers the upfront financial barrier, reduces the risk of participation and makes the festival accessible to emerging performers, small companies and independent artists as well as more established acts.

Box-office income will be shared transparently: 5% will support the Fringe, 25% will go to the host venue and 70% will be paid to the artist. This means the artist retains the clear majority of ticket revenue, the venue receives a fair return for providing and operating the performance space, and the festival receives a modest contribution towards coordination and future sustainability. The parties therefore share both the opportunity and the risk, rather than placing the burden on the artist through fixed venue charges.

The requested grant will provide the essential start-up support needed to establish the festival, have a festival manager to coordinate venues and artists, market the programme and build audiences. As recognition and attendance grow, the application fees and the Fringe share of box-office income will contribute to ongoing delivery. This blended model combines public benefit with earned income and offers a realistic route towards a resilient annual event, while preserving the affordability that is central to the festival's purpose.

Relevant experience - [REDACTED] – Festival Manager: The project is supported by ten years' experience of establishing and successfully running a Fringe Festival in Watford. Having developed that festival from scratch, I bring practical expertise in building a festival identity, recruiting artists and venues, coordinating programmes, marketing to audiences, managing partnerships and developing the event sustainably over time. This proven experience provides a strong foundation for delivering a well-managed, inclusive and successful Fringe Festival in Diss.

4. Community Benefit

Who will benefit from the project?

The project will benefit a broad cross-section of Diss and the surrounding area. Local residents of all ages will gain access to affordable live entertainment, creative workshops and opportunities to take part, learn new skills or volunteer. Community groups, schools, charities and voluntary

organisations will have opportunities to showcase their work, deliver activities, build new partnerships and engage with wider audiences. Local, emerging and visiting artists—including musicians, theatre-makers, comedians, dancers, visual artists and other performers—will gain an accessible platform to present and develop their work without venue-hire costs, while workshops and participatory activities will encourage people who may not usually engage with the arts to become involved. Participating venues, local suppliers, technicians and creative practitioners will benefit from additional activity, income, profile and collaboration, while cafés, pubs, restaurants, shops, accommodation providers, taxis and other businesses will benefit from increased visitor numbers and spending across the daytime and night-time economies. Audiences and visitors will discover new talent, venues and independent businesses, helping to strengthen community connections, civic pride and Diss's reputation as a welcoming cultural destination.

How will the project benefit the residents of Diss?

The Diss Fringe Festival will give residents access to an exciting range of high-quality arts and entertainment on their doorstep, reducing the need to travel to larger towns or cities and the associated cost of transport, accommodation and higher ticket prices. Because the festival will be promoted through national and international Fringe and touring circuits, it will attract national and visiting artists to Diss, allowing local audiences to experience performers and work that they might not otherwise have the opportunity to see. At the same time, the programme will remain open to all local community groups, schools, charities, voluntary organisations and artists, enabling them to perform, run workshops, showcase activities and connect with new participants and audiences.

Affordability will be central to the festival. Accessible ticket prices and a varied programme—including performances, workshops and participatory activities—will enable individuals and families with different interests and budgets to take part. Residents will be able to try new activities, learn creative and practical skills, volunteer, perform and meet people from across the community. These shared experiences can reduce isolation, support wellbeing, build confidence and create stronger connections between different ages and backgrounds.

The festival will also bring new energy into the town, animate familiar spaces and help residents rediscover local venues, community organisations and independent businesses. Increased footfall will support cafés, pubs, restaurants, shops, accommodation providers and the night-time economy, helping local spending remain in Diss. Above all, an inclusive annual Fringe will give residents something distinctive to enjoy and be proud of, strengthen the town's cultural identity and establish Diss as a welcoming place where local creativity can flourish alongside nationally and internationally promoted talent.

Approximately how many people will benefit?

- ☐ Under 25
- ☐ 25–50
- ☐ 51–100
- ☐ 101–250
- ☒ More than 250

5. Funding and Budget

Please provide a breakdown of project costs.

Item	Cost
To engage a Festival Manager Fee at £175 per day, initially 4days a month for 2 months, then increasing to 6 days a month, rising to 8 days a month after March please see timeline activities attached, this is not a salary.	£9450
Insurance	£600
Marketing, banners leaflets and brochures, networking	£1080
Separate Website	£120
Platform Fees for national artists	£400
Total Project Cost	£11650

Have you applied for, or received, funding from any other source for this project or activity?

☐ Yes

☒ No

If yes, please provide details.

This is our first funding application for the project. We also intend to apply for Councillor funding and seek further grants and sponsorship from local businesses. In addition, the festival will generate income through artist application fees; based on a £25 fee (40 acts), we project approximately £1,000 in application income. Plus 5% from all box office income and 25% income from venue fee (only Corn Hall). Below is an intention to apply and possible income generation in first year on 40 acts.

Funding Source	Amount Applied For	Amount Secured
Sponsorship	£2000	£
Councillor Funding	£1500	£
Income generation from application fees £25 per act	£1000	£
Income generation in first year from 5% box office to Festival	£420	£
Venue income % at 25%	£525	£

Is your organisation contributing any funding, resources or volunteer time towards the project?

☒ Yes

☐ No

If yes, please provide details:

10 x volunteers at venues, provided for by venues to act as box office and ushers at each venue that takes part. Additional time not accounted for by Festival manager in November to start process.

6. Financial Position

Please state the value of your organisation's unrestricted reserves.

£98,473

If unrestricted reserves exceed the amount requested from Diss Town Council, please explain why external funding is required.

The Diss Fringe Festival is a standalone project that sits outside The Corn Hall Diss' normal programme of activities and therefore requires dedicated external funding. The Corn Hall Diss will facilitate the project's governance and provide appropriate oversight, including due diligence, financial accountability and value-for-money monitoring. This will help ensure that any Diss Community Grant funding is used solely for the approved purpose, managed responsibly and directed towards achieving the intended benefits for the residents, artists, venues and businesses of Diss.

Please provide a summary of your current financial position.

The Corn Hall Diss is a solvent and trading charity but we are unable to provide additional financial support to activity that is extra to our day to day. This is a stand alone project.

7. Governance and Compliance

Please confirm that your organisation has:

Requirement	Yes	No
Constitution or governing document	☒	☐

Committee or management structure	☐	☐
Bank account in organisation name	☐	☐
Public liability insurance (where applicable)	☐	☐
Safeguarding arrangements (where applicable)	☐	☐
Risk assessment for the project (where applicable)	☐	☐

8. Supporting Documents

Please provide:

- ☐ Most recent accounts or financial statement
- ☐ Latest bank statement
- ☐ Constitution or governing document
- ☐ Budget breakdown
- ☐ Evidence of the proposed expenditure (e.g. quotations, estimates or project budget)
- ☐ Evidence of other funding applications (if applicable)
- ☐ Any other supporting information that will help the Council understand the project or activity

The Council may request additional information where this is considered necessary to assess the application.

9. Conditions of Grant

If awarded funding, the organisation agrees:

- To use the grant solely for the purpose stated in this application.
- To notify the Council of any significant changes to the project.
- To provide monitoring information when requested.
- To acknowledge support from Diss Town Council where appropriate.
- To return any grant funding not used for the approved purpose.
- To provide evidence of expenditure if requested by the Council.
- That unused grant funding may be returned to Diss Town Council.
- That grant awards may be recorded in Council minutes and published in line with normal transparency requirements.

Failure to comply with grant conditions may affect future applications and may result in a request for repayment of all or part of the grant.

10. Declaration

I confirm that:

- I am authorised to submit this application on behalf of the organisation named above
- The information provided in this application is accurate to the best of my knowledge.
- The organisation agrees to comply with the conditions of grant.

Name:

[REDACTED]

Signature:

[REDACTED]

Date:

12/10/26

Submission

Please return completed applications to:

The Town Clerk

Diss Town Council

11–12 Market Hill

Diss

Norfolk

IP22 4JZ

Email: towncouncil@diss.gov.uk

Cashflow forecast template *Diss Fringe Forecast*

Pre-Start Income	October	November	December	January	February	March	April	May	June	July	August	September	TOTAL
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INCOME

CASH/CHEQUES RECEIVED

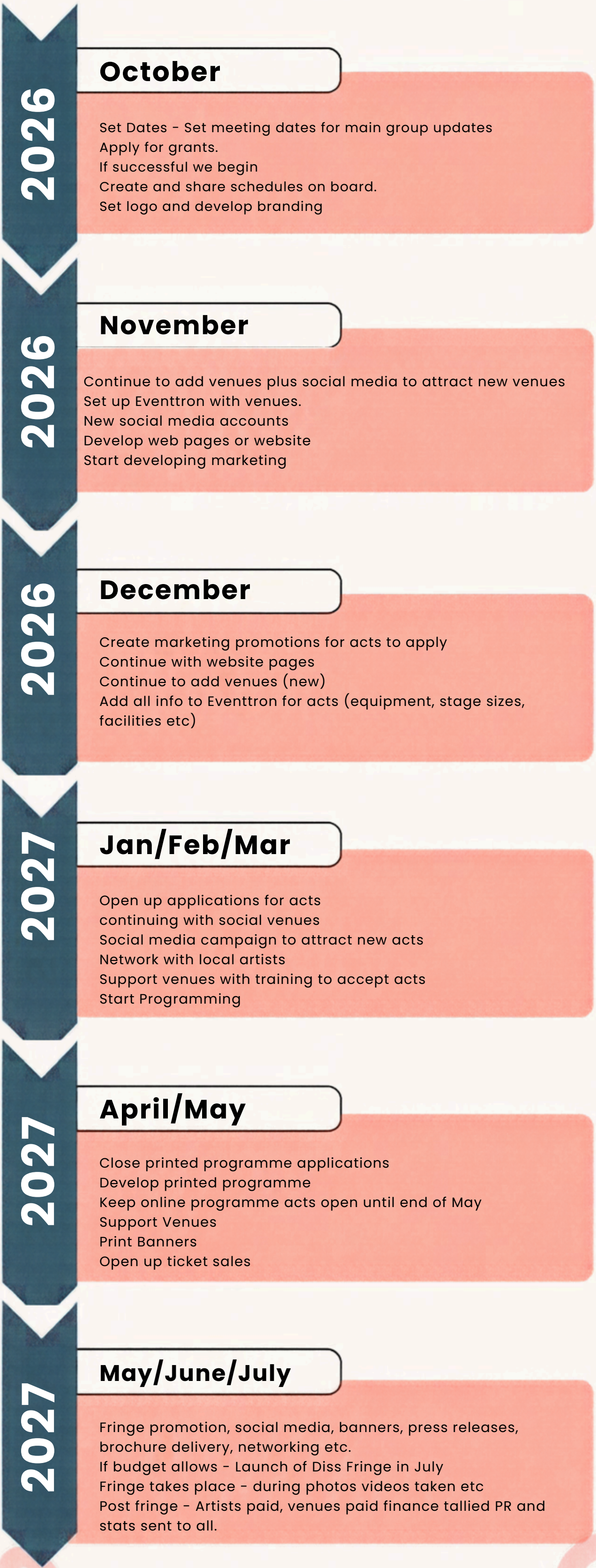
Sponsorship/Grants	0	0	5650	0	0	5000	0	0	0	0	0	0	10650
Registration Fees based on 40 acts @ £25	0	0	0	0	0	0	0	0	1000	0	0	0	1000
Artist Ticket Sales	0	0	0	0	0	0	0	0	0	0	0	0	0
5% to fringe	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL £	0	0	5650	0	0	5000	0	0	0	1000	0	0	11650

EXPENDITURE	Pre-Start Expenses	October	November	December	January	February	March	April	May	June	July	August	September	TOTAL
Festival Manager @£175 per day fee	0	0	0	700	700	1050	1050	1400	1400	1400	1400	350	0	9450
Acts to pay for (Commissions)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Insurances	0	0	0	0	0	0	0	0	600	0	0	0	0	600
Hall Rent	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Act discounts	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Marketing Materials, Leaflets, Banners Brochure	0	0	0	0	0	500	500	0	0	0	0	0	0	1000
Website	0	120	0	0	0	0	0	0	0	0	0	0	0	120
Eventotron Fees based on 40 acts PAYGo	0	0	0	0	0	0	0	0	0	400	0	0	0	400
Artist fees % 75	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Venue Fees 25%	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Cancelled Tickets not on system	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Network/Marketing	0	0	0	0	0	0	0	40	40	0	0	0	0	80
Licence (TENS)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL £	0	120	0	700	700	1550	1550	1440	2040	1800	1400	350	0	11650
Income less expenditure	0	-120	5650	-700	-700	3450	-1550	-1440	-2040	-800	-1400	-350	0	0
Opening balance - bank	0	0	-120	5530	4830	4130	7580	6030	4590	2550	1750	350	0	
Closing balance - bank	0	-120	5530	4830	4130	7580	6030	4590	2550	1750	350	0	0	

JULY

DISSFRINGE

Infographic Timeline





DISS TOWN COUNCIL

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

Report Number:
43 / 2627

Report to:	Full Council
Date of Meeting:	21 st October 2026
Authorship:	Town Clerk
Subject:	Diss Town Centre Parking Scheme

1. Purpose of report

To update members on the development of the town centre parking schemes previously approved by Full Council and to present the revised proposals for consideration.

2. Background

At its meeting on 23rd October 2024, Full Council considered proposed schemes to address parking issues in the Heritage Triangle, Mere Street and Market Place. It was:

RESOLVED: To approve the proposed schemes to address parking issues in the Heritage Triangle, Mere St and Market Place in order that schemes and costs can be drawn up.

This decision is recorded at minute **FC1024/11**.

The original Diss Parking Stakeholder Group - Project Brief for DTC, setting out the background to the three schemes and their proposed progression, is attached at **Appendix A**.

3. Development of proposals

Following discussions and a site walkaround with Norfolk County Council (NCC) officers on 16th September 2026, amendments were made to the original proposals. Further comments were subsequently provided by the Town Clerk concerning disabled parking provision, the number and designation of spaces, loading provision and the information shown on the plan.

The revised drawing covers the proposed arrangements for Mere Street, Market Place, Market Hill and St Nicholas Street and is attached at **Appendix B** for consideration.

The revised proposals therefore represent a development of the schemes previously approved by Full Council, rather than a new project requiring approval in principle.

4. Next steps

The project brief provides that, once the schemes are approved to proceed, NCC will assign a project code, arrange preliminary consultation & prepare indicative costs. The proposed funding sources and division of costs between the participating organisations can then be considered.

The schemes will also need to be agreed with NCC's Highways Asset Team and incorporated into the relevant highways and Traffic Regulation Order programmes before an indicative implementation timetable can be produced.

5. Financial implications

The Responsible Finance Officer has confirmed that £15,000 is currently held in earmarked reserves for the Resident Parking Scheme.

No additional allocation of funding is sought through this report.

6. Recommendation

Members are asked to:

1. consider and approve the developed proposals to address parking issues in the Heritage Triangle, Mere St and Market Place shown at Appendix B to progress to the next stage;
2. agree any comments to be submitted to Norfolk County Council; and
3. note that detailed costs, proposed funding contributions and any requirement for further financial approval will be reported to the Council once confirmed.

Appendix A: Diss Parking Stakeholder Group – Proposed Schemes

Appendix B: Revised Diss Town Centre Parking Scheme drawing

Diss Parking Stakeholder Group – Proposed Schemes

1. Diss Parking Stakeholder Group (DPSG) started with a long list of parking-related issues/problems which, after numerous meetings and site visits, was shortlisted to those with the highest priority/recognised need and most potentially achievable solutions.
2. Funding for any potential new schemes to provide solutions to these issues was agreed in principle to be jointly provided by SNC, DTC, Local Member Funding and NCC, subject to more accurate costing, available budgets and agreed schemes.
3. The short list was then prioritised by the DPSG, and the 3 most pressing, highest priority issues to be resolved/solutions were agreed to be:
 - a) **Heritage Triangle** – historical parking contravention/safety issues caused by drivers either not understanding or choosing to ignore the Controlled Parking Zone and dedicated parking bays. Lack of traditional signs/lines has resulted in indiscriminate/inconsiderate parking and extensive damage and unsustainable/costly piecemeal repairs to pedestrian areas.

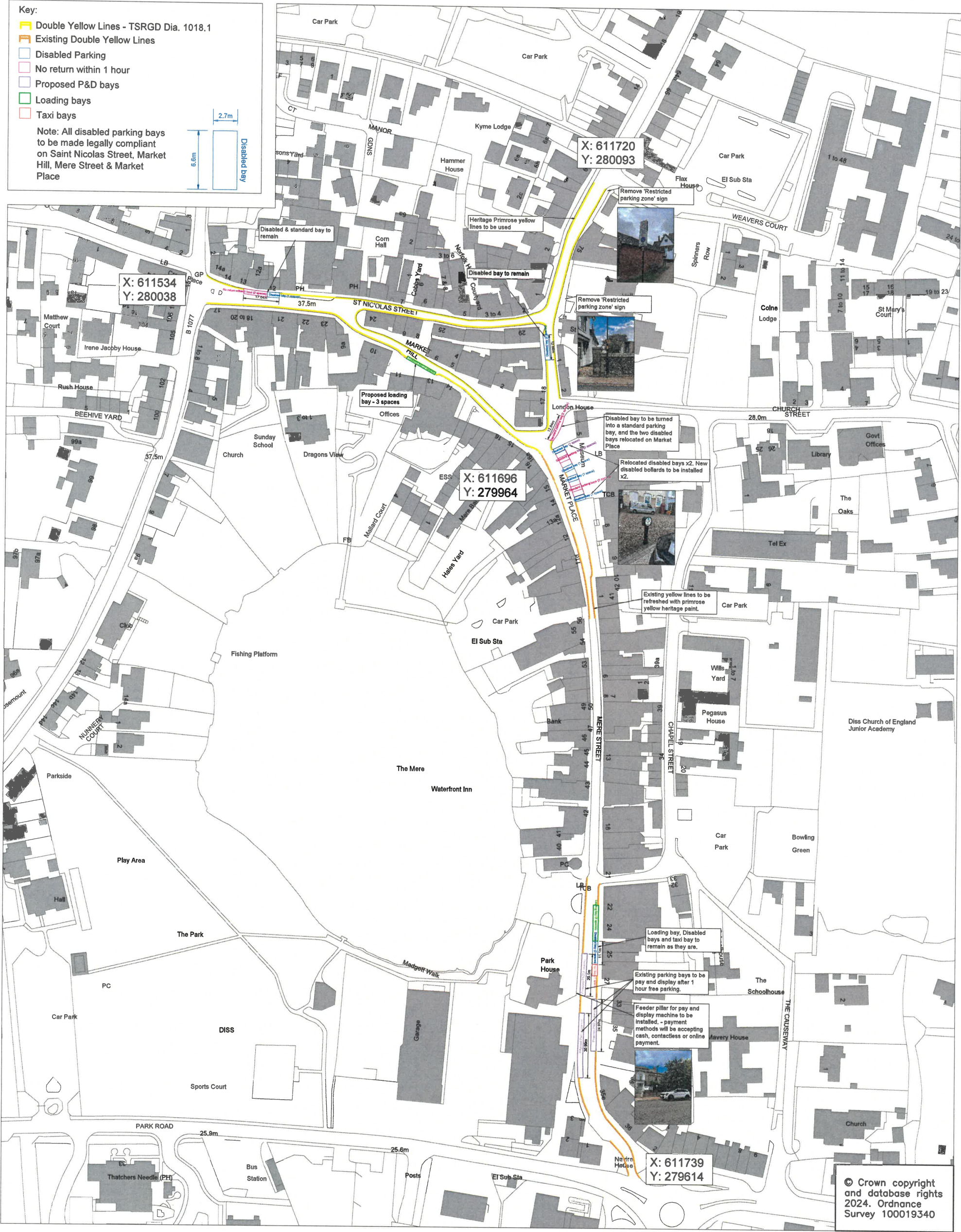
Proposed Solution – a new scheme to revoke existing parking controls and reinstate former heritage triangle signs/lines and marked bays (example shown as per attached plan – subject to final design).
 - b) **Mere Street** – historical long stay/all day parking abuse and vehicle obstruction. Also causing limited short term access to local businesses.

Proposed Solution – a new scheme to introduce pay & display parking bays (with first half/hour free) to help better manage parking, prevent long stay parking abuse and create churn to support local businesses.
 - c) **Market Place** – access issues with current bay provision.

Proposed Solution – widen existing disabled bays to improve disabled access and make bays adjacent to museum narrower.
4. As each of these proposed schemes are distinct projects in their own right, the DPSG decided the best course of action would be to try and implement these in 3 stages: a), b), then c) - to help ensure all were achieved on a rolling programme of 3 manageable 'lots', rather than trying to deliver all 3 at once.
5. Once approval is given by Diss TC to proceed with these 3 schemes, NCC will cost up each of the 3 proposals to provide indicative budgets required to deliver each scheme. Currently there is no NCC funding for c), which could be covered by an/other stakeholder/s depending on the costs of a) and b).
6. The DPSG (incl County Councillors) will then decide and agree on the funding sources for each of the 3 schemes up front and how the costs will be split across these eg how much DTC, SNC, NCC & LMF can/will fund. The funding pledges will then need some

form of written confirmation and agreement (eg Abortive Cost Agreement – [ACA]) to support this.

7. As NCC has a large programme of current Highway scheme works, the 3 proposed new schemes need to be agreed with NCC's Highways Asset Team and scheduled into an appropriate slot in their programme for implementation. Each scheme will also need to be added to NCC's Traffic Regulation Order (TRO) programme, to ensure the required and statutory legal work aligns with the Highways programme. This will then enable an indicative implementation timetable to be produced for each project, which will be fed back to the DPSG.
8. Depending on the funding type/source, some monies may need to be allocated/paid up front - before commencement of a scheme (eg ACA/LMF). Payment of other monies pledged will be required (invoiced) following completion of each scheme and all costs are accounted for.



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DRAWING TITLE

Proposed Plan
Mere Street, Market Place, Market Hill & Saint Nicolas Street

Grahame Bygrave
Director of Highways, Transport & Waste
Norfolk County Council
County Hall
Martineau Lane
Norwich NR1 2DH

REV.	DESCRIPTION	DRAWN	CHECKED	DATE



Proof of Life Certification Policy

1. Purpose

Diss Town Council periodically receives requests from residents for certification of 'Proof of Life' documents required by overseas pension providers and other organisations.

This policy sets out the circumstances in which Council officers may complete such certifications and the evidence required before doing so.

2. Scope

This policy applies to all officers asked to complete or witness Proof of Life documentation.

The service will be provided free of charge to residents of Diss. At the discretion of the Town Clerk, requests from non-residents may also be accepted. Other applicants may be referred to their relevant parish or town council.

A charge of £25 is payable by non-residents where the request is accepted. Payment must be made by card at the time of the appointment. An email receipt can be provided on request.

3. Principles

Council officers may only certify facts that they have personally observed.

Officers must not make assumptions regarding a person's identity, entitlement to a pension, or any matter that they have not directly verified.

The Council reserves the right to refuse any request where it is unable to verify the information required to complete the certification.

4. Standard Verification Procedure

Proof of Life certifications will normally only be completed where:

- The resident attends the Council offices in person.
- The resident is physically present before the officer completing the certification.
- The resident provides valid, in-date photographic identification.
- The officer is satisfied that the certification accurately reflects what has been personally observed.

The officer's certification shall be limited to confirming that the individual attended in person on the date stated.

5. Remote Verification

The Council will not accept the following as sole evidence that a person is alive or present:

- Photographs.
- Video recordings.
- Live video calls.
- Images displaying newspapers, dates or other objects.
- Statements provided by relatives, carers or third parties.

This restriction reflects the increasing risk of fraud, image manipulation and artificial intelligence generated content.

6. Residents Unable to Attend

Where a resident is unable to attend the Council offices due to illness, hospitalisation, mobility limitations or similar circumstances, Council officers will not normally complete a Proof of Life certification unless the individual can be seen in person.

Any request for an officer to undertake an in-person verification away from the Council offices will be considered at the discretion of the Town Clerk. The Council is not obliged to provide an off-site service.

Residents should be advised to contact their pension provider or organisation to determine whether alternative certifiers, such as healthcare professionals or other authorised persons, may complete the documentation.

7. Disclaimer

Diss Town Council officers will only certify those matters personally witnessed during the appointment, namely that the individual attended in person and produced identification documents which appeared to support the identity claimed. The Council does not verify the authenticity of documents presented, nor does it make any representation or provide any assurance regarding a person's entitlement to receive any pension, benefit or other financial payment. Completion of a proof of life certification confirms only the facts witnessed by the certifying officer at the time of the appointment.

A review of the Proof of Life Certification Policy has identified the need for a small update to introduce a £25 service charge for Proof of Life certifications for non Diss residents and to strengthen the disclaimer wording. The revised disclaimer clarifies that officers only certify matters personally witnessed, and that the Council does not verify the authenticity of documents or a person's entitlement to any pension, benefit or financial payment. The amendments are intended to improve cost recovery and provide greater clarity and protection for both residents and the Council.



Artificial Intelligence (AI) Policy

1. Purpose

Diss Town Council recognises that Artificial Intelligence (AI) technologies are increasingly being used to support administrative functions, communication, and service delivery. The Council supports the responsible use of AI where it can improve efficiency and productivity, while ensuring that all use remains transparent, lawful, proportionate, and subject to appropriate human oversight.

The Council is committed to the responsible, ethical, transparent, and lawful use of AI. This policy establishes the principles and requirements governing the use of AI systems by councillors, employees, contractors, volunteers, and suppliers acting on behalf of the Council. It aims to ensure that AI supports, rather than replaces, human judgement and that public trust remains at the centre of all Council activity.

2. Scope

This policy applies to:

- a) All councillors and employees.
- b) Contractors, consultants, volunteers, and agency workers.
- c) Any AI system, service, application, or tool used in connection with Council business.
- d) Both publicly available and commercially licensed AI tools.

This policy covers generative AI systems (such as Microsoft Copilot and ChatGPT) as well as other AI applications including automation, data analysis, transcription, image generation, and decision-support systems.

3. Definition of Artificial Intelligence

For the purposes of this policy, Artificial Intelligence (AI) refers to software systems capable of performing tasks commonly associated with human intelligence, including generating content, analysing information, making predictions, recognising patterns, or assisting decision-making.

4. Guiding Principles

The Council will use AI in accordance with the following principles:

4.1 Human Accountability

All decisions remain the responsibility of appropriately authorised Council officers or councillors. AI must not be used as the sole basis for decisions affecting residents, staff, suppliers, or stakeholders.

4.2 Transparency

The Council is committed to being transparent about its use of AI where such use may be of interest or relevance to residents, councillors, stakeholders, or decision-makers.

Routine administrative uses of AI, including spelling and grammar checking, formatting, transcription, note-taking, research assistance and preliminary drafting assistance, do not normally require disclosure.

Where AI has materially contributed to analysis, recommendations, decision-making support or public-facing content, and where that contribution could reasonably influence the content, conclusions or decisions arising from it, the use of AI should be disclosed.

The Council will ensure that residents are informed where AI is used to provide services directly, such as through chatbots or automated customer interactions.

Regardless of any AI assistance provided, responsibility for all Council decisions, communications, reports and actions remains with appropriately authorised officers or councillors.

4.3 Fairness

AI must not be used in ways that could unlawfully discriminate against individuals or groups.

4.4 Privacy and Security

The use of AI must comply with:

- a) UK General Data Protection Regulation (UK GDPR)
- b) Data Protection Act 2018
- c) Freedom of Information Act 2000
- d) Council Information Governance policies

4.5 Public Benefit

AI should be used only where it supports the Council's objectives, improves efficiency, enhances service delivery, or provides demonstrable value for money.

5. Permitted Uses

Examples of acceptable use include:

- a) Drafting agendas, reports, minutes, newsletters, and communications.
- b) Responding to resident enquiries and correspondence.
- c) Summarising documents and research.
- d) Generating first drafts of policies and procedures.
- e) Improving grammar, readability, and accessibility of documents.
- f) Assisting with project planning and administrative tasks.
- g) Supporting website content development.
- h) Analysing non-confidential datasets.
- i) Producing meeting transcripts where approved tools are used.

5.1 AI-Assisted Correspondence

The Council recognises that approved AI tools may assist officers in responding efficiently to resident enquiries and routine correspondence.

AI may be used to:

- a) Draft responses to enquiries.
- b) Improve clarity, readability and tone.
- c) Summarise background information.
- d) Assist with administrative tasks associated with correspondence.

All correspondence sent on behalf of the Council must be reviewed and approved by a Council officer prior to issue. The officer remains responsible for ensuring the response is accurate, appropriate and compliant with Council policies and legal obligations.

Residents shall not be provided with responses generated and issued solely by AI without appropriate human oversight and review.

6. Prohibited Uses

The following activities are prohibited unless specifically authorised following a formal assessment:

- a) Uploading confidential, sensitive, personal, or special category data into public AI systems.
- b) Using AI to make autonomous decisions affecting individuals.
- c) Using AI to generate misleading, deceptive, defamatory, or unlawful content.
- d) Using AI in a manner inconsistent with Council policies.
- e) Allowing AI tools to publish information automatically without human review.

- f) Using unapproved AI tools on Council devices or networks.
-

7. Data Protection and Information Security

The Council is committed to ensuring that all use of AI complies with data protection, information governance and security requirements.

Before using any AI system, users must consider whether the information being processed includes:

- a) Personal data.
- b) Financial information.
- c) Commercially sensitive information.
- d) Confidential Council information.
- e) Information relating to employees, councillors, residents or service users.

All AI use must comply with existing Council policies relating to:

- a) Data Protection
- b) Information Security
- c) Record Management
- d) Freedom of Information
- e) Cyber Security

Where necessary, a Data Protection Impact Assessment (DPIA) shall be completed before introducing new AI systems.

7.1 Personal Data and Confidential Information

Personal data, special category personal data, confidential Council information, sensitive commercial information or information relating to ongoing investigations must not be entered into an AI system unless:

- a) The system has been formally approved for Council use.
- b) Appropriate contractual, security and data protection safeguards are in place.
- c) The use is authorised and lawful.
- d) Only the minimum information necessary is provided.

Where AI is used to assist with drafting, summarising or reviewing documents, personal information should be anonymised or redacted wherever reasonably practicable before being entered into the system.

Users remain responsible for ensuring that all information processed through AI systems is handled securely and appropriately.

8. Accuracy and Quality Assurance

AI systems can generate inaccurate or misleading information, sometimes referred to as "hallucinations".

Users must:

- a) Verify all factual information.
- b) Check references, quotations, and legal content.
- c) Review all outputs before publication.
- d) Exercise professional judgement at all times.

Responsibility for the content remains with the Council employee or councillor using the AI system.

9. Procurement and Third-Party AI Systems

Before procuring or implementing any AI-enabled system, the Council shall undertake appropriate due diligence including:

- a) Data protection assessment.
- b) Cyber security review.
- c) Transparency and explainability assessment.
- d) Supplier assurance.
- e) Legal compliance review.
- f) Value for money assessment.

Contracts with suppliers should clearly define ownership, security, retention and use of Council data.

10. Transparency to Residents

The Council is committed to maintaining public trust.

Where AI is used in delivering services, the Council will:

- a) Be open about how and why it is used.
- b) Explain the purpose of AI systems when requested.
- c) Ensure residents retain access to human assistance.
- d) Avoid creating barriers to accessing Council services.
- e) Publish appropriate information regarding its use of AI.

Residents should not be required to interact solely with AI-powered systems.

10.1 Disclosure in Reports and Formal Documents

Where AI has materially contributed to a report, analysis, recommendation, consultation outcome or other formal Council document, the author should include a brief declaration describing the nature of the AI assistance.

Examples include:

- a) Analysis of consultation responses.
- b) Generation of policy options or recommendations.
- c) Significant drafting of public-facing reports.
- d) Summarisation of large volumes of information.

Routine administrative assistance does not normally require disclosure.

Suggested wording:

Artificial Intelligence Declaration

Artificial Intelligence (AI) was used to assist in the preparation of this document. All content, analysis, recommendations and conclusions have been reviewed and approved by the report author, who remains responsible for its accuracy and content.

Where AI contributed to analysis:

Artificial Intelligence Declaration

AI tools were used to assist with the analysis and summarisation of information contained within this report. All outputs were reviewed and validated by Council officers. The recommendations and conclusions presented remain those of the Council and have not been determined by AI.

10.2 Public Information

The Council will publish information on its website explaining how AI may be used to support service delivery, communications, administration and operational efficiency.

The information will make clear that:

- a) AI supports staff and councillors rather than replacing human judgement.
- b) Council officers remain accountable for decisions and communications.
- c) Personal and confidential information will be protected in accordance with data protection legislation and Council policies.
- d) Residents may request further information about the Council's use of AI.

11. Training and Awareness

The Council will provide guidance and training to relevant staff and councillors on:

- a) Responsible AI use.
- b) Data protection obligations.
- c) Information security requirements.

- d) Identifying risks and limitations of AI.
- e) Verification of AI-generated content.

Training requirements will be reviewed periodically as technology develops.

12. Governance

Overall responsibility for this policy rests with the Town Clerk.

The Town Clerk shall:

- a) Monitor use of AI within the Council.
- b) Review risks and opportunities.
- c) Ensure compliance with legal obligations.
- d) Maintain a register of approved AI applications.
- e) Report significant AI-related risks to Council.

Major AI deployments affecting public services shall be reported to the Council before implementation.

13. Monitoring and Compliance

Failure to comply with this policy may result in:

- a) Withdrawal of access to AI systems.
- b) Investigation under the Council's disciplinary procedures.
- c) Reporting of breaches where required by law.

Significant incidents involving personal data shall be managed in accordance with the Council's Data Breach procedures.

14. Review

This policy shall be reviewed annually, or sooner if:

- a) Legislation changes.
 - b) Regulatory guidance changes.
 - c) Significant new AI technologies are introduced.
 - d) Council operational requirements change.
-

Appendix A: Quick Rules for Staff and Councillors

You MAY:

- ✓ Use approved AI tools for drafting and administrative tasks.
- ✓ Use AI to assist with resident enquiries and correspondence.
- ✓ Use AI to assist research and summarise information.
- ✓ Improve document readability and accessibility.

You MUST:

- ✓ Check all AI-generated content.
- ✓ Protect confidential information.
- ✓ Use professional judgement.
- ✓ Comply with data protection requirements.
- ✓ Review and approve all AI-assisted correspondence before sending.

You MUST NOT:

- ✗ Input personal or confidential data into unapproved AI systems.
- ✗ Allow AI to make decisions on behalf of the Council.
- ✗ Publish AI-generated material without review.
- ✗ Use AI in a way that could mislead residents or colleagues.

APPENDIX B: AI Transparency Notice

AI Transparency Notice

Diss Town Council may use approved Artificial Intelligence (AI) tools to assist with drafting correspondence, preparing documents, undertaking research and supporting administrative tasks. All communications and outputs are reviewed by Council officers, who remain responsible for the accuracy, content and decisions made on behalf of the Council.

Governance Note: The Council may choose to publish this statement on its website rather than include it in every email footer. This provides transparency while remaining proportionate where AI is used only as a drafting and productivity aid subject to human review.

APPENDIX C: Approved AI Applications Register

The Town Clerk shall maintain and periodically review a register of Artificial Intelligence (AI) applications approved for Council use. The purpose of the register is to ensure that AI systems used for Council business have been appropriately considered from a data protection, information governance, security and operational perspective.

The register shall record:

- Name of the application.
- Supplier.
- Approved business use.
- Whether personal data may be processed.
- Any restrictions on use.
- Date approved.
- Approval authority.

Only applications included within the approved register may be used for Council business unless specific authorisation has been granted by the Town Clerk.

Applications may be approved where appropriate security, contractual, information governance and data protection safeguards are in place, and where the proposed use complies with the Council's legal obligations and internal policies.

Publicly available AI services may be used for general research, learning, drafting assistance and other non-confidential purposes, provided that no personal data, confidential Council information, commercially sensitive information, or information relating to residents, employees or councillors is entered into those systems. This does not prevent the use of AI tools; rather, it ensures that their use is proportionate, secure and compliant with the Council's information governance and data protection obligations

Reason for New Policy

Artificial Intelligence (AI) technologies are becoming increasingly common in local government and are already being used across the sector to support administration, research, document drafting, data analysis and customer service. The proposed policy provides a framework for the responsible use of AI by Diss Town Council, ensuring that any use of AI remains lawful, transparent, secure and subject to appropriate human oversight.

The policy aims to help councillors and officers make informed decisions about the use of AI tools, particularly where data protection, information security and confidentiality considerations arise. It establishes clear expectations for the handling of Council information, promotes accountability and accuracy, and seeks to ensure that AI is used as a tool to support, rather than replace, human judgement.

The policy is not intended to prohibit the use of AI technologies. Instead, it seeks to ensure that AI is used appropriately, proportionately and in accordance with the Council's legal, governance and information management obligations, whilst enabling the Council to realise potential efficiency and productivity benefits.



STREETLIGHTING POLICY

1. Introduction

- 1.1. In accordance with the Highways Act 1980, Health and Safety at Work Act 1974 and Electricity at Work Regulations 1989, there is no statutory requirement for local authorities to provide public lighting.
- 1.2. Councils do, however, have the power to provide lighting and once provided, have a duty of care to ensure that assets for which they retain responsibility are maintained in a safe condition.
- 1.3. Norfolk County Council, as the Highway Authority, is responsible for all street lighting on the public highway and maintains most streetlights across Norfolk.
- 1.4. Those in car parks in Diss are owned by South Norfolk District Council and some are maintained by Housing Associations and developers.
- 1.5. Diss Town Council (DTC) has responsibility for 230 footway lights, which are generally located in residential areas.
- 1.6. The primary objectives of this policy are to:
 - 1.6.1 Ensure that Diss Town Council lighting stock is maintained in accordance with current guidance, so far as is reasonably practicable and minimise risk to the public;
 - 1.6.2 Ensure that our lighting stock is maintained to the most energy-efficient standards currently available
 - 1.6.3 Deliver an efficient lighting service to Diss residents and visitors.

2. Maintenance Programme

- 2.1 Diss Town Council's lighting stock is currently maintained on the Council's behalf by Suffolk County Council on an annual contract. This is reviewed each year for best value and service.
- 2.2 As maintenance and energy are bought under the same contracts that the County Council uses for its own lights (currently manages over 70,000), it is in a strong position to get the best prices. You will be able to identify a DTC-owned streetlight from the sticker shown below, which shows its column number (to be inserted).
- 2.3. All lanterns in DTC-owned lights have been replaced with LED bulbs reducing energy costs.

- 2.4. Most columns have been replaced as part of a capital replacement programme when SNDC transferred ownership of lighting to DTC and should have a life expectancy of 20-25 years.
- 2.5. The Town Council is budgeting for the future capital replacement of columns. It is estimated that approximately £400k will be required over the next 23 years.
- 2.6. The streetlights are structurally tested each year to determine any defects and a re-testing programme of either three or six years.
- 2.7. Streetlights identified as requiring immediate removal will be dealt with as an emergency and either made safe or replaced with a new column or lamp.
- 2.8. There are occasions when a replacement column will be erected next to an existing light. This is because either the electricity supply is waiting to be transferred from the existing to the new column, or the existing cable cannot be reused, and a new service is required. All cabling works are undertaken by UK Power Networks.

3. Reporting faulty streetlights

- 3.1. If you would like to report a faulty streetlight, please visit <https://www.fixmystreet.com/> where you can also log any local problem, which will be sent to the relevant authority.
- 3.2. Please allow at least ten working days repair time for Suffolk Streetlighting to attend to a fault once it has been reported.

4. Part-night lighting

- 4.1. Part-night lighting is used to reduce our energy consumption, saving both money, carbon and CO² emissions in support of local and national policy and the darker skies strategy of the Diss & District Neighbourhood Plan.
- 4.2. Streetlights are controlled by sensors that detect when it is dark enough for lighting to be required and switch on the lights. This is earlier in the winter months than in the summer.
- 4.3. Approximately 50% of DTC streetlights are 'part-night lit' and are switched off from between 1am to 5.30am. This allows for public transport schedules and licensing hours.
- 4.4. The proposal is based on highway safety and therefore night lighting on town centre streets such as Mere St and main through roads such as Roydon Road as well as those lights on footways connecting developments is retained.
- 4.5. The lights will then come back on after 5.30am if the sensors detect it's dark enough for lighting to be required.
- 4.6. To deal with particular situations, the Police can request us to leave lights on instead of switching them off in a single or several streets for a period of time.

5. New development lighting

- 5.1. Where Norfolk County Council will not adopt streetlighting within a new development because it considers there to be no highway need, Diss Town Council may consider whether to accept ownership and future responsibility for the lighting.
- 5.2. The Council will normally seek a contribution from the developer towards the future maintenance and replacement of any streetlighting proposed for transfer to the Council. However, the Council may agree to accept the ongoing costs where it considers that the lighting provides sufficient public benefit and the financial implications can be accommodated within its current and future budgets.
- 5.3. Each proposal will be considered on its individual merits and will require formal approval by the Council. In reaching its decision, the Council will consider the number and positioning of the lights, neighbouring lighting provision, pedestrian and highway considerations, capital replacement liabilities and the ongoing maintenance and energy costs.
- 5.4. The Council will consider for example installing lights opposite junctions to offer some illumination at the areas where there would be more traffic and pedestrian movement.
- 5.5. It will also consider the darker skies policy, which aims to limit the impact of outdoor lighting on the environment and the Council's commitment to reducing its carbon footprint.
- 5.6. The materials used would need to match what the Council currently has installed i.e. ASD LED lanterns.
- 5.7. An inspection of the newly installed lights will be carried out by the Council's Streetlighting contractor, before transfer of ownership to the Council upon satisfactory inspection.
- 5.8. The default lighting setting for new developments will be part-night lighting (switched off from 1.00am until 5.30am as per Section 4) and dimmed by 50%.

Committee Report

A review of the Streetlighting Policy.docx has identified that Section 5 (New Development Lighting) no longer fully reflects a decision taken by Members in relation to the Shelfanger Road development. The current policy states that the Council will only consider accepting responsibility for new streetlighting where the developer contributes towards ongoing maintenance and replacement costs. However, Members subsequently agreed to accept the future costs of lighting at Shelfanger Road despite the developer not making such a contribution. The proposed amendments update the policy to reflect the Council's ability to consider each development on its individual merits, whilst maintaining the principle that developer contributions should be sought wherever possible and ensuring that future financial implications are taken into account when decisions are made.



SCHEME OF DELEGATION

1. Purpose

1.1 This Scheme of Delegation authorises committees and officers to exercise powers on behalf of Diss Town Council in accordance with:

- The Local Government Act 1972;
- The Council's Standing Orders;
- The Council's Financial Regulations;
- Committee Terms of Reference; and
- Any relevant legislation, statutory guidance and Council policies.

1.2 The purpose of this Scheme is to:

- ensure efficient decision-making;
- avoid unnecessary delays in Council business;
- provide clear accountability;
- maintain appropriate Member oversight; and
- ensure decisions are made at the appropriate level.

1.3 All delegated powers shall be exercised in accordance with the approved budget, adopted Council policies and any relevant resolutions of the Council.

2. General Principles

2.1 Delegation does not remove the Council's ultimate responsibility for any function.

2.2 Any delegated authority may be withdrawn, amended or reserved to Full Council at any time.

2.3 Any matter may be referred to Full Council where:

- the matter is considered significant;

- expenditure exceeds delegated limits;
- policy direction is required; or
- the Clerk or Committee Chair considers Council determination appropriate.

2.4 Delegated decisions shall comply with:

- legislation;
- Standing Orders;
- Financial Regulations;
- adopted Council policies; and
- approved budgets.

3. Matters Reserved to Full Council

The following matters shall remain reserved to Full Council:

Governance

- Adoption and amendment of Standing Orders.
- Adoption and amendment of Financial Regulations.
- Approval and amendment of Council policies.
- Approval of Committee Terms of Reference.
- Appointment of committees and committee membership.
- Appointment of representatives to outside bodies.
- Review of officer delegations.

Finance

- Approval of the annual budget.
- Approval of the annual precept.
- Approval of annual accounts.
- Approval of the Annual Governance and Accountability Return.
- Approval of earmarked reserve transfers.
- Approval of loans and borrowing.
- Acceptance of auditor recommendations.

Property

- Acquisition of land.
- Disposal of land.
- Granting or surrendering major property interests.

Staffing

- Determination of staffing structure.
- Creation of new permanent posts.

- Significant changes to terms and conditions of employment.

Other Matters

- Any matter reserved by law to the Council.
-

4. Delegation to Committees

Committees may exercise delegated authority within their approved Terms of Reference, approved budgets and Financial Regulations.

Executive Committee

The Executive Committee shall exercise all powers delegated through its approved Terms of Reference including:

- budget development;
- financial planning;
- asset management oversight;
- staffing matters;
- communications and engagement;
- contractor oversight;
- volunteer management; and
- recommendations to Council on strategic matters.

Assets & Infrastructure Committee

The Assets & Infrastructure Committee shall exercise authority within its approved Terms of Reference including:

- management of Council assets and facilities;
- landlord responsibilities;
- facilities management;
- market oversight;
- infrastructure matters;
- developer contribution projects;
- neighbourhood planning matters;
- planning consultation arrangements;
- highways matters;
- CCTV; and
- street lighting.

Planning Sub-Committee

The Planning Sub-Committee shall:

- consider planning applications;
- formulate consultation responses;
- provide recommendations in accordance with Council planning procedures.

No delegation shall override the Council's status as a planning consultee only.

5. Delegation to the Town Clerk

The Town Clerk is the Council's Proper Officer.

The Town Clerk may further delegate operational functions to members of staff where appropriate.

The Town Clerk is authorised to:

Governance and Administration

- carry out the functions of the Proper Officer;
- prepare agendas and minutes;
- call meetings;
- implement Council and committee decisions;
- manage correspondence;
- manage complaints and requests for information;
- maintain statutory registers and records;
- administer elections and vacancies where required; and
- ensure compliance with statutory requirements.

Legal and Regulatory Compliance

- monitor compliance with legislation;
- administer Freedom of Information requests;
- administer data protection requirements;
- monitor health and safety compliance;
- procure specialist advice where authorised within budget; and
- ensure statutory notices are published.

Operational Management

- manage Council services;
- manage Council facilities and assets;
- manage lettings and bookings;
- authorise routine maintenance and repairs;
- manage contracts within approved budgets;
- oversee projects approved by Council.

Staffing

Subject to approved policies and budgets, the Town Clerk may:

- manage employees;
- approve contractual variations for individual employees where the change is employee-requested or operationally necessary, remains within the approved staffing structure and budget.
- undertake recruitment for approved vacancies;
- conduct appraisals;
- approve leave;
- manage sickness absence;
- arrange training;
- manage performance issues; and
- implement approved personnel policies.

The creation of permanent posts, changes to the staffing structure, increases to salary grades and contractual changes with significant financial or organisational implications remain reserved to Full Council

Virement

The Town Clerk, in conjunction with the Responsible Financial Officer, may authorise virements between budget headings within approved committee budgets.

6. Delegation to the Responsible Financial Officer

The Responsible Financial Officer is authorised to:

- maintain accounting records;
- administer Council banking arrangements;
- prepare budget estimates;
- monitor income and expenditure;
- administer payroll;
- collect income;
- administer debt recovery;
- prepare the Annual Governance and Accountability Return;
- liaise with internal and external auditors;
- maintain the asset register;
- prepare financial reports;
- ensure compliance with Financial Regulations; and
- administer investment and insurance records.

7. Financial Delegations

Delegated expenditure shall only be incurred where:

- sufficient budget exists; and
- Financial Regulations are complied with.

The following financial limits apply:

Town Clerk

Up to **£2,500 excluding VAT** within an approved budget.

Town Clerk in Consultation with the Appropriate Committee Chair

Up to **£5,000 excluding VAT** within an approved budget.

Committees

Up to **£10,000 excluding VAT** within delegated budgets and approved Terms of Reference.

Full Council

All expenditure exceeding **£10,000 excluding VAT**.

Where Financial Regulations are amended, the revised limits shall automatically apply.

8. Urgent and Emergency Powers

8.1 Where immediate action is required to:

- protect Council assets;
- protect public safety;
- prevent interruption to Council services; or
- address an urgent legal or regulatory issue,

the Town Clerk may act on behalf of the Council.

8.2 Wherever practicable, the Town Clerk shall consult:

1. the Council Leader;
2. the Town Mayor;
3. the relevant Committee Chair; or
4. the relevant Vice-Chair.

8.3 Emergency expenditure shall be limited to the authority provided within the Financial Regulations unless a greater legal obligation exists.

8.4 Any urgent action taken under this section shall be reported to the next available meeting of Full Council.

9. Sub-Delegation

9.1 Where permitted by law, delegated functions may be assigned by:

- a committee to a sub-committee;
- a committee to the Town Clerk; or
- the Town Clerk to an appropriate member of staff.

9.2 All such arrangements shall remain subject to Council policy, approved budgets and applicable legislation.

10. Reporting

10.1 Delegated decisions shall be recorded appropriately.

10.2 Financial decisions shall be reported in accordance with Financial Regulations.

10.3 Emergency actions shall be reported to the next available meeting of Full Council.

11. Review

This Scheme of Delegation shall be reviewed:

- Every four years or
- earlier where legislation, governance arrangements or Council requirements change.

The Council's existing delegation arrangements are spread across its Standing Orders, Financial Regulations, Committee Terms of Reference and separate Delegations to Officers document. These have been consolidated into a single Scheme of Delegation to provide a clearer and more accessible record of the responsibilities reserved to Full Council and the authority delegated to committees, the Town Clerk and the Responsible Financial Officer. The Scheme reflects the Council's existing financial limits and governance arrangements and, if adopted, will replace the separate Delegations to Officers document.



Diss Town Council

ARMED FORCES COVENANT

Our commitment

We commit to uphold the Armed Forces Covenant and support the Armed Forces Community.

We recognise the contribution that Service personnel, both regular and reservist, veterans and military families make to our organisation, our community and the country.

Signed on behalf of Diss Town Council

Signed: _____

Name: _____

Position: _____

Date: _____

Signed on behalf of the Ministry of Defence

Signed: _____

Name: _____

Position: _____

Date: _____



THE ARMED FORCES COVENANT

An Enduring Covenant Between

The People of the United Kingdom

His Majesty's Government

and

All those who serve or have served in the Armed Forces of the Crown

and their families

The first duty of Government is the defence of the realm. Our Armed Forces fulfil that responsibility on behalf of the Government, sacrificing some civilian freedoms, facing danger and, sometimes, suffering serious injury or death as a result of their duty. Families also play a vital role in supporting the operational effectiveness of our Armed Forces.

In return, the whole nation has a moral obligation to members of the Naval Service, the Army and the Royal Air Force, together with their families. They deserve our respect and support, and fair treatment.

Those who serve in the Armed Forces, whether regular or reserve, those who have served in the past, and their families, should face no disadvantage compared with other citizens in the provision of public and commercial services. Special consideration is appropriate in some circumstances, especially for those who have given the most, such as the injured and the bereaved.

This obligation involves the whole of society. It includes voluntary and charitable bodies, private organisations and the actions of individuals in supporting the Armed Forces. Recognising those who have performed military duty unites the country and demonstrates the value of their contribution. This has no greater expression than in upholding this Covenant.

SECTION 1: PRINCIPLES OF THE ARMED FORCES COVENANT

Diss Town Council will endeavour to uphold the key principles of the Armed Forces Covenant:

- Members of the Armed Forces Community should not face disadvantages arising from their service in the provision of public and commercial services.
- In some circumstances, special provision may be justified, especially for those who have given the most, such as the injured or bereaved.

SECTION 2: DEMONSTRATING OUR COMMITMENT

2.1 Our commitments

Diss Town Council recognises the contribution that Service personnel, reservists, veterans, the cadet movement and military families make to our organisation, our community and the country.

The Council will seek to uphold the principles of the Armed Forces Covenant by:

Armed Forces Champion

- appointing the Council Leader as the Council's Armed Forces Champion;
- promoting support for the Armed Forces Community; and
- encouraging awareness of matters affecting members of the Armed Forces Community.

Promoting the Armed Forces

- promoting Diss Town Council as an Armed Forces-friendly council to its members, staff and the wider public;
- celebrating the work and contribution of the Armed Forces; and
- encouraging positive interaction between the Armed Forces Community and members of the public.

Veterans

- recognising military veterans as a valued part of the community;
- supporting the employment of veterans;
- facilitating and encouraging veterans' participation in civic and community events; and
- encouraging local businesses to support the employment of veterans.

Service spouses, partners and reservists

- supporting the employment of Service spouses, partners and reservists; and
- encouraging local businesses to recognise and support their employment.

Cadet organisations

- supporting military-sponsored cadet organisations;
- encouraging support for and membership of local cadet units; and
- recognising the positive contribution made by cadet organisations to the community.

National and local events

- supporting and promoting Armed Forces events, including local Armed Forces breakfast clubs and coffee mornings, Armed Forces Day, Reserves Day and the Poppy Appeal;
- leading on and working in partnership with the Royal British Legion on Remembrance activities; and
- facilitating and encouraging the participation of members of the Armed Forces Community in civic and community events.

Local links

- maintaining and strengthening links with the Royal Anglian Regiment, which was awarded the Freedom of Diss in November 2012; and
- recognising and maintaining links with Duncan Slater, who was awarded the title of Honorary Freeman of Diss in April 2018.

Armed Forces charities

- supporting and promoting the work of Armed Forces charities; and
- raising awareness of the assistance available to members of the Armed Forces Community.

Commercial support

- encouraging local businesses to consider offering appropriate discounts or other forms of support to members of the Armed Forces Community.

2.2 Publicising our commitments

Diss Town Council will publicise these commitments through its literature and website, setting out how it will seek to honour them and inviting feedback from the Armed Forces Community and the wider community on how it is doing.

Approved by Full Council: [date to be inserted]

Review date: [date to be inserted]

Next review date: [date to be inserted]

Drafting notes

- “**Her Majesty’s Government**” has been updated to “**His Majesty’s Government**”, in line with the current template.
- The current template’s updated principle concerning disadvantages **arising from service** has been used.
- DTC’s substantive local commitments have been retained but reorganised under clearer headings.
- The previous signature and approval date have not been carried forward because this should be treated as a newly reviewed and approved version. The old signed covenant should remain on file as the historic record.
- The latest template allows pledges to be deleted, added or changed to reflect the organisation’s circumstances.

Main improvements: the draft updates the national wording, retains DTC’s evidenced local commitments, removes the old signature from the working version and presents the pledges in a clearer format suitable for Council approval.



Diss Cemetery – Authorised Vehicle Access Policy

1. Policy Statement

Diss Town Council is committed to maintaining Diss Cemetery as a safe, peaceful and dignified place for burial, remembrance and reflection.

Vehicle access is restricted to protect visitors, staff and contractors, reduce unnecessary wear on the cemetery roads and preserve the quiet character of the Cemetery.

2. Background

In 2019, in partnership with local funeral director Rosedale, Diss Town Council upgraded the cemetery roadways and roundabout to improve access and the appearance of the site.

In January 2020, the Council introduced vehicle access restrictions to manage vehicle movements within the Cemetery and protect its infrastructure.

3. Purpose

The purpose of this policy is to:

- set out the circumstances in which vehicles may enter the Cemetery;
- provide clear and consistent access arrangements;
- protect the safety of pedestrians and other cemetery users;
- support access for Blue Badge holders;
- allow authorised funeral, memorial, maintenance and operational activities to take place; and
- protect the Cemetery grounds, roads, paths, memorials and other property.

4. General Vehicle Restrictions

Motor vehicles are not normally permitted to enter the Cemetery.

Visitors should use the available parking outside the Cemetery and enter the grounds on foot, by wheelchair or by mobility aid.

Access to the Cemetery grounds is available from Heywood Road and from Shelfanger Road through the grounds of St Henry Morse Catholic Church.

5. Authorised Vehicle Access

Vehicle access may be permitted for:

- funerals and burial-related activities;
- grave digging and associated works;
- the installation, repair or inspection of memorials;
- authorised maintenance and grounds work;
- Council operational purposes;
- Blue Badge holders who have made prior arrangements with the Council;
- emergency services; and
- any other purpose expressly authorised by the Council.

Authorisation to enter the Cemetery does not constitute permission to park within the Cemetery, except where parking is necessary for the authorised activity or has been specifically agreed by the Council.

All vehicle access remains subject to section 10 of this policy.

6. Blue Badge Holders

A Blue Badge holder who requires vehicular access should contact Diss Town Council in advance to arrange an appointment.

Appointments are normally available:

- Monday to Friday between 9.30am and 3.00pm; and
- weekends between 8.00am and 11.00am.

The Council will consider individual access requirements and make reasonable arrangements according to the circumstances and operational requirements at the Cemetery.

A valid Blue Badge must be displayed clearly within the vehicle while it is within the Cemetery.

Where vehicle access is not required, visitors may park at St Henry Morse Catholic Church off Shelfanger Road and enter the Cemetery on foot or using a wheelchair or mobility aid.

7. Funeral Directors, Memorial Masons and Contractors

Funeral directors, grave diggers, memorial masons and other contractors granted access under section 5 must:

- arrange access with the Council where required;
- comply with the Cemetery Regulations and relevant Council policies and procedures;
- follow any instructions issued by authorised Council staff;
- take reasonable care to protect visitors, memorials, roads, paths, grassed areas and other property;
- avoid unnecessary vehicle movements; and

- leave the Cemetery in a safe and tidy condition.

Contractors remain responsible for the safe operation and security of their vehicles and equipment while on site.

8. Conduct of Drivers

Drivers entering the Cemetery must:

- proceed slowly and with particular care;
- give priority to pedestrians and funeral processions;
- follow any directions given by authorised Council staff;
- use designated routes where instructed;
- avoid driving or parking on graves or unauthorised grassed areas;
- avoid obstructing entrances, paths or operational access routes;
- switch off engines when stationary unless required for authorised work; and
- ensure gates are secured where instructed.

Drivers must remain alert to visitors who may have limited mobility, impaired hearing or impaired vision.

9. Damage and Incidents

Any accident, damage, near miss or other incident involving a vehicle within the Cemetery must be reported to Diss Town Council as soon as reasonably practicable.

The person or organisation responsible for a vehicle may be held responsible for damage caused to Council property, cemetery grounds, memorials or other property.

10. Refusal, Restriction or Withdrawal of Access

The Council may delay, restrict, refuse, suspend or withdraw vehicle access where:

- access has not been authorised;
- a driver does not comply with this policy, the Cemetery Regulations or instructions from Council staff;
- the vehicle or its use presents a risk to people or property;
- ground, weather or site conditions make access unsuitable;
- a funeral or other cemetery activity is taking place;
- works have not been properly authorised; or
- access would unreasonably interfere with Cemetery operations.

Serious or repeated breaches may result in future vehicular access being refused.

11. Contacting the Council

Requests for authorised vehicle access should be made to Diss Town Council using the Council's published contact details.

Sufficient notice should be provided wherever practicable so that access arrangements can be considered and agreed before the proposed visit.

12. Review

This policy will be reviewed every four years, or sooner where there is a change in legislation, Cemetery Regulations, operational arrangements or other relevant circumstances.

Committee Note.

This policy has been comprehensively reviewed and updated to replace the former public information notice with a clearer and more robust operational policy, whilst retaining the original purpose of protecting visitors, preserving cemetery infrastructure and facilitating managed access for authorised users.



DISS TOWN COUNCIL

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

Report Number:
44 / 2627

Report to:	Full Council
Date of Meeting:	21 st October 2026
Authorship:	Town Clerk
Subject:	Update

Introduction

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

DYCC Redevelopment

2. We await an update from our architects who are refining the design options and adjusting estimated costs presented at the September meeting. I have chased them this week and will share the update once received. This should enable us to call a meeting of the wider stakeholder group and start some community engagement on the proposals.

Leisure & Community Centre

3. We await an update from South Norfolk Council's solicitors regarding the option of a right of way instead of land transfer. We continue to press the Lead Local Flood Authority for a satisfactory resolution on the Mere drainage issues with the relevant landowners.

Diss Strategic Liaison Forum

4. The second meeting bringing together Town, Parish, District & County Councillors took place on 7th October. Notes are attached.

Diss Sauna Sanctuary

5. The team is discussing drainage with the District Council's consultant. They have indicated it may be possible, but not much more than that. They await a response to their pre-planning application. They will provide the financial information once the drainage solution has been identified as it will result in either a larger ongoing cost or a substantial upfront cost. They are considering moving to a 20-foot container to allow more capacity, but this would need to be wood fired given available electric. They have completed their planning drawing pack but await a response from South Norfolk Council and also the drainage solution before submitting.

Youth Provision

6. We had a great meeting today with Pilot IMS Ltd regarding youth provision. They will be focusing on securing a venue for a Friday or Tuesday after school session from November, preparing the marketing materials and contacting the High School to get the word out. They have also applied for additional funding to run some Christmas holiday sessions.

Recommendation

To note the contents of this report.



DISS TOWN COUNCIL

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Telephone & Fax: (01379) 643848
Email: towncouncil@diss.gov.uk
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Report Number:
45 / 2627

Report to:	Full Council
Date of Meeting:	21 st October 2026
Authorship:	Facilities & Buildings Manager
Subject:	Maintenance works update

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

1. A gender-neutral sign has been installed on the accessible toilet within the park.
2. The town has experienced a significant increase in graffiti across several Council sites. Staff have been carrying out regular removal works, and the Police have been notified of the incidents and associated damage.
3. Extensive graffiti at the Pavilion required the walls to be repainted as the markings could not be fully removed and had permanently stained surfaces. Graffiti has also affected litter bins and pathways, necessitating additional pressure washing. Areas around Madgett's Walk continue to present challenges due to the gravel surface.
4. Persistent incidents of offensive and unacceptable graffiti within the Meres Mouth toilets continue to require regular removal due to the nature of the content.
5. One of the vehicle-activated speed signs has again developed a fault and is displaying inaccurate information. The unit has been returned for further inspection and repair, leaving one sign currently out of service.
6. Preparations are now well underway for the Town's two major forthcoming events: the Remembrance Day Service on Sunday 8 November and the Christmas Lights Event on Saturday 5 December.
7. Five-year electrical inspection and testing works are currently being carried out across all Council sites, apart from the Corn Hall, which is not yet due for inspection.
8. The Maintenance Team continues to undertake a wide range of improvement works across Council sites, including repainting fences, maintaining the Remembrance Gardens, applying bark and weed-suppressing matting within the Cemetery, replenishing bark in planting areas where required, and carrying out general upkeep to ensure the town and its facilities remain clean and well presented.
9. A new suction blower has been ordered to improve the removal of feathers, litter and debris from hard-to-reach areas around the town centre shops. This has been purchased to supplement existing cleaning operations whilst the town continues to await the provision of additional street cleaning equipment.
10. Four CCTV cameras remain out of operation and are awaiting repair. Access to complete these works is currently restricted by scaffolding erected outside Superdrug. Repairs will be undertaken once the scaffolding has been removed.

Overall, the Maintenance Team continues to manage a demanding workload while maintaining high standards across Council facilities, public spaces and community assets.

Remembrance Planning Meeting Notes

Date – Monday 5th October 2026, 6pm, **Meeting at Diss Market Place.**

Members

Iain Sturgeon (Salvation Army) Andy Rackham, Mike Garnham, David Hines, Robert Rogers, Sarah Villafuerte-Richards, Robert Ludkin, Kimberley Jaynes, Cllrs Craggs, Kiddie & Wilson (DTC), Mo Blogg (RBL), James Grint (Park Radio), Peter Moralee (RAFA)

Apologies

Mary Cotton, Andy Davidson, Andy Knowles, Neil Kerr (RBL), Andy Knowles (RAFA) Sue Brazier (1st Diss Scouts)

For Information

Ben Rogers (Air Cadets), Shaunnagh Hayden/Nick Davenport (Army Cadets), Lindsey Vernon (Diss High School), Rebecca Munro (2nd Diss Scouts), St Mary's Church, Graham Minshull (South Norfolk Council)

A minute's silence was held to remember WO1 Peter Frewin, Regimental Sergeant Major, Norfolk Army Cadet Force.

1. Market Place Ceremony - Positioning and Site Layout

- a) It was agreed to position the Drumhead further back on the Market Place in alignment with side of Diss Museum, with an approx. 1.5 metre pathway behind for access.
- b) VIP guests will stand to the left of the drumhead as you face it.
- c) Standard bearers will be positioned to the right of the drumhead.
- d) Park Radio will base themselves behind the Museum and members agreed they can broadcast live at the event for those who cannot attend in person.
- e) Park Radio will arrange for additional staging plinths to be erected in front of the Drumhead for additional wreaths to be positioned in a 'tiered' display. The VIP wreaths will be laid on the drumhead.
- f) Two microphones will be used, one for the church representatives for their readings and prayers and the war memorial name readings and the second one for the Master of Ceremonies inviting the wreath layers.
- g) The Salvation Army will be positioned to the left of the VIPs with a space to the left of them for disabled access.
- h) The sections will remain the same as the 2025 layout. The group leaders will be responsible for fitting everyone into the allocated spaces and inviting the youngest children to the front so they can see.

Action – DTC to update the ceremony site plan.

Post meeting note – we can mark out the Market Place on Sunday morning. Action – add to task list

Dave Hines left the meeting.

- i) Members visited the war memorial to understand how the frames would be altered to allow 40 wreaths to be positioned and then returned to the Town Council Offices for the remainder of the meeting.

Cllr S Kiddie joined the meeting.

2. Previous Meeting – the notes from the last meeting on 7th September 2026 were reviewed.

3. Poem

- a) Members considered the reading of a poem by a young person, a suggestion put forward at a previous debrief meeting. IS suggested 'In Flanders Fields' as a traditional option or for a modern one, 'The longest day' or 'Lest we forget'.
- b) SK felt that a poem isn't necessary as it makes the Remembrance event more of a 'festival' / 'celebration'. Young people are already quite heavily involved & the ceremony is already sufficiently long.
- c) Members agreed not to include a poem in this year's event.

4. Traffic Management - members agreed to book TMO Highways as the most cost-effective quote and given the issues that arose last year.

Action - RL to raise purchase order, book TMO and arrange a briefing meeting.

5. Wreath Laying Order

- a) The first 11 VIP wreaths will be laid on the Drumhead at the Market Place followed by groups of war memorial names read out by young people, and so on.
- b) It was agreed that 3 High School students, 2 Army & 2 Air Cadets, 1 x 1st Diss & 1 x 2nd Diss Scouts would be invited to read the 9 groups of war memorial names.

Action – DTC to update the wreath laying & memorial reading order & contact youth organisations with associated lists

- c) Wreaths should be placed on the war memorial in the same order as at the Drumhead Ceremony when they are moved after the event.
- d) MG secures the wreaths to the memorial post event.

Action – add the war memorial wreath positioning to volunteer task list / briefing sheet

- e) Members discussed the length of time the wreaths are on display at the memorial post event. In 2025, they stayed up until after Armed Forces Day. Members agreed the timings should remain the same.

6. Additional wreath support frame

- a) A quote of £375 to add two sections to the left and right of the war memorial frame was considered and approved.

Action – RL to raise a PO to Andy Rackham for additional memorial wreath support frame.

- b) It was noted that there isn't a budget for a new support frame next to the drumhead and this is now being provided FOC by Park Radio.

7. Church service

- a) A meeting was recently held with the new Reverend at St Mary's to update her on plans. The format of the service and timings will remain the same this year. The programme will state that 'the church service follows the Market Place ceremony' given the flexibility required with start time.
- b) Bob will liaise with St Mary's church about access for decorating the church.

Action – Bob Rogers to liaise with St Mary's.

- c) Revd Burren will liaise with other church leaders regarding the readings and prayers for 8th and 11th November ceremonies.
- d) SK happy to lead on refreshments after service in the hall. We will keep it simple with tea/coffee and biscuits.

Action – DTC to confirm shopping list requirements and SK to purchase & organise.

8. Task List Actions

- a) **RL to order 10 radios.**
- b) **KJ to update Task List following actions from this meeting.**
- c) **RL / SVR to brief TMO Highways.**

9. AOB

- a) KJ updated members that a double page spread on the Remembrance event has been included in the Autumn/Winter 2026 edition of 'Diss Matters' with delivery to all Diss residents from mid-October (includes Poppy Appeal).
- b) Three cards were circulated to members for signing for Richard Youngs, Mary Cotton and the late Peter Frewin's family.

Post meeting note – could Declan / RBL rep publicise the event on Park Radio prior to next meeting?

10. Dates for future meetings:

- Mon 2nd November (3rd & final)
- Mon 23rd November (debrief)

Meeting finished at 19.14.

Diss Town Council

Minutes

DRAFT

Minutes of the meeting of the **Events Committee** held in the **Ceremony Room** at **Diss Town Council Offices** on **Tuesday 13th October 2026** at **7pm**.

In attendance: K. Jaynes, S. Villafuerte-Richards, S. Brazier, E. Forsdyke, Cllr. P Wilson, R. Ludkin

K. Jaynes chaired the meeting in the absence of Chair and Vice-Chair

E1026/01

Apologies

Apologies were received from Cllr L. Sinfield (Vice-Chair), Mary Cotton, Cllr T Knights, Cllr T Shava, James Grint (Park Radio) and Cllr D Craggs (ex-officio). No apologies received from Cllr C. Dente or Bob Rogers.

E1026/02

Minutes

Members reviewed the minutes of the meeting held on 21st July 2026 and recommendations approved by Full Council following the cancelled meeting on 15th September 2026. It was

Resolved: to approve the minutes of the events meeting held on Tuesday 21st July 2026 and approved recommendations following cancelled meeting on 15th September as a true record and were signed by the Chair.

(Action: KJ to un-draft minutes on website, immediately)

E1026/03

Declarations of Interest

There were none.

E1026/04

Public Participation

There were 5 members of the Public present, Ryan from Spark Live panto, Matt and Louis representing Park Radio, Sophie Scott (The Corn Hall) and George Waterman.

E1026/05

Items of Urgent Business

There were no items of urgent business.

E1026/06

Infrastructure

- a) Members reviewed quotes for traffic cones to block off Market Place before road closure. It was agreed to accept the quotation from TMO Highways as the most cost-effective option at £60. RL to book and raise purchase order.

(Action: RL, immediately)

- b) Members reviewed a quote from James Grint/Park Radio to provide staging, lights and sound for this event. At the agreed cost of £1300 which includes Park Radio's hosting fee, members accepted the quote. RL to book and raise purchase order.

(Action: RL, immediately)

E1026/07

Stalls

- a) Members received an update on stalls. It was noted that Elsie's Pizza has been removed from the stallholder list as no documentation or paperwork has been received after several reminders were sent. All other stallholders have submitted relevant paperwork and payments. Members agreed the amount of stallholders is sufficient for the event.

Two stallholders require use of the contractor's generator (Tikka Tonic and The Hitching Post).

- b) Members reviewed the bar tender applications and agreed the bar for this event. Two bar tender applications were received, from Wonky Donkey Mobile Bar and Azure Bars. Both bars have been used at our events before with no issues however, members agreed to accept Wonky Donkey for this event. KJ to email Ro Waters to confirm.

(Action: KJ, immediately)

- c) Members received a draft site plan for the Market Place. RL has submitted the draft plan to the Safety Advisory Group and final measurements and layout details will be reviewed prior to the next meeting.

(Action: RL, by 10.11.26)

RL and KJ will visit Diss Museum to discuss layout arrangements for Santa's Grotto including access arrangements, utility costs and operational requirements. The running order of the Grotto will be similar to previous years. Matt Smith is happy for his 'Santa' fee to be transferred to the Museum as a donation towards heating costs. KJ to amend relevant spreadsheets to adjust this.

(Action: RL & KJ, by 10.11.26)

E1026/08

Entertainment

Members received an update on entertainment.

Paperwork is still outstanding from Graeme Syed/ My Choir Rocks for their stage performance. KJ to chase.

(Action: KJ, immediately)

It was noted that The Salvation Army Band are not available to accompany the 5 Carols at 5 and therefore, Stowmarket Brass Band have been approached. Awaiting fee from them before members can confirm. KJ to chase. If the fee isn't accepted, Matt (Park Radio) has already got recordings from the Salvation Army Band at a previous event of them playing the carols we will have on the night. These could be played via their sound system if needed.

Ryan (Panto producer) suggested that the Panto cast do a 5/10 minute stage performance in between the 5 Carols at 5 and Carla Balls' performance at 5.35 before they participate in the parade and assist with the switch-on. Members agreed this. KJ to update master spreadsheet and entertainment schedule.

(Action: KJ, immediately)

Members discussed having a promo screen in the Market Place, hosted by Park Radio, to promote carol lyrics for audience, timings of the entertainment schedule and other event highlights. RL to discuss layout arrangements with James Grint after his return from holiday on Friday.

(Action: RL, after 16.10.26)

E1026/09

Craft Sessions

Members received an update following discussions about craft sessions and an elf trail. It was agreed that there is insufficient time and resources available to deliver the project effectively before the event and therefore, this idea will be considered another time.

Ryan suggested the Panto could get involved with this in future years. Panto-related items could be hidden around shop windows to promote the panto. Panto tickets could be available as a prize if this was done in a trail competition format.

An email will be sent to businesses in the town centre to encourage opening for the event. Shops to be encouraged to decorate their windows in time for the event in support and consider offering an activity or 'free' glass of fizz/ sweet treat for visitors to their shops on the night.

(Action: KJ, by 10.11.26)

E1026/10

Committee Tasks

Members reviewed and discussed the outstanding tasks on the committee to-do list.

Updates included:

- Installation of Christmas Lights have been arranged.
- An additional Christmas tree has been secured for the Market Place.
- Books needed for visitors to Santa's Grotto, aged 0-6 years. Members were encouraged to bring in any spare books they have. Charity shops and library to be approached for any suitable donations, or we'll need to purchase some.

(Action: KJ, by 10.11.26)

- KJ is in need of 3 elf costumes for Santa's Grotto. Ryan has spare elf costumes that the panto cast have previously used. These can be dropped off at the Council Offices by the next meeting to see if suitable.

(Action: Ryan Holt, by 10.11.26)

- Road closure notices and letters to local businesses and flat-owners will be issued shortly, at the same time as Remembrance event letters. KJ to create and print letters from previous template.

(Action: KJ, immediately)

- Volunteer and staffing arrangements will be discussed at the next meeting. KJ to add to agenda for 10th November.

(Action: KJ, immediately)

Members discussed weather contingency planning. Strong winds would become an issue for the promo screen and first aid gazebo. RL to research this and provide an update at the next meeting.

(Action: RL, by 10.11.26)

E1026/11

Finance

Members received an update on finances for Diss Christmas Lights Switch-On 2026. KJ to update finance spreadsheet to include TMO Highways road cones costings, museum donation towards heating, brass band fee (tbc).

(Action: KJ, immediately)

E1026/12

Member Forum

There were none.

E1026/13

Date of Future Meetings

Members noted the next meeting of this committee is scheduled for Tuesday 10th November 2026.

Meeting closed: 8:04pm

K. Jaynes
Acting Chair

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	31.10.25	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.
	FC1025/05	Street Cleaning Equipment / UEV	Members were keen to understand the cost implications for street cleaning equipment to be supplied by the District Council to help support town cleanliness.	Clerk / Grants & Projects Officer	Aug-26	We have submitted the statement for the £15k funding & await outcome. It is unlikely there will be any further funding available. The Assistant Director for Community Services confirmed that SNC allocated £100K capital funding toward street cleaning initiatives in towns and larger parishes across South Norfolk, we have written out to those parishes and towns that met the criteria with the offer of up to £15k toward suitable initiatives with a closing date of end October 2026. I am not aware that there is another funding pot available at this time. We have identified a different piece of equipment for £15k which clir Craggs is investigating & we will arrange a re-trial. It is used effectively by Thetford TC.
	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	Completed. Permission granted so the next steps will be taken to undertake the memorial testing.
	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 in light of Norfolk Wildlife Trust's recommendations. For future meeting.
	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	Clerk / RP / DC / FBM.	31.05.26	Planned for October agenda as received a property not a land lease. No update. Awaiting a new lease document from SNC and regularly chasing. An alternative venue is likely to be required for the initial delivery of youth provision.
	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.	Cilrs Craggs / Peaty	31.05.26	Clerk has confirmed decision and provided indicative drawing of positioning of the 6 lights to Amej 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	Statement provided to press welcoming the opportunities to improve accessibility within the town, particularly initiatives that could make it easier and safer for residents and visitors to use key transport infrastructure such as Diss Railway Station.
	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
	FC0626/07	Diss Mere	1. Establish the Mere Working Party and invite members, officers and volunteers to participate.	Clerk/Admin	29.07.27	Update on agenda
	FC0626/07	Diss Mere	2.Progress the pilot trial of barley straw extract within the boardwalk area, subject to advice on timing and Assets & Infrastructure Committee approval.	Clerk/Admin	29.07.27	
	FC0626/07	Diss Mere	3.Undertake a review of Diss & District Angling Club's use of, and fees for, the Mere.	Clerk/Admin	29.07.27	
	FC0627/09	Diss Youth & Community Centre	Confirm the appointment of Contractor 2 and progress RIBA Stages 0–2 for the Diss Youth & Community Centre project	Clerk/G&PA		Update in Clerk's report to be tabled
	FC0726/07	Diss Park Sauna Proposals	to facilitate discussions and report back to Council	Clerk	23.09.26	Update in Clerk's report to be tabled
	FC0726/12a	Diss Carnival 2027	Events Committee to develop proposals for the return of Diss Carnival in 2028 and a more sustainable long-term delivery model.	Events Committee	Jan-27	
	FC0726/13c	Items for Noting	Review of the Facilities & Buildings Team's deployment across the town to be undertaken in liaison with George Waterman.	DC	21.10.26	
	FC0926/07	Co-Option	Complete induction and other administrative arrangements following Dr Stephen Willoughby's co-option.	Clerk / Administrator	Immediately	Completed
	FC0926/08a	Community Grant Scheme	Issue the grant award of up to £1,000 to DISScovered, reduced by any external funding secured towards the heaters.	Clerk	Immediately	£650 paid pending outcome of winter pressures grant funding from SNC.
	FC0926/08b	Community Grant Scheme	Issue the £530 grant award to the Diss Community Woodland Project, subject to the agreed conditions.	Clerk	Immediately	Completed. Permission granted so the next steps will be taken to undertake the memorial testing.
	FC0926/09	Tree Works	Appoint Contractor 2 and complete the contractual documentation and final schedule of works.	Clerk / FBM	Immediately	In progress. Site meeting held with new contractor to discuss contract, required documentation and priority works. Order now raised.
	FC0926/10a	Youth Provision	Appoint Contractor B, subject to the agreed safeguarding, insurance, compliance, venue, contract, programme and funding checks.	Clerk / Projects & Grants	Immediately	Meeting scheduled with contractor 16.10.26 to discuss start date, venue etc.
	FC0926/10b	Youth Provision	Complete and sign the South Norfolk Council Youth Provision Grant Funding Agreement.	Clerk	Immediately	Completed
	FC0926/11	Community Climate Action Plan	Participate as a partner in developing the Community Climate Action Plan.	Clerk	Ongoing	
	FC0926/12	3D Map of Diss	Confirm the Council's in-principle support and progress any necessary permissions, approvals and funding arrangements.	Clerk	Immediately	Completed
	FC0926/13	Diss Park	Arrange replacement of the trampoline bed and review proportionate protective measures, including CCTV coverage.	FBM	Immediately	In progress
	FC0926/14	Heywood Road Highway Scheme	Confirm the Council's support for the proposed scheme to Norfolk County Council.	Office Administrator	09.10.26	Completed
	FC0926/15	Diss Mere	Apply the approved delegation and report any grant applications submitted under it to the next available Full Council meeting.	Clerk	Ongoing	On agenda
	FC0926/16	Christmas Lights Switch-On	Progress the approved officer recommendations; refer traffic-cone hire to the next Events Committee meeting.	Events Committee	As Required	Minutes on agenda
	FC0926/17a	Policies	Publish the adopted new and revised policies, with any minor typographical or presentational corrections required.	DTC Admin	Immediately	Completed
	FC0926/17b	Artificial Intelligence Policy	Review and clarify references to the use of public Artificial Intelligence platforms before further consideration.	Clerk	Next review	On agenda