

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

**Our Ref:** E 10.03.26  
**Date:** 05.03.26

**Committee Membership:**

S. Brazier, M. Cotton, Cllr D. Craggs, Cllr C. Dente, E. Forsdyke, J. Grint, S. Hurst (Finance)  
K. Jaynes (Marketing & Promo), Cllr S. Kiddie, R. Ludkin (H&S), G. Pagan, A. Rackham,  
B. Rogers, Cllr L. Sinfield, S. Villafuerte-Richards, G. Waterman

**For Information:**

Councillors S. Browne, A. Kitchen, K. Murphy, R. Peaty, J. Robertson (ex-officio),  
J. Welch, T Shava, T Knights  
Sophie Scott (Corn Hall), Paul Wilson, Naki Hondus

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

**Telephone:** 01379 643848  
**Email:** [towncouncil@diss.gov.uk](mailto:towncouncil@diss.gov.uk)

## Notice of Meeting

Dear Members of the Public and Press

You are cordially invited to attend a meeting of the **Events Sub-Committee** to be held in the **Council Offices** on **Tuesday 10<sup>th</sup> March 2026 at 7pm** to consider the business detailed below.

Town Clerk

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## Agenda

1. **Apologies**  
To consider apologies for absence.
2. **Minutes**  
To approve the minutes of the last meeting held on 10<sup>th</sup> February 2026 (copy details herewith).
3. **Declarations of Interest<sup>1</sup>**  
To note any declarations of Members personal and/or prejudicial interests pertaining to items on the agenda (relevant to councillors only).
4. **Public Participation**  
To consider a resolution under Standing Orders 3 d., e., f., g., & h. to suspend the meeting and receive comments from members of the public on items to be discussed on the agenda. (*Members of the public are entitled to speak for a maximum of three minutes*).
5. **Items of URGENT Business**  
To discuss any item(s) of business which the Chairman has previously been informed of 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. **Sub-Committee Membership**  
To confirm additional sub-committee members for the Events Sub-Committee 2026.
7. **Infrastructure**
  - a) To consider plans and quotes received for traffic management of Diss Carnival 2026 (copies herewith).
  - b) To consider quotes for security services (copies herewith).
  - c) To receive an update regarding hire / purchase of radios (copy herewith).
  - d) To consider a quote for portable toilets (copy herewith).
  - e) To consider quotes received for sound support (copies herewith).

## **8. Applications**

- a) To review and confirm the stallholder applications received (copy herewith).
- b) To review and approve any Bar Tender applications (to be tabled).
- c) To receive an update on procession applications.

## **9. Finance**

- a) To note the current income & expenditure for Diss Carnival 2026 to date (copy herewith).
- b) To note the core infrastructure expenditure and optional entertainment costs (copy herewith).

## **10. Entertainment**

- a) To receive an update on entertainment options for Diss Carnival 2026 (copy herewith).
- b) To review and confirm entertainment quotes (copies herewith).
- c) To review and confirm quotes received for an event compere (copies herewith).

## **11. Dinsdale Duck Trail**

To review an updated proposal and quote received for producing the Dinsdale Duck Trail (to be tabled).

## **12. Christmas Lights Switch-On**

- a) To agree a date for the Christmas Lights Switch-On.
- b) To discuss the event format (copy herewith).

## **13. Post Office Display**

To consider a proposal to install window coverings on the former Post Office alongside event displays (copy herewith).

## **14. Progress Report**

To note progress since the last meeting (copy herewith).

## **15. Member Updates**

To receive updates from sub-committee members not reported elsewhere on this agenda.

## **16. Date of Future Meeting**

To note the next meeting of this committee is scheduled for Tuesday 14<sup>th</sup> April 2026.

## **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/events>

## Diss Town Council

### Minutes

#### Draft

Minutes of the meeting of the **Events Sub-Committee** held in the **Ceremony Room** at **Diss Town Council Offices** on **Tuesday 10<sup>th</sup> February 2026** at **7.00pm**.

In attendance:      Members:                    S Brazier, M Cotton, Cllr D Craggs, E Forsdyke, J Grint, R Ludkin (H&S), G Pagan, A Rackham, Cllr L Sinfield (Vice-Chair), G Waterman, S Villafuerte-Richards

4 members of the public

**E0226/01**

#### **Apologies**

Apologies were received from K. Jaynes (Marketing & Promo), Cllr Catherine Dente (Chair), Bob Rogers, and S Hurst (Finance). Cllr Sue Kiddie was not in attendance.

**E0226/02**

#### **Minutes**

a) Members reviewed the minutes of the last meeting held on 20<sup>th</sup> January 2026. It was

**Resolved:**      to approve the minutes of the events meeting held on Tuesday 20<sup>th</sup> January 2026 as a true record and were signed by the Vice-Chair.

**(Action: KJ to undraft minutes on website, immediately)**

b) Members approved the notes of the Christmas Lights Switch-On debrief meeting held on 15<sup>th</sup> January 2026. It was

**Resolved:**      to approve the notes of the Christmas Lights Switch-On debrief meeting held on Tuesday 15<sup>th</sup> January 2026 as a true record and were signed by the Vice-Chair.

**(Action: KJ to undraft minutes on website, immediately)**

**E0226/03**

#### **Declarations of Interest**

There were none.

**E0226/04**

#### **Public Participation**

There were 4 members of the public in attendance including representation from The Corn Hall and an Early Help Community Worker at Norfolk County Council.

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

**E0226/05**

#### **Dinsdale Duck Trail**

Members considered a proposal for a Dinsdale Duck Trail. Like other town animal trails, model ducks would be positioned in shops around the town for children to find and mark off on a trail map for a small prize. The ducks would be decorated in the theme and accessories such as golf club and cricket bat could be added. Members loved the concept. It was agreed that a range of sizes would add interest and provide options for stores depending on space in windows. The large one would take around 15 hours to create, and it is estimated that they would cost around £80 each. The small prototype would be approximately £25.

It would also be possible to create a mould and cast the ducks reducing power consumption but increasing labour time. It was also suggested that the ducks could be auctioned off at the end of the summer holidays to generate income. Members discussed the use of a golden ticket on Carnival Day with children bringing tickets to the ops tent to retrieve a prize and rehide it for others to find as one of the activities on offer. James offered to spray paint the main colours of the duck in preparation for more detailed decoration by others. It was felt this could be popular with traders and that more ducks may be needed. It was

**Resolved:**      to approve a minimum order of 15 small, medium and large ducks with accessories for up to £1,200 based on £80 for the large, £60 for medium & £25 for the small with a contingency for accessories.

**(Action: KJ to request formal quotation & raise order; by next meeting)**

**(Action: KJ to draft a Dinsdale duck trail map; by next meeting)**

#### **E0226/06 Items of Urgent Business**

There were no items of urgent business.

#### **E0226/07 Infrastructure**

Members received an update on infrastructure for Diss Carnival 2026. First Aid provision has been booked via FAST and a quote has been sourced for security, sound support, toilets and traffic management. It was agreed that a quote for purchasing radios would be sourced given the issues with radio hire last year. Robert has booked the Park Road car park, secured free bins free from South Norfolk District Council & acquired permission to use the bus station. He has also contacted Morrisons regarding free car parking and a contact is needed for Tesco for same and contacted the Council's new cleaning contractor regarding a quote.

Sarah has emailed a member of the Diss Camera Club regarding photography. It was noted that Park Pavilion café will not be in operation but there were plenty of other stallholders covering ice cream and refreshments. It was agreed Robert would contact the Fair Green Neighbourhood Association regarding use of the Green for stallholder parking and comparative quotes would be sourced for security, traffic management & toilets. James will provide quotes for sound at the Pavilion and the main arena for consideration at the next meeting.

Gabriel asked whether the URC might offer creamed teas, but it is felt that there isn't likely to be a high footfall in the town as most people are at the park. It was

- Resolved:**
1. To source comparative quotes for security, traffic management & toilets
  2. To source a quote for purchase of radios for future events
  3. To source an alternative quote for sound support
  4. To acquire permission for Fair Green parking.

**(Action: RL; by next meeting)**

#### **E0226/08 Applications and Forms**

- a) Members reviewed the stallholder and procession entrant application form and risk assessment. Discussion centred around the charity fees. With only three free pitches other than those provided to groups providing a service at the event e.g. Cadets, £60 is difficult for small groups to find. It was agreed that this fee would be reduced to £40 and that a limit on charity stalls would prevent too many dependent on capacity. All the other fees will remain the same including craft stalls at £60. It was

- Resolved:** to approve the application form and risk assessment with amendment to charity fee to £40.

**(Action: KJ; immediately)**

- b) Members noted that the Terms and Conditions, Bar Tender Document & Entertainer Agreement will be considered by Full Council on 11<sup>th</sup> February.
- c) Members reviewed the updated Sponsorship Form. It was noted that the logo / advert / promotion on the big screen provided by James would be added as a perk for the gold and platinum packages, warranting a small increase in the gold fees to £475 i.e. half of the platinum fee. It was agreed not to devalue the platinum package given the additional perks. It is hoped we could attract more than one platinum sponsor. There was also discussion about the requirement for banners given the screen and work involved but it was agreed that sponsors receive several months of advertising. There may be more cost-effective banner printing options online. It was

- Resolved:** to approve the sponsorship form with the addition of the promo on the big screen for the gold & platinum packages and associated fee increase for the gold package to £475.

**(Action: KJ to update form and source online quotes for banner printing; immediately / by next meeting)**

#### **E0226/09 Finance**

Members reviewed a full break down of income and expenditure from Diss Carnival 2025. It was noted that Larry Gray pays to be at the Carnival.

## E0226/10 Entertainment

a) Members received an update on entertainment for Diss Carnival 2026. Emily provided lots of information and prices for a selection of non-arena and main arena entertainment. Options include:

- Sports themed stilt walkabouts, jugglers and living Olympic statues. Prices ranged from £500 - £800.
- A rock-climbing wall, typically using 10m<sup>2</sup>, 7.5m height, somewhat flat space, and approx. £750 fees excl travel. One supplier in Peterborough has been very responsive. They do have height (1.2m) and weight restrictions & it was agreed that options that allowed smaller children should be explored.
- Giant zorb balls on land from £650 to £1,000 all day. Quite a large space required and would need to investigate pricing structure to determine if small fee could be charged by committee to go towards cost. Larry Gray has access to zorbs.
- Jake Humphries, the local BBC Sports Presenter, is being approached to see if he would support the event perhaps be opening the Fun Day.
- It was noted that Sakari, the juggler, who attended last year cost £180.
- Axe throwing (£895) and the same company does archery (4 target range £475).
- Other options include inflatable games & bouncy castles, which may require someone to oversee activity, mini golf, duck hunt shooting range and giant games.
- Emily has contacted Tribal Fitness and will follow up via what's app.
- Once the main arena programme has been worked up, contact would be made with dog show providers.
- Dan the Hat keen to attend again (£600 last year for a 30 min show). Emily will ask him about theme link and confirm set will be different to last year.
- Basketball acrobatics is likely to expensive at £3,300. There are also fire eaters, superhuman show of contortions and fire breathing, African Acrobats and aerial performers with costs ranging from £500 to £800. Foolhardy Circus should be approached as they have a trapeze.

Members were particularly keen on acquiring more details & firm quotes for Football Freestylers who do tricks & shots, the climbing wall and the Bike Trials Display Show given their wide appeal and ability to inspire children to engage in sporting activity. DTC to contact latter by phone as Emily unable to during work hours (see email).

Members discussed involving local sports groups including gymnastics, martial arts, cheerleading. Bounce fitness and Zumba, getting local sports teams to take part in a tug of war competition and a 'beat the goalie' competition, perhaps organised by DTFC. The finale act could be the Mayor versus Man boxing fight – a proposal will be brought to the next meeting.

It was agreed that we should aim for the main arena entertainment to conclude around 4.30pm / 4.45pm with music entertainment provided by Park Radio at the Pavilion thereafter. Bar to be situated nearby.

Emily will get quotes and details ready for next meeting along with interest from local groups who'd like to be involved in the event in some capacity.

**(Action: EF / KJ; by next meeting)**

b) Members reviewed a quote for an event compere. It was

**Resolved:** to defer the event compere decision to the next meeting when a comparable quote from Park Radio Ltd will also be considered.

**(Action: KJ to add to agenda / JG to provide quote; by next meeting)**

**E0226/11 Committee Task List**

Members reviewed the committee task list and noted outstanding tasks for members.

**E0226/12 'DISS' Letters**

Members considered a request from Diss Youth Group to redesign the DISS letters on the MUGA to fit this year's sports theme. It was agreed that new letter boards would be created as the existing ones would take a long time to sand down and repaint. A quote was requested from Andy. It was agreed that the material cost for the Youth Group would be covered by the committee. It was

**Resolved:** to approve the request from Diss Youth Group to redesign the DISS letters on the MUGA to fit this year's sports theme.

**(Action: KJ to confirm to DYG / AR to provide quote; immediately / by next meeting)**

**E0226/13 Christmas Lights Switch-On**

Members considered a date for the Diss Christmas Lights Switch-On 2026 and briefly discussed the format. Robert proposed that following the debrief, the event duration be reduced given low footfall in the afternoon. James suggested an event in the Park with a big, decorated tree, a ready-made stage in the Pavilion, lights around the Mere and Christmas market stalls. Members were asked to consider options for the format to consider at the next meeting. Santa is only able to do one of the two Saturdays and subject to confirmation it doesn't clash with another local event, it was

**Resolved:** to agree Saturday 5<sup>th</sup> December as the date for the Diss Christmas Lights Switch-on 2026 subject to confirmation of another local event.

**(Action: JG to confirm date; immediately)**

**(Action: All members to consider Switch-On format; by next meeting)**

**E0226/14 Member Updates**

Emily advised that she will forward the Tesco Area Manager contact details for Robert to follow up reference parking.

**(Action: EF / RL; immediately)**

**E0226/15 Date of Future Meetings**

Members noted the next meeting of this committee is scheduled for Tuesday 10<sup>th</sup> March 2026.

Meeting closed: 20:45.

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Cllr Liz Sinfield  
Vice-Chair



**Sarah Richards**

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**Subject:** FW: Diss Carnival

[REDACTED]  
**Sent:** 12 February 2026 13:37

**To:** Robert Ludkin <[robert.ludkin@diss.gov.uk](mailto:robert.ludkin@diss.gov.uk)>

**Subject:** RE: Diss Carnival

Please see the attached I hope this helps

[REDACTED] will charge £750 for the day

Scaling this up to the recommended 5  
operatives to compare with alternative quote  
would total approximately £1,250.

Kind regards,

[REDACTED]

[REDACTED]

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**From:** Robert Ludkin <[robert.ludkin@diss.gov.uk](mailto:robert.ludkin@diss.gov.uk)>

**Sent:** 12 February 2026 13:18

[REDACTED]

**Subject:** RE: Diss Carnival

Hi [REDACTED]

I am meeting with Sarah tomorrow to discuss it should all be the same as last year and it's the volunteers who stand at the road points and is nothing to do with South Norfolk only their volunteers who help us. So, you can ignore that section.

At this stage if you quote like for like and any alterations, we will get back to you.

As a matter of interest how many of your operatives do we have on the day and what do they normally do and where are they located.

**Quote**

**To:**  
**Diss Town Council**  
 11-12 Market Hill

Diss  
 Suffolk  
 IP22 4JZ

**Contact:**  
 Robert Ludkin  
 robert.ludkin@diss.gov.uk

**Email:** Robert.ludkin@diss.gov.uk

**Phone:** 01379 673021

**Quote Number:** 2026-20350

**Quote Date:** 20/02/2026

**Reference: DISS CARNIVAL JUNE 7TH**

	Traffic Management Description	Unit	Quantity	Rates £'s	Total £'s
<b>Planning</b>					
	Traffic Management CAD Design (Within 5 Working Days)	Each	2	£75.00	£150.00
<b>TM - Anticipated Duration 1 Day (Weekend)</b>					
	Advanced Warning Sign, Manufacture, Install & Hire 1050x750mm CR1	Each	8	£37.50	£300.00
	Advanced Warning Sign, Manufacture, Install & Hire 1200mm CR1	Each	2	£50.00	£100.00
	6no TM Crew With 1no 3.5t Vehicle To Install, Maintain & Remove Road Closure / Diversion Up To 60 Signs - Out Of Hours	Shift	1	£1,950.00	£1,950.00
	Manufacture & Hire Of Site Specific Sign 1050x750mm CR1	Each	10	£25.00	£250.00
					<b>£2,750.00</b>

Following discussion with Clerk, [REDACTED] recommend minimum of 5 accredited marshalls reducing the total cost to £2,425 excl VAT. There may be a reduction in signage costs and signage can be reused in future years lowering the cost.

<b>Services</b>	£2,750.00
<b>Net</b>	<b>£2,750.00</b>
<b>VAT (20%)</b>	£550.00
<b>Total</b>	<b>£3,300.00</b>

**All prices quoted are exclusive of VAT and may be subject to VAT or Domestic Reverse Charge, where applicable**



**Date**  
22 Jan 2026



**Expiry**  
29 Jan 2026



**Quote Number**  
QU-2138



**Reference**  
DISS CARNIVAL /  
SUNDAY 7TH JUNE  
2026 / SECURITY  
COVER



**VAT Number**



**DISS CARNIVAL / SUNDAY 7TH JUNE 2026 / SECURITY COVER**

LOCATION  
9 Park Road, Diss, IP22 4AU, England

DATE  
Sunday 7th June 2026

Item	Description	Quantity	Unit Price	Discount	VAT	Amount GBP
0008	DS SIA X8 Sunday 7th June 11:00-18:00 (7 HOUR MINIMUM CHARGE)	56.00	20.00		20%	1,120.00
0021	RADIO HIRE X20 RADIOS/EAR PIECES/CHARGERS/SPARE BATTERIES - LONG-RANGE HIGH-FREQUENCY RADIOS	20.00	12.00		20%	240.00
0022	RADIO HIRE PER UNIT x20 (OPTIONAL COVER )	20.00	1.50		20%	30.00
0050	SPONSORSHIP	1.00	100.00	100.00%		0.00
Subtotal (includes a discount of 100.00)						1,390.00
TOTAL VAT 20%						278.00
<b>TOTAL GBP</b>						<b>1,668.00</b>





# Quotation

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Date: 13/02/2026

Ref: AM13022026

Client/Company Name: Diss Town Council

Contact Name's: Robert Ludkin

Contact Email: robert.ludkin@diss.gov.uk

Contact Tel: 01379 643 848

Site Address: Diss

Event Requirements :

X8 Staff - 11:00 — 18:00 Total 56 Hours

Total Cost £1204 + VAT

Payment 30 days upon receipt of invoice and all bank holidays will be charged at double time.

All prices subject to VAT

**Other Available Services**

 specialises in the provision of skilled, professional security staff to ensure public safety and the protection of property.

Event & Safety stewarding

Security Guarding

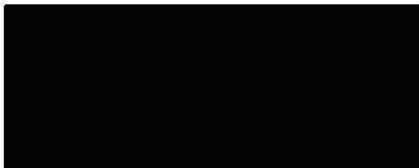
SIA approved and fully licensed Door Supervisors

Mobile patrols

Key holding and alarm response services

24/7 Monitored CCTV Room

For any additional information please contact us on:



Client Sign:..... Position:..... Date:.....

# Quotation



Date: 13/02/2026  
 Ref: AM130220262  
 Client/Company Name: Diss Town Council  
 Contact Name's: Robert Ludkin  
 Contact Email: robert.ludkin@diss.gov.uk  
 Contact Tel: 01379 643 848  
 Site Address: Diss  
 Event Requirements :  
 X20 Radios + Ear Pieces  
 Total Cost £200 + VAT

Payment 30 days upon receipt of invoice and all bank holidays will be charged at double time.

All prices subject to VAT

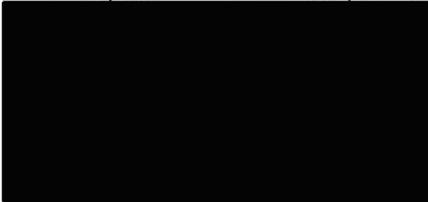
**Other Available Services**



specialises in the provision of skilled, professional security staff to ensure public safety and the protection of property.

- Event & Safety stewarding
- Security Guarding
- SIA approved and fully licensed Door Supervisors
- Mobile patrols
- Key holding and alarm response services
- 24/7 Monitored CCTV Room

For any additional information please contact us on:



Client Sign:..... Position:..... Date:.....

**QUOTATION****Client Name:** [Diss Town Council]**Client Address:** [11-12 Market Hill, Diss. IP22 4JZ]**Event:** Diss Carnival**Service Date:** 7th June 2026**Service Time:** 11:00 – 18:00 hrs (7 hours)**Personnel & Equipment:** 8 Security Staff and 20 Radios & Ear Pieces**Quotation No.:** TGSSL/001**Date:** 22/02/2026**Scope of Services**

Provision of licensed security guarding services for Diss Carnival, including deployment of eight (8) security officers and supply of twenty (20) radios with earpieces for operational communication.

**1. Security Guard Services**

Standard Guarding Rate: £19.00 per hour

Description	Calculation	Amount (£)
Guard Rate (per guard)	£19.00 × 7 hours	£133.00
Number of Guards	£133.00 × 8 guards	£1,064.00
Total – Security Guard Services		£1,064.00

**2. Radios and Earpieces**

Description	Calculation	Amount (£)
Radios & Earpieces	£7.00 × 20 units	£140.00
Total		£140.00

**Summary of Costs**

Item	Amount (£)
Security Guard Services & Radios & Ear Pieces	£1,064 + £140.00 = £1,204.00
Sub-Total = Security Guard Services Radios & Ear Pieces (Incl. 20% VAT)	£1,204.00 + 240.8 = £1,444.80
<b>TOTAL QUOTATION AMOUNT:</b>	<b>£1,444.80</b>

# Diss Town Council – LicenceFree Event Radios

## Reassessment including signal range (distance) and pricing (approx. 20 units) and warranty

### Operational requirement (as provided)

- Licencefree (PMR446) radios suitable for town events where crowd control is important.
- Must run 8–12 hours (minimum) without recharging.
- Must be robust (regular outdoor/operational use).
- Must provide decent signal range (distance).
- Must have at least 12 months manufacturer warranty and be assessed for what it covers (radio body, battery, charger and accessories).

“Value is important” (not simply the cheapest).

### Top 3 options (ranked against the criteria)

#### 1) Motorola XT420 (Professional business-grade)

##### Evidence-based fit

- Robustness: described as built for harsh environments; meets MILSTD 810 (C–G) and IP55 dust/water resistance.
- Battery life: described as around 20 hours / “up to 20 hours”.
- Range (distance): stated as up to 9 km line-of-sight, and built-up areas estimated around 1–2 km (environment dependent).
- Audio performance: includes a 1500 mW speaker for clear audio.
- **Warranty (change):** Supplier listing states 12 months manufacturer warranty; coverage for battery/charger/accessories is not explicitly stated and should be confirmed at purchase.

##### Indicative pricing for ~20 units (inc. VAT)

To procure 20 radios with charging included, the following bundle mix is clearly specified as including chargers:

- 2 × “Six Pack (with single chargers)” (12 radios, 12 chargers) at £545.99 each
- 2 × “Basic Quad Pack (with drop-in chargers)” (8 radios, 8 chargers) at £369.99 each

**Budget total (20 units): £1,831.96 inc. VAT (average £91.60 per radio).**

**Why ranked #1:** It meets all criteria with the strongest combined evidence for ruggedness + stated range + shift-length endurance, at a mid-level total cost.

## 2) Kenwood TK3501T

### Evidence-based fit

- Battery life: specified as 20 hours (5590 duty cycle with battery saver).
- Range (distance): specified as approx. 9 km (under normal conditions).
- Robustness: IP54 dust/water rating; positioned for harsh environments.
- Licence-free PMR446: explicitly stated.
- Charging included (single unit): includes a single charger with UK plug as part of the “in the box” contents.
- **Warranty (change):** Supplier listing states 12 months manufacturer warranty for the radio only; battery/charger/accessory coverage is not stated and should be confirmed at purchase.

### Indicative pricing for ~20 units (inc. VAT)

Radio Solutions bundle prices shown:

- Six Pack: £666.00
- Four Pack: £444.00
- A cost-efficient 20unit mix using those bundle sizes:
- 2 × Six Pack (12 units) + 2 × Four Pack (8 units) = 20 radios

**Budget total (20 units): £2,220.00 inc. VAT (average £111.00 per radio).**

**Why ranked #2:** It meets the battery and distance requirements with explicit range data, but at a higher total cost than XT420 while offering a lower IP rating (IP54 vs IP55).

## 3) Motorola XT185 (Strong value option, professional entry level)

### Evidence-based fit

- Battery life: stated up to 24 hours (usage dependent).
- Range (distance): stated range up to 8 km, and built-up areas estimated around 1–2 km (environment dependent).
- Robustness: IP54 weatherproof/dust-tight rating; described as a hard-wearing professional form factor.
- Charging included (twin pack): includes charger pods and a microUSB UK mains charger in the pack contents.
- Constraint: the original review notes “No multicharger option.”
- **Warranty (change):** Supplier listing states 12 months manufacturer warranty; coverage for battery/charger/accessories is not explicitly stated and should be confirmed at purchase.

### Indicative pricing for ~20 units (inc. VAT)

Bundle prices shown:

- Eight Pack: £248.33
- Quad Pack: £127.49
- A 20unit mix:
- 2 × Eight Pack (16 radios) + 1 × Quad Pack (4 radios) = 20 radios

**Budget total (20 units): £624.15 inc. VAT (average £31.21 per radio).**

**Why ranked #3:** It meets the minimum operational criteria (battery, IP rating, stated range) and is by far the lowest cost, but has a documented limitation on fleet charging scalability (no multi-charger option) and is not positioned as high-end rugged as XT420.

**Summary comparison (key criteria only)**

Model	Robustness evidence	Battery evidence	Range evidence	Warranty evidence	Indicative 20unit budget (inc. VAT)
Motorola XT420	MIL-STD 810 + IP55	~20 hrs	9 km LOS; built-up 1–2 km	12 months stated; bundle component coverage not explicitly defined	£1,831.96
Kenwood TK3501T	IP54	20 hrs	~9 km	12 months stated for radio only; bundle component coverage not stated	£2,220.00
Motorola XT185	IP54	up to 24 hrs	up to 8 km; built-up 1–2 km	12 months stated; bundle component coverage not explicitly defined	£624.15

## Notes for the Town Clerk (procurement practicalities)

- Range figures are environment-dependent; both Motorola XT420 and XT185 explicitly note builtup range expectations around 1–2 km, despite higher line-of-sight claims.
- If the Council anticipates challenging coverage (e.g., behind buildings, across multiple streets), consider using supplier trial/coverage testing (where offered).
- **Warranty change:** At point of order, request written confirmation of warranty coverage for radio body, battery, charger and included accessories, and whether battery warranty differs from the radio warranty.

## Optional “fourth” option (if Council prioritises multicharger logistics and very long endurance)

- Kirisun DP405s (Six Pack) includes a six-way multicharger in the bundle and is described as having up to 36 hours battery (digital mode).
- However, the supplier text does not provide a numeric distance/range figure, only that digital transmission enhances coverage.
- **Indicative 20unit budget using 3×six packs + 1×twin pack: £2,053.30 inc. VAT** (average £102.66 per radio).
- **Warranty (change):** Evidence found for a split warranty structure for some channels (radio body longer than battery/accessories); confirm the warranty split with the intended supplier at purchase.

### Recommendation (objective)

- **Primary (best overall against robustness + stated range + battery + warranty minimum + operational resilience):** Motorola XT420
- Secondary (explicit 9 km range and 20 hr battery; higher unit cost; warranty stated for radio only): Kenwood TK3501T
- Value option (meets criteria with stated range/battery at very low cost; charging scalability constraint; warranty component coverage not explicitly defined): Motorola XT185

**Robert Ludkin**

**From:** Mervyn Lambert Plant Ltd <plant@mervynlambert.co.uk>  
**Sent:** 22 January 2026 09:44  
**To:** Robert Ludkin  
**Subject:** RE: Carnival

You don't often get email from plant@mervynlambert.co.uk. [Learn why this is important](#)

Hi Robert

See below quote:

12 x Chemical Toilets - £50 per toilet  
 Transport - £100 each way

£600.00

£200.00

£800.00

Kind Regards

**Craig Worby**

**Hire Desk Controller & Transport Administrator**

☎ 01953 688211

✉ [plant@mervynlambert.co.uk](mailto:plant@mervynlambert.co.uk)

🌐 <http://www.mervynlambert.co.uk>



📍 Millpond Farm, Garboldisham, Diss, Norfolk, IP22 2SP

**MERVYN  
 PLANT LTD LAMBERT**

♻️ Consider the environment - think before you print!

**From:** Robert Ludkin <robert.ludkin@diss.gov.uk>  
**Sent:** 22 January 2026 09:32  
**To:** Mervyn Lambert Plant Ltd <plant@mervynlambert.co.uk>  
**Subject:** Carnival

Hi

It has just been announced that Diss Carnival is on Sunday 7<sup>th</sup> June this year.

Please could you give us a quote for 12 portable chemical toilets as previous years . 8 to go on the park and 4 to be delivered to Diss High School.

Kind Regards

Robert Ludkin  
 Facilities & Buildings Manager / Health & Safety Officer

Diss Town Council  
 11-12 Market Hill

**Robert Ludkin**

---

**From:** James - Park Radio <james@parkradio.co.uk>  
**Sent:** 16 February 2026 11:07  
**To:** Robert Ludkin  
**Cc:** Sarah Richards  
**Subject:** RE: Carnival

Quote 1

Robert,

Further to Tuesday nights discussion, please find prices as discussed below.

	Park Costs	██████████
Pavilion Stage	?250.00	?250.00 (Sound & Light)
Arena	?00.00	?500.00
Compere	?100.00	?00.00
Total Costs	?350.00	?750.00
Event Cost	?1100.00	
Big Screen Hire	?00.00	<del>?1000.00</del> DTC Rate - ?500.00

Hope this helps, please let me know your thoughts.

James Grint  
**Station Director & Presenter**



**South Norfolk Covid-19 Community Heroes Award 2020**  
**South Norfolk Community Award Winners 2019**  
**Greater Anglia : Diss Station Adopter Award Winners 2018**  
 Quality local radio for Diss, Eye and Harleston  
 Direct Dial 01379 21 00 00  
 Mobile 07510 808600  
 Email : [james@parkradio.co.uk](mailto:james@parkradio.co.uk)

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**From:** Robert Ludkin <robert.ludkin@diss.gov.uk>  
**Sent:** 22 January 2026 08:44

Diss Town Council  
 11-12 Market Hill  
 Diss  
 IP22 4JZ  
 01379643848  
 robert.ludkin@diss.gov.uk

# Quotation

## Diss Carnival 7th June 2026

23/01/2026

Valid Until 20/02/2026

Rental 07/06/2026 07:00 to 07/06/2026 20:00

Delivery Address Diss Park  
 Park Road  
 Diss  
 IP22 4AU

Weight 363.30 kgs

Replacement £19,711.00  
 Value

### Diss Carnival 7th June 2026

PA System Hire for Diss Carnival Arena

Item	Type	Qty	Price
<b>Audio</b>			
 MAV TH118 Subwoofer	Rental	2	65.00
 MAV TR281	Rental	4	35.00
 Crown DCI 42400N	Rental	1	120.00
 Allen and Heath QU-6	Rental	1	120.00
 Electrovoice RE3 Wireless Microphone	Rental	1	45.00



Item	Type	Qty	Price
 Q-Audio QWM 1970 HH CH38	Rental	1	45.00
<b>Cases</b>			
 MAV TR281 Case	Rental	2	0.00
<b>Cables</b>			
 10M 4x2.5mm Speakon	Rental	2	4.00
 20M 4x2.5mm Speakon	Rental	4	6.00
 2M 4x2.5mm Speakon	Rental	2	2.00
 20M Neutrik XLR	Rental	2	4.00
 5M Neutrik XLR	Rental	4	1.00
<b>Misc</b>			
 Thor Cable Bridge 2 Channel	Rental	10	2.00
<b>Crew</b>			
Audio Engineer	Service	1	180.00
Set up	Service	1	50.00
Pack Down	Service	1	50.00
Subtotal			£948.00
Tax Total			£0.00
<b>Grand Total</b>			<b>£948.00</b>

[Signature text] I, the undersigned, accept the terms and conditions of rental.



Pitch Number	Stall Name	Contact / Email	Type of Stall & measurements	App Form, T4 & Ca	RA	PL	Hygiene Cert	Contractor Generator	Payment	Notes
	Amor Street Food		7m x 4m Airstream trailer Fried Chicken	Y	Y	Y	TBC	Y interested in using this for an additional £20 paid to contractor	£240	unconfirmed
	Azure Bars		Horsebox trailer - size needed Bar	Y	Y	Y	Y			unconfirmed
	Balloon Occasions Limited		3m x 3m helium Balloons, ball, hats, toys, bubble guns, trend toys	Y	Y	Y	n/a	n/a	£120 received receipt 16397 16.02.26	unconfirmed
	Brownie & The Bean		3m X 3m Brownies & Blondies	Y	Y	renews March 26	Y	n/a	£120	unconfirmed
	Café Espresso		6m x 3m Toasted Sweet Waffles, Barista Coffees, Mice	Y	Y	Y	Y	N/a	£240	unconfirmed
	Classic Ice Cream Bike Co		3m x 5m Ice Cream	Y	Y	Expires 31.05/26	Y	N/A	£180	unconfirmed
	Creation Crafts Norfolk		2 x 3m x 3M Candles, wax melts & diffusers and unique Jewellery and resin makes	Y	Y	Y	N/A		£240	unconfirmed
	Designer Farmer Cat		3m x 3m Chinese cuisine	Y	Y	Requested	Y	Y	£140	unconfirmed
	Dyers Diner and Coffee Shack		3m x 4m	Y	Y	Expires 18/05/26 Will send once renewed	Y	N/A	£180	unconfirmed
	Elsie's Pizza		3m x 3m wood fired pizza van	Y	Y	requested	Requested	n/a	£120	unconfirmed
	Fully Loaded Fries		3m x 3m and up to 5m Food	Y	Y	Y	Y	Y interested in using this for an additional £20	£180	unconfirmed
	Glyatt Designs		3m x 3m Facepainting, glitter bar, body marbling	Y	Y	Y	N/A	n/a	£120	unconfirmed
	Grannys Little Charms		3m x 3m Craft stall	Y	Y	Expires 12.2.26 new copy expected	N/A	n/a	£60	unconfirmed
	Handmade Galore		3m X 3m Handpainted Glassware and handmade Jewellery, wax melts & candles	Y	Y	Y	n/a	n/a	£120	unconfirmed - Requests next to Toyden
	Harris Hog Roast		3m gazebo Food	Y	Y	Y	Y	n/a	£120	unconfirmed
	Kingsley Homecare		3m x 3m Services offered, goodie bags & raffle	Y	Y	Y	n/a	n/a	£120	unconfirmed
	M&M Sweet Treats		3m x 3m Sweet Bakes & Cakes Has requested a van to be parked behind the stall which would become a 3m x 6m stall	Y	Y	Expires 3.5.26	Y	n/a	£120	unconfirmed
	Minors & Brady		3m x 3m Promoting business and fun activities	Y	Y	Due for renewal March 2026				unconfirmed
	Prettys Wax		3 x 3m Wax melts	Y	Y	Y	N/A	n/a	£60 craft stall	unconfirmed
	Rosedale		3m x 5m Tombola charity fundraiser	Y	Y	Y	N/A		£180	unconfirmed
	Seaman's Laser and 3 dimension-GL3D		3m x 3m laser engraved plaques, coasters, laser cut wood, acrylic earrings, 3d printed animals, dragons, controller holders/skins lamps and other items	Y	Y	Expires 28.05.26	N/A	N/a	£120	unconfirmed
	Simonds Coach		3m x 3m Gazebo for advertising trips etc	Y	Y	Y	n/a	n/a	£120	unconfirmed
	Sniff Snuggle & Tug		3m x 3m Enrichment toys for dogs	Y	Y	Y	n/a	n/a	£60	unconfirmed
	Society Alive		3m x 3m Afro-Caribbean Street Food	Y	Y	Y	Requested	Y interested in using this for an additional £20 next in	£120	unconfirmed
	Sple Jewels and Accessories		3m x 3m silver and semi precious stone jewellery, scarves and gifts	App form received but need signed T4 & Ca	Y	Expires 22.5.26	N/A	n/a	£120	unconfirmed
	The Asian Pantry		3m x 3m Spring rolls & Dumplings	Y	Y	Y	Y		£120	unconfirmed
	The Bucket List		4.3m x 2m Loaded chips	Y	Y	Y	Y	N/A	£180	unconfirmed
	The Toy Den		3m x 3m Toys & sweet gifts, handmade hair accessories & kids Jewellery	Y	Y	Y	n/a	n/a	£120	unconfirmed - Requests next to Handmade Galore

Pitch Number	Stall Name	Contact / Email	Type of Stall & measurements	App Form, Ts & Ca	RA	PL	Hygiene Cert	Contractor Generator	Payment	Notes
	Monkey Donkey Bar		Tendor document sent 26/02/26							unconfirmed
	Yellow Door Eals		Not willing to fill in the application would like to be considered if no other application for pizza comes forward, only wants to trade from same spot as last year							unconfirmed
	Yoohee Donuts		7m trailer Donuts & milkshakes						Requested £180 due to small range of stock	unconfirmed
	<b>CHARITY APPLICANTS BELOW</b>		Type of Stall & Measurements	App Form, Ts Ca	RA	PL				
	Diss Athletics Road Runners		Raise fitness awareness. Promote club	Y	Y	Expires 31/03/26	N/A	N/A	?	unconfirmed
	Diss and District Churches Together		2 3m x 3m requested - applying for 1 free space and 1 paid charity pitch Inform community of what they do, donate free candy floss.	1/2 app form, no Ts & Cs - requested	Y	Requested	?	N/A	?	unconfirmed
	Diss and District Royal British Legion		3x3m Gazebo & space for jeep	Y	Y	Y	N/A	N/A	?	unconfirmed
	Oxfam		3m x 3m Pre-loved clothing, bra-a-brac, books & toys	Y	Y	Y - Expires March 2026	N/A	N/A	?	unconfirmed
	Royal Air Force Association		3m x 3m Aviation / RAF themed items	Y	Y	Y	N/A	N/A	?	unconfirmed
	Diss Air Cadets		Stall and willing to help at the event.	form sent 5.3.26					FOC - providing volunteers	unconfirmed

	ESTIMATED GROSS	NET	VAT	TOTAL Gross INCOME	Date Paid	Receipt /Po No
<b>FUNDRAISING</b>						
	£ -	£ -	£ -	£ -		
<b>SPONSORSHIP</b>						
Larking & Gowen - Gold	£ 475.00	£ 395.83	£ 79.17	£ 475.00		V-1192
<b>TOTAL SPONSORSHIP</b>	£ 475.00	£ 395.83	£ 79.17	£ 475.00		
<b>STALLAGE</b>						
Balloon Occasions Ltd	£ 120.00	£ -	£ -	£ 120.00	16.02.26	16397
<b>TOTAL STALLAGE</b>	£ 120.00	£ -	£ -	£ 120.00		
<b>TOTAL INCOME Actual</b>	£ 595.00	£ 395.83	£ 79.17	£ 595.00		
EMR from April 2026	£ 7,058.23	£ 7,058.23	£ -	£ 7,058.23		
Council Contribution for 26-27	£ 2,750.00	£ 2,750.00	£ -	£ 2,750.00		
<b>TOTAL INCOME to Budget so far</b>	£ 10,403.23	£ 10,204.06	£ 79.17	£ 10,403.23		
<b>EXPENDITURE</b>						
<b>PROMOTIONAL</b>						
<b>PROCESSION</b>						
Road Closure Application	£ 46.35	£ 46.35	£ -	£ 46.35	30.01.26	

<b>FUN DAY</b>						
<b>TOTAL EXPENDITURE</b>	£ 46.35	£ 46.35	£ -	£ 46.35		
<b>SUMMARY - Carnival 2025 Finances</b>						
<b>TOTAL INCOME</b>	£ 595.00	£ 395.83	£ 79.17	£ 595.00		
<b>EMR from April 2026</b>	£ 7,058.23	£ 7,058.23	£ -	£ 7,058.23		
<b>Council Contribution for 26-27</b>	£ 2,750.00	£ 2,750.00	£ -	£ 2,750.00		
<b>TOTAL EXPENDITURE</b>	£ 46.35	£ 46.35	£ -	£ 46.35		
<b>REMAINING BALANCE GOING FORWARDS</b>	£ 10,356.88	£ 10,157.71	£ 79.17	£ 10,356.88		

## Core Infrastructure Expenditure Entertainment Cost Options for 2026

Item 9b

Type	Item	Cost £
Infrastructure	Road closure application	46.35
Infrastructure	Traffic Management	2,425.00
Infrastructure	Security (8 stewards)	1,390.00
Infrastructure	Radio hire	240.00
Infrastructure	Radio purchase	1,831.96
Infrastructure	Toilet hire	1,000.00
Infrastructure	Sound support	1,100.00
Infrastructure	Big screen	500.00
Infrastructure	Parking Fair Green	200.00
	<b>Sub TOTAL (excl radio purchase)</b>	<b>8,733.31</b>
Entertainment	Climbing wall	750.00
Entertainment	Archery, Fencing and Target Shooting	700.00
Entertainment	Bike Show	1,360.00
Entertainment	Slackline School	1,040.00
Entertainment	Stiltwalkers	925.00
Entertainment	Football Freestylers	TBC
Entertainment	Aerial Perfomer	775.00
Entertainment	Trampolines (min) pg 3-4	750.00
Entertainment	Zorbs (pgs 5-6)	2,000.00
Entertainment	Photobooth	500.00
	<b>Sub TOTAL</b>	<b>8,800.00</b>
	<b>TOTAL</b>	<b>17,533.31</b>

## Sarah Richards

---

**From:** Emily Forsdyke <emilyjforsdyke@gmail.com>  
**Sent:** 03 March 2026 19:17  
**To:** Sarah Richards  
**Cc:** George Waterman  
**Subject:** Carnival Entertainment Ideas  
**Attachments:** Eddy Leisure Price list 2026 S.pdf

Hi Sarah,

Just a quick update for you as George mentioned you're doing the agenda soon!

I've contacted quite a few people but unfortunately a lot are booked up already or are not interested... The main disappointment being that Dan the Hat is unavailable for this year. I'm unsure if we have any contacts for an alternative to do something similar?

However on the positive side, Tribe All are happy to do their usual parade and then perform in the arena shortly after so that's great. There is another local group who do Korean martial arts who have asked to participate called Kuk Sool Won. They've sent a video of the sport, but this isn't the actual group [https://youtu.be/Tos6MA\\_Y\\_dI?si=i9xzVVrIWbBlfi9J](https://youtu.be/Tos6MA_Y_dI?si=i9xzVVrIWbBlfi9J). Their group is aged 6+ and they'd like to do a 10-15 minute demonstration for us. I've told them I'll discuss it and the next meeting, but they seem really keen on doing it, and frankly, so am I as I'm struggling to find arena stuff!

RPM bike shows have also said they're available for 20/25 minute long shows up to 4 times in the day.

Cost is £1700 for the day, no matter how many times they perform. I think twice is probably enough, unless we happen to fall short in the arena on the day.

Link for rpm

<https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.youtube.com%2Fwatch%3Fv%3DauBJ9nLaa0A&data=05%7C02%7CCarnival%40diss.gov.uk%7Cbe43ec20446e46d5ce2908de6a208ea1%7C49a1b1dec5d845918038617627d204ed%7C0%7C0%7C639064885363852868%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIlwLjAuMDAwMCIslIAiOjJXaW4zMilSkFOljoiTWFpbCIsIlldUljoyfQ%3D%3D%7C0%7C%7C%7C&sdata=9VwHnWyTGKWpG76EtBdFulnM6BeJrZTP5wherT7fpVs%3D&reserved=0>

The same team offer the "slack line school" which isn't an arena event, but would be entertainment for the park at a cost of £1300 for 6 hrs

Link for slack line

[https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.youtube.com%2Fwatch%3Fv%3Dr5-P6\\_D3u4c&data=05%7C02%7CCarnival%40diss.gov.uk%7Cbe43ec20446e46d5ce2908de6a208ea1%7C49a1b1dec5d845918038617627d204ed%7C0%7C0%7C639064885363913715%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIlwLjAuMDAwMCIslIAiOjJXaW4zMilSkFOljoiTWFpbCIsIlldUljoyfQ%3D%3D%7C0%7C%7C%7C&sdata=Rlk8MgLBZN5GkB43j9xFYv8yr75Jm0FJ%2FeaJFiN6np0%3D&reserved=0](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.youtube.com%2Fwatch%3Fv%3Dr5-P6_D3u4c&data=05%7C02%7CCarnival%40diss.gov.uk%7Cbe43ec20446e46d5ce2908de6a208ea1%7C49a1b1dec5d845918038617627d204ed%7C0%7C0%7C639064885363913715%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIlwLjAuMDAwMCIslIAiOjJXaW4zMilSkFOljoiTWFpbCIsIlldUljoyfQ%3D%3D%7C0%7C%7C%7C&sdata=Rlk8MgLBZN5GkB43j9xFYv8yr75Jm0FJ%2FeaJFiN6np0%3D&reserved=0)

The football freestylers from Julia Charles do seem to be available, but I haven't received the full quote yet. I've been told it should be through before the meeting on the 10th though! They're also providing a quote for some stilt walkers (<https://www.juliacharleseventmanagement.co.uk/entertainment/stilt-walkers/olympics-sports-themed-stilt-walkers/>), which we can then compare to another company called flying colours entertainment who have provided me with rough estimates.

(Solo - £375 per artist, Duo £700, Travel £225 + VAT. They may also require accommodation for the night before as the journey time one way is 4-5hours. There are a few acts located a bit closer but their fees are likely to be more. Our football act also offers a 'Beat the giant goalie) act with a provided goal, a stilt ref and stilt goalie.) I reckon if the freestylers are available, it will only be a short performance of around 10 minutes doing trick shots etc, but then also offer walkabout performances too.

I haven't yet asked Tina or Hannah about the dog show as at the last meeting we said we would see if we have space, but I think we will likely need them, as it's surprisingly hard to find arena entertainment with a sports theme that can fill long slots.

I'm also planning to contact Foolhardy about an arena show as I reread the minutes and realised they might have an aerial performer, so I'll get on that hopefully in time for tuesday! If they don't have one available, the quote from Warble entertainment which was mentioned at the last meeting was £775 for 1x5 minute choreographed set or 2x15 minute ambient sets.

In terms of the climbing wall that everybody loved, Fenland Adventure (<https://www.fenlandadventure.co.uk/>) seems to be the best option imo as they are super quick to reply and also just lovely! All options were £750 plus vat and travel, so it makes sense to me to go with the friendliest one. They appear to have kid friendly equipment too as this was their response when I asked about restrictions

"In general, as long as participants can fit into our PPE, they are able to take part. We have a range of climbing harnesses to fit children and adults, and our auto belays have an operating limit of 150kg (23.5st).

We have a range of archery equipment suitable for all ages, and for target shooting we use scaled-down .177 air rifles. They are still more than suitable for adults, you wouldn't know they are scaled down if I hadn't mentioned it.

Each activity base requires approximately 10m x 10m squared. The climbing wall and fencing need a flat surface, and the archery and target shooting ranges require a clear "dead space" behind them as an overshoot. We would bring a backing net for archery and metal backstops for the air rifles, however, we do need to ensure that no one is able to walk behind the ranges. Each of the activities are charged at £700.00 (up to 6 hours of activity, ex VAT)

Our closest wall to you is kept in Peterborough, we use PE6 for the mileage calculation."

They can provide archery, target shooting and fencing as well as a climbing wall so this could be of interest if we have enough space on the park. I do have another quote for archery from Grey Goose which is £895 for 4 hours plus travel, so a bit pricier than Fenland. There are also a few quotes available for mini golf, but I don't think the committee seemed overly keen on this as it takes up a bit of space.

Zorbs and trampolines from Eddy's Leisure are another option I found for around the park, and he sent me a giant document which I will attach as he offers so many different things. He also said we can charge for the use of the items if we wished to. The trampolines and zorbs are the specific things I enquired about, and was told they have a weight limit of 11 stone so should be fine for all kids.

Believe in Magic parties have attended before, and expressed their interest in joining us for walkabout performances again, but have mentioned that they are unsure if they could fit to the theme at all. Their best suggestion was "The Voyager Princess could work as she sails her boat around the oceans". I think we are better off paying a bit more for more relevant walkabout acts?

I noticed in the emails a suggestion from Paul Mills of this games arcade from Norfolk, I haven't yet enquired as I'm unsure that we would have the space to accommodate, especially if we are going for climbing walls and zorbs etc. <https://actualrealityarcade.co.uk/contact/>

Tony Story has offered up the horsebox photobooth for £500 again, so this is an option for a stall. He also enquired if we would like his Neil Diamond Tribute act to perform, but I don't really see how it fits into the theme at all.

All in all, I think we have plenty of options for entertainment that are outside of the arena, however I am slightly struggling to fill the full timetable in the arena.

So far, we only have confirmed

1. Tribeall approx 25 minutes
2. RPM bike show 2x 20/25 minutes

And then unconfirmed we have

1. Kuk Sool Won approx 15 minutes
2. Football freestylers approx 10 minutes
3. Dog show
4. Aerial performer / foolhardy aerial
5. Mayor vs man approx 15 minutes

We of course can use the arena time to do the tug of war game, but we need to organise how it's going to go ahead and start contacting local groups to sign up etc before we can decide timing. I have contacted some local groups without promising anything, suggesting that they could be a part in some way even if that just means sponsoring or donating a prize, but haven't really heard back from any in a positive way yet.

Sorry for the extremely long email, I didn't quite realise how much information there was to share! Hope it all makes sense, and hopefully I'll have a few more bits in time for Tuesday as well!

See you next week!  
Emily :)

## Sarah Richards

---

**From:** Emily Forsdyke <emilyjforsdyke@gmail.com>  
**Sent:** 04 March 2026 19:18  
**To:** Sarah Richards  
**Cc:** George Waterman  
**Subject:** Quotes for Climbing walls and Archery  
**Attachments:** On targett climbing wall info (1).docx; On targett archery info.docx

Hi Sarah, I've had to copy and paste these quotes as they are from "addtoevent" website rather than through emails, hope this is okay! I'll ping the rest of the quotes for other bits shortly.

### **Fenland adventure quote:**

Hey Emily,

Thank you for your message and interest in Fenland Adventure!

Our mobile climbing wall is currently available for hire on the 7th June, 2026.

Hire of our mobile climbing wall includes all equipment, qualified instructors, and is charged at £750.00 (up to 6 hours of activity). Mileage is charged @ £0.90 per mile. All prices are excluding VAT.

If you would like to discuss further, or to make a booking, please contact me on

[matt@fenlandadventure.co.uk](mailto:matt@fenlandadventure.co.uk)

Our closest wall to you is kept in Peterborough, we use PE6 for the mileage calculation.

Yes, our archery, fencing and target shooting are all mobile (archery is particularly popular). Each of the activities are charged at £700.00 (up to 6 hours of activity, ex VAT).

In general, as long as participants can fit into our PPE, they are able to take part. We have a range of climbing harnesses to fit children and adults, and our auto belays have an operating limit of 150kg (23.5st).

We have a range of archery equipment suitable for all ages, and for target shooting we use scaled-down .177 air rifles. They are still more than suitable for adults, you wouldn't know they are scaled down if I hadn't mentioned it.

Each activity base requires approximately 10m × 10m squared. The climbing wall and fencing need a flat surface, and the archery and target shooting ranges require a clear "dead space" behind them as an overshoot. We would bring a backing net for archery and metal backstops for the air rifles, however, we do need to ensure that no one is able to walk behind the ranges.

### **On Targett Events:**

Hi Emily,

Thank you for your inquiry. On Targett Events Ltd is a mobile activity supplier specializing in climbing and shooting activities.

I am pleased to say our 7.3m high mobile climbing wall is currently available on Sun 7 Jun 26 and we would be delighted to support your event.

Our mobile climbing wall has 4 climbing faces, giving climbers a choice of difficulty for each ascent they make. Each face is serviced with an automatic belay device, gently lowering climbers down whenever they want to descend from the wall. Climbers must be over 1.2m (4ft) in height and must weigh between 19kg (3st) and 114kgs (18st).

We provide 2 qualified staff with our climbing wall to assist guest in putting on the supplied harnesses and moving them between faces. The staff all hold a current DBS and first aid certificate for peace of mind. All our activities are covered by our £10m Public Liability Insurance supplied by Activities Industry Mutual.

The Mobile Climbing Wall is mounted on a hydraulic trailer and towed by a large van or pick up. Access to the site is the responsibility of the Client. Trailer Weight: 2260kgs Length: 8.4 meters Width: 2.6m Height (while on trailer) 2.7m  
Vehicle Weight: 2100kgs. Length: Max 6.4 meters Width: 2.2m Height 2.5m  
Total length: 13.9 meters

Access through gates/entrances must allow adequate width and have a wide enough turning into the access from the road.

The cost of the hire would be £750+VAT. Travel costs are calculated at 45p per mile (Plus VAT) for the return journey from MK18 1RT. This gives you up to 6 HRS of activity time, but should you require longer, this can be provided for an additional charge.

Our archery package consists of a 4-target archery range with backstop netting, bunting to mark the area, and event shelter. It is supplied with a qualified and experienced instructor.

The cost to hire an archery kit for your event would be £545+VAT. This gives you up to 6 HRS of activity time, but should you require longer, this can be provided for an additional charge.

We require a 20% deposit to secure the booking, with the remainder due 7 days prior to the event. If you would like any further information or would like to book, please do not hesitate to get in touch.

There is no age limit for the climbing wall, just the height and weight recommendations. We advise an age of around 12 years for archery, due to the physical strength needed to draw the bows, but this is a guideline.

Kindest regards  
Emma  
On Targett Events Ltd

## Sarah Richards

---

**From:** Carnival  
**Sent:** 04 March 2026 19:24  
**To:** Sarah Richards  
**Subject:** Fw: Entertainment enquiry (RPM and Slackline school Quote)  
**Attachments:** 2.jpeg; 3.jpg; 5 (1).jpeg; 5 (2).jpeg; Greenman (10 of 80).jpg; Greenman (23 of 80).jpg; Greenman (27 of 80).jpg

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**From:** info@rpmdisplay.co.uk <info@rpmdisplay.co.uk>  
**Sent:** 12 February 2026 10:21  
**To:** Carnival <Carnival@diss.gov.uk>  
**Cc:** Emily Forsdyke <emilyjforsdyke@gmail.com>  
**Subject:** RE: Entertainment enquiry

Hi Kimberley,

Really great to chat earlier. Just to follow up and reiterate on our call;

For the RPM bike show we would need a space of 10 x 10 m with barriers around it provided by you guys, and then I can do the rest. The standard fee for this would be £1700 all inclusive per day so no VAT to add on and no travel expenses.

You can see the bike show in action here:

<https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.youtube.com%2Fwatch%3Fv%3DauBJ9nLaa0A&data=05%7C02%7CCarnival%40diss.gov.uk%7Cbe43ec20446e46d5ce2908de6a208ea1%7C49a1b1dec5d845918038617627d204ed%7C0%7C0%7C639064885363852868%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUslYiOiIwLjAuMDAwMCIslIAiOiJXaW4zMilslkFOIjoiTWfPbClslldUljoyfQ%3D%3D%7C0%7C%7C%7C&sdata=9VwHnWyTGKWpG76EtBdFulnM6BeJrZTP5wherT7fpVs%3D&reserved=0>

For The Slackline School we would need a space of approximately 12 x 7 m. The standard fee for that would be £1300 all inclusive per day.

You can see The Slackline School in action here:

[https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.youtube.com%2Fwatch%3Fv%3Dp6\\_D3u4c&data=05%7C02%7CCarnival%40diss.gov.uk%7Cbe43ec20446e46d5ce2908de6a208ea1%7C49a1b1dec5d845918038617627d204ed%7C0%7C0%7C639064885363913715%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUslYiOiIwLjAuMDAwMCIslIAiOiJXaW4zMilslkFOIjoiTWfPbClslldUljoyfQ%3D%3D%7C0%7C%7C%7C&sdata=Rlk8MgLBZN5Gk843j9xFYv8yr75Jm0FJ%2FeaJFiN6npo%3D&reserved=0](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.youtube.com%2Fwatch%3Fv%3Dp6_D3u4c&data=05%7C02%7CCarnival%40diss.gov.uk%7Cbe43ec20446e46d5ce2908de6a208ea1%7C49a1b1dec5d845918038617627d204ed%7C0%7C0%7C639064885363913715%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUslYiOiIwLjAuMDAwMCIslIAiOiJXaW4zMilslkFOIjoiTWfPbClslldUljoyfQ%3D%3D%7C0%7C%7C%7C&sdata=Rlk8MgLBZN5Gk843j9xFYv8yr75Jm0FJ%2FeaJFiN6npo%3D&reserved=0)

Both of these attractions are covered by public liability insurance up to £10 million. We also provide a site specific risk assessment for each activity for each event.

Any questions, please feel free to get in touch :)

All the best,

Rich

## Sarah Richards

---

**From:** Carnival  
**Sent:** 04 March 2026 19:27  
**To:** Sarah Richards  
**Subject:** Fw: Stilt Walking Acts (Flying Colours Quote)  
**Attachments:** England-Stilt-Walking-Footballer-2-MB.jpg; England-World-Cup-Stilt-Walking-Goalkeeper-MB.jpg; Racing-Cyclist-Stilt-Walker-MB.jpg; Rugby-Player-Stilt-Walker-Wales-Strip.jpg; Stilt-Walkers-Footballer-&-Referee-MB.jpg; Stilt-Walking-Rugby-Players2-MB.jpg; Tennis-Players-Stilt-Walkers-MB.jpg

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**From:** Flying Colours Entertainment <info@flyingcoloursentertainment.com>  
**Sent:** 21 February 2026 09:54  
**To:** Carnival <Carnival@diss.gov.uk>  
**Subject:** RE: 7 June 2026 Diss Park, IP224NJ Stilt Walking Acts

You don't often get email from info@flyingcoloursentertainment.com. [Learn why this is important](#)

Hi Emily

Sorry you didn't receive my first reply. Sometimes the emails via our CRM go to receivers spam folders

Most sports themed stilt walking acts are based quite a way from Diss so travel costs are likely to be significant. For example our production company's sports acts (as attached and based in Bristol) would cost

Solo - £375 per artist  
Duo £700  
Travel £225  
+ VAT

They may also require accommodation for the night before as the journey time one way is 4-5hours

There are a few acts located a bit closer but their fees are likely to be more

Stilt walkers are interactive engaging with the public and pose for photos

Our football act also offers a 'Beat the giant goalie) act with a provided goal, a stilt ref and stilt goalie.

Please let me know if these costs are within budget and which act is of interest

Please note that all quotes are valid at the time of quoting but are subject to act and/or artist availability. Early booking is advised

Photos (if attached) show the act/costume. The artist who performs the act may not be the one depicted in the photo

Please note any and all photos or videos (if attached) are copyright and may not be retained by the recipient (except for the time period for this enquiry), shared, altered or published (online or otherwise) without express permission from us or the copyright holder

Kind Regards

Lindsay Hart

Flying Colours Entertainment



Postal Address: Epstein Buildings, Mivart Street, Bristol BS5 6JF

Office: 0117 935 5200 International: +44 1179355200 Office Mobile: 07950 700396

[info@flyingcoloursentertainment.com](mailto:info@flyingcoloursentertainment.com)

[www.flyingcoloursevents.com](http://www.flyingcoloursevents.com)

Flying Colours Entertainment Ltd, a company registered in England & Wales No. 05920585 VAT No 892494476

Flying Colours Entertainment trades under the names Circus Malabaristas, Circus Malabaristas International, Mindblowers and Mindblowers International

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We have a range of sports stilt walkers: footballers, cricketers, tennis players, rugby players, cyclists, athletes

All types of performances and activities require an adequate space. Please discuss this with us during your enquiry

**Guide prices for stilt walkers is from £350-£500 or more per performer per date plus expenses plus VAT**

Expenses are usually travel costs but may also include parking costs, toll charges, and accommodation costs if they are required

(If you are not VAT registered we may be able to pass your enquiry to a colleague's company that doesn't have to charge you VAT)

We can offer acts that are multi-skilled and can perform other skills in addition to the stilt walking. Skills may include balloon modelling, circus workshop, juggling or even fire performance. If you are interested in the multi-skilled option please let us know.

Booking through our agency means we do all the hard work for you. We check the artists' performance and insurance credentials; advise on the most appropriate acts and performance; make sure the artists have the necessary information to help make your event a success and provide a central point of contact for any queries.

All our acts are professional performers with insurance and can provide risk assessments.

Please contact us if you require any more information or advice. We are happy to help you choose the right act for your event.

## Sarah Richards

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**From:** Carnival  
**Sent:** 05 March 2026 16:51  
**To:** Sarah Richards  
**Subject:** Fw: Diss Carnival 2026  
**Attachments:** komodo.jpg; ff9.jpg

Hi Sarah,

Just got this back from foolhardy! They also came back saying the aerial performer (sue la la) would be £520 inclusive of travel if we were interested.

Thanks,  
Emily

---

**From:** Cosmo Hardy <cosmo@foolhardycircus.org>  
**Sent:** Thursday, March 5, 2026 1:02 pm  
**To:** Carnival <Carnival@diss.gov.uk>  
**Subject:** Re: Diss Carnival 2026

Hi  
thank you for contacting us. We enjoyed the event last year.  
For the workshop and shows (one in the arena) themed we can offer the price of £680.  
We have no problem in costume for sports and adapting a couple of routines to the theme.  
yes we do have an aerial performer who has a free standing rig. it's not something that can be moved  
once up so a location would have to be chosen and it would have to go up early in the day i will  
enquire about her price and availability.  
We also have a magnificent Ladder act if she is not available for about £400.  
all the best  
Cosmo

On Wed, Mar 4, 2026 at 8:06 PM Carnival <[Carnival@diss.gov.uk](mailto:Carnival@diss.gov.uk)> wrote:

Hi Cosmo!

Hope you and the team are doing well.

We're busy planning for this year's Diss Carnival on 7th June! If you are available for this date, would you be able to send us a quote for your usual circus workshop down by the Mere please?

The Fun Day will run from 1pm – 5pm as per previous years. This year, the theme is "Game on, Diss" meaning we are all things sports and games. If I remember rightly, last year you did a 25/30 minute show in the arena as well. Is this something you would be interested in again? And if so, is there a way you could adapt the performance to fit the sports theme in some way?

I have heard that you may also have contact for a freestanding aerial performer, who could potentially perform in the arena. If so, could you please let us know any contact details or provide a quote for this as well.

Kind Regards

Emily Forsdyke  
Carnival Committee  
Diss Town Council  
11/12 Market Hill  
Diss  
IP22 4JZ  
Tel: 01379 643848  
Email: [Carnival@diss.gov.uk](mailto:Carnival@diss.gov.uk)  
Website: [www.diss.gov.uk](http://www.diss.gov.uk)

	Traditional Small & Large Striker - Test Your Strength		Item 10b 4 hours hire: £650 £100 per extra hour
	Punch Machine		6 hours hire: £650 £50 per extra hour

### Children's Rides

	4 Person Bungee Trampolines	4 Children can bounce at one time Space needed: 28ft x 28ft	4 hours hire: £1,200 £90 per extra hour
	Giant Minion Inflatable	Can be used by 15 children at one time Space needed: 50ft x 45ft	4 hours hire: £1,250 £150 per extra hour
	Kids Bumper Carz	Number of cars: 6 Number of seats: 6 Space needed: 26ft x 26ft	4 hours hire: £1,400 £90 per extra hour
	Tea Cups	Number of carriages: 6 Number of seats: 18 Space needed: 18ft x 18ft	4 hours hire: £845 £90 per extra hour
	Childrens Train Ride	Number of carriages: 4 Number of seat: 26 Space needed: 20ft x 20ft	4 hours hire: £845 £90 per extra hour

	<p>6 Bed Trampolines</p>	<p>Can be used buy 6 children at one time Space needed: 27ft x 27ft</p>	<p>4 hours hire: £750 £90 per extra hour</p>
	<p>Soft Play Centre Includes 4 trampolines</p>	<p>Space needed: 27ft x 27ft</p>	<p>4 hours hire: £1,200 £90 per extra hour</p>
	<p>Toy Ride Carousel</p>	<p>Number of seat: 20 Space needed: 22ft x 20ft</p>	<p>4 hours hire: £895 £90 per extra hour</p>
	<p>Children's Traditional Carousel 1</p>	<p>Number of seat: 16 Space needed: 18ft x 18ft</p>	<p>6 hours hire: £1,100 £90 per extra hour</p>
	<p>Children's Traditional Carousel 2</p>	<p>Number of seat: 20 Space needed: 20ft x 20ft</p>	<p>6 hours hire: £1,100 £90 per extra hour</p>
	<p>Children's Traditional Flying Chairs</p>	<p>Number of seat: 20 Space needed: 22ft x 22ft</p>	<p>6 hours hire: £1,050 £90 per extra hour</p>
	<p>Traditional Swing Boats</p>	<p>Number of carriages: 4 Number of seat: 8 Space needed: 22ft x 16ft</p>	<p>6 hours hire: £1,100 £90 per extra hour</p>

	<p>Children's flying chairs</p>	<p>Number of seat: 20 Space needed: 22ft x 22ft</p>	<p>4 hours hire: £750 £90 per extra hour</p>
	<p>Children's Pirate boat</p>	<p>Number of seat: 12 Space needed: 18ft x 10ft</p>	<p>4 hours hire: £950 £90 per extra hour</p>
	<p>Monster Trucks</p>	<p>Number of seat: 16 Space needed: 22ft x 22ft</p>	<p>4 hours hire: £795 £90 per extra hour</p>
	<p>Jumping Jack</p>	<p>Number of seat: 6 Space needed: 12ft x 18ft</p>	<p>4 hours hire: £800 £90 per extra hour</p>
	<p>Formula</p>	<p>Number of seat: 22 Space needed: 30ft x 18ft</p>	<p>4 hours hire: £2,000 £90 per extra hour</p>
	<p>9 Hole crazy golf</p>		<p>4 hours hire: £995 £90 per extra hour</p>
	<p>Climbing wall</p>		<p>4 hours hire: £945 £90 per extra hour</p>
	<p>Land Zorb balls + Inflatable Arena</p>	<p>Number of zorbs: 4 Space needed: 15m x 15m</p>	<p>4 hours hire: £1,200 £90 per extra hour</p>

	Water Zorbing Ball + Pool	Number of zorb balls: 4 Space needed: 8m x 8m	6 hours hire: £2,100 £90 per extra hour
	1x Water Roller + Small Pool	Space needed: 3m x 2.5m	4 hours hire: £895 £90 per extra hour
	1x Water Roller + large Pool	Space needed 10m x 6m	4 hours hire: £1,400 £90 per extra hour

<b>Family &amp; Large Rides</b>			
<b>Photo</b>	<b>Name</b>	<b>Info</b>	<b>Starting Price</b>
	Traditional Ferris Wheel	Number of carriages: 12 Number of seats: 24 Space needed: 36ft x 42ft	4 hours hire: £2,895 £150 per extra hour
	15m Ferris Wheel	Number of carriages: 10 Number of seats: 40 Space needed: 15m x 9m	4 hours hire: £3,250 £200 per extra hour
	22m Ferris Wheel	Number of carriages: 16 Number of seats: 64 Space needed: 16.2m x 9.1 Setup time: 1 day	4 hours hire: £6,995 £400 per extra hour

[REDACTED]  
Sent: 16 January 2026 13:08

To: Carnival <[Carnival@diss.gov.uk](mailto:Carnival@diss.gov.uk)>

Subject: 2026 Carnival

Hi Kimberley,

I hope all's good with you in 2026 - cold, damp, wet, cold, hmmm...

Would I be correct in thinking that Diss Carnival is planned for June 7th this year?

Are you interested in confirming me to host the fun day again?

At the risk of over-assuming; I'd be asking for £250 as a fee for 2026. If that works for you and the committee, do let me know and I'll get it in the diary.

Have you decided upon a theme yet?

Thanks and best wishes

[REDACTED]

[REDACTED]

## Diss Christmas Lights Switch-on 2026: Response to Meeting Minutes, Grinty's Proposal and Other Ideas for the 2026 Event – By George Waterman



The Light Switch-on in Diss is a beloved event in town, and part of the ‘big three’ Town Council organised events in Diss, the others being the Carnival and Remembrance. As wider circumstances change within the town and the Council, discussion has turned recently to re-thinking the structure of the Christmas Light Switch-on to make it a more cost-effective event for the town ratepayer, whilst still delivering the positive impact it has on the community. I’ll answer some of the questions raised by the last meeting of the Switch-on Committee, then respond to James’s suggestion afterwards, and then conclude with my personal outline proposal for the event for 2026.

**Timing:** Firstly, referring to recently approved minutes of the Switch-on Committee, I agree with the assessment that the event takes place over too long a period within the day. The crowd doesn’t start to gather until around 4:30pm, making much of the event earlier in the afternoon relatively poorly attended, despite the cost invested in hosting entertainment during all that time. To my mind, commencing entertainment at 4, building up to the switch-on itself at 6pm, then concluding with a final 30 minutes to an hour of entertainment to wind down the event would make for the best investment of time. Most attendees of the event probably wouldn’t even notice the shorter programme, given previous sparse attendance at the earlier portion of other years. As also referred to in the minutes, a shorter runtime does call into question the level of

investment required to set up the staging and other equipment for the event. This I will address in my proposal later in this report.

**Location:** Grinty suggested at the end of our February 10<sup>th</sup> meeting, as recorded in the minutes: “An event in the Park with a big, decorated tree, a ready-made stage in the Pavilion, lights around the Mere and Christmas market stalls”. This represents a complete overhaul of the event, trying something totally new to help justify the proposed change in runtime, and address potential concerns from residents that the event may be being ‘scaled down’. I have used the text from Grinty’s suggestion and an AI programme to create a rough representation of the proposal below:



The proposal is certainly very interesting and would be a real shake-up of the current formula, as well as be very appealing visually within the setting of the park. However, on further reflection of the idea, I have some practical concerns with the new setting.

The big difference between other events on the Park and the proposed one is the time of year and the time of day. As you can see from the generated image above, the event would be taking place at night, lit primarily by Christmas lights and the lanterns already sited on The Park. This would leave most of the Park still in darkness, making event safety and the ability to observe and control the crowd a much harder task. The edge of the Mere and the edge of the Park against Park Rd are both hazards, as well as other trip hazards created by cables, generators and the terrain of the Park itself. Directing a large volume of footfall to this area at night in my opinion is creating risks that the Committee and Council are not equipped to deal with. My other primary concern is the risk

presented by adverse weather. The Marketplace is of course also vulnerable to bad weather, as demonstrated by the 2024 cancellation of the event, but in the event of the weather just being ‘unpleasant’ instead of ‘bad’, the Marketplace is better lit, better sheltered and with a lot of surrounding premises residents can move in and out of to escape total exposure. An event on the Park would be much more vulnerable to a day with high-wind or heavy rain (or hail or snow or freezing mist) than keeping the event in town.

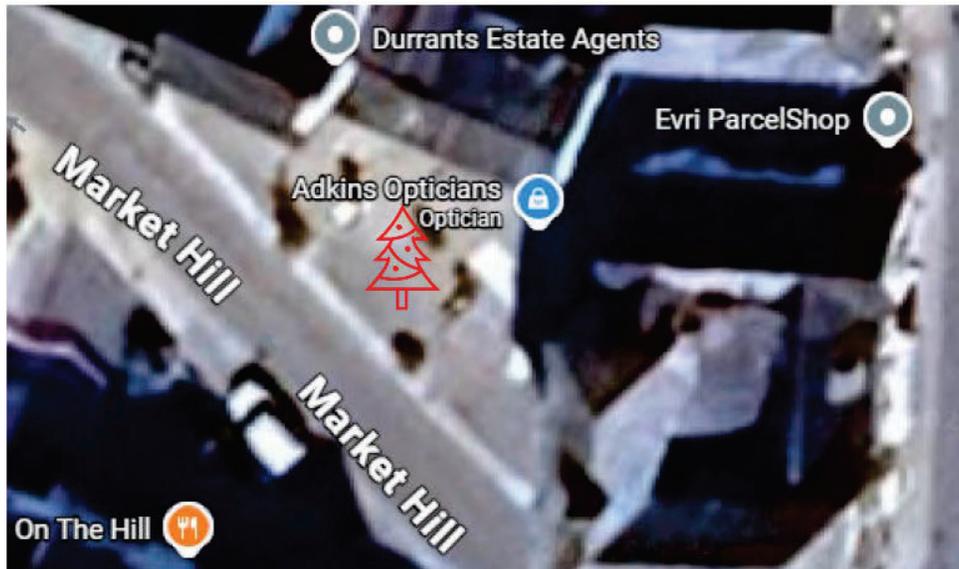
Despite my reservations, there is a lot of merit in my opinion in developing the idea of a Christmas-market type event on the Park, if held in the daytime and organised adjacent to other events. In terms of what our committee should focus on however, I would advise that we remain in the Town Centre and assess the layout and programme of the event there.



**My Proposal and Assessments:** Assuming that the committee agree to shorten the run-time of the event, this could have an effect on the amount of money that the committee can justify spending on the event, particularly concerning the staging. I had initially though the Marketplace offered up some other options in its layout, with a raised area immediately in front of No8 Marketplace running right across to the corner that meets Holland and Barrett.



Following from our last meeting I have made several visits to the town centre and paced out/projected several different layouts. These have included having the staging in front of No8, in front of Boots, in front of Dolphin House looking over the Marketplace and even up as far as in front of Adkins Opticians or On The Hill Pizza. All my original thoughts, once paced out and given consideration against other ongoing activities in the town centre such as the Friday market and yard/shop access, have proven unviable. Even locating a Christmas tree of comparable size to the one previously raised opposite Morrisons within this area has proven easier said than done, the only possible location I've been able to come up with so far being the area between Pact, Adkins Opticians and Market Hill.



The more I have considered our options, the more it has become clear to me that in terms of layout, there is little that can be changed without creating further logistical challenges for the Committee. I would therefore like to suggest that for 2026 we work towards a shorter event with the same layout at the Market end of the town centre, sacrificing the earlier entertainment (commencing instead at 4pm) and the elements of the event held up at Mere's Mouth, but keeping the parade up Mere St.

I realise that this calls into question the financial viability of the Switch-on itself, being at a smaller scale but requiring the same amount of cost investment into setting up the stage, surrounding infrastructure and security. In my opinion however, seeing that the Summer Carnival often ends up with a healthy budget at the end of each year and both events are now merged and managed under the same budget, that some of the surplus from Carnival can cover the deficit created by hosting the Lights Switch-on. Switch-on carries benefits to the community that can't be quantified in the accounts and therefore in my opinion it is worth using our larger summer event to support and cover costs for our smaller winter event. Whether other committee members feel the same is as always open for discussion at our next meeting.

## Love your Market Town

### Post Office windows

This part of the project is financed by Diss heritage Triangle Trust with the grant from NCC.

### Objective

The closed post office is one of the factors that make Diss look run down. Its blank windows will be used to provide visual interest, a history of Diss and Diss Town Council events. *(Picture of PO as is)*

By reusing the artwork used as Beales window covering while it was empty, this can be achieved at an affordable price and within the project budget. *(Picture of Beales with covered windows)*

### Proposal

There are 6 window spaces – 4 large x x xcm and two smaller xx x xx. To try to fill these entirely would be expensive and difficult to make work, so it is suggested that the visuals ‘float’ in the space.

It is important that the effect is visually satisfying and professional. The proposal is that the history of Diss fills the four larger spaces and are permanent and DTC events use the two smaller spaces and are changed, say, four times a year. All the windows will use ‘film’ shopjackets. *(Mockup)*

DTC have used designs by children previously e.g. Armistice Day, and there is no reason why their designs should not be used in future. It will simply be a matter of transferring the designs to film, or them working digitally.

### Practical points

The films will need a clean smooth surface, so Perspex would be mounted onto the existing boards as a substrate for the film.

It may be simpler to apply the film to the Perspex before it is mounted rather than ‘working at height’.

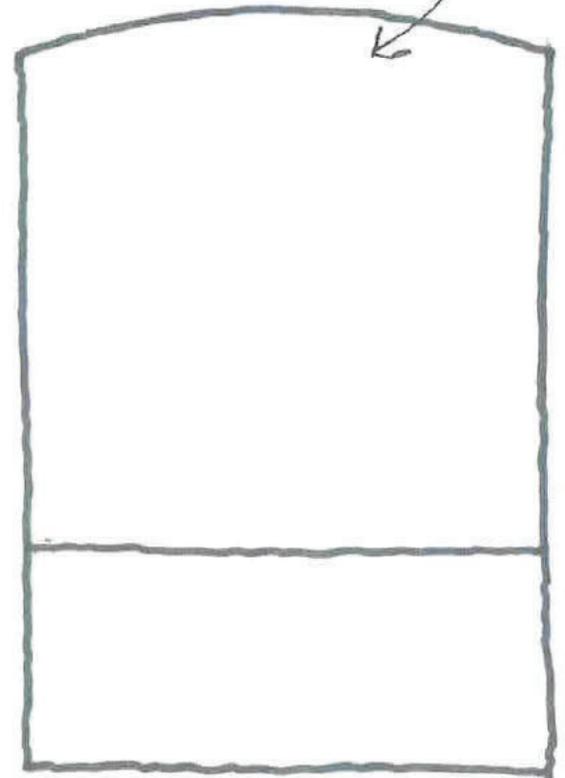
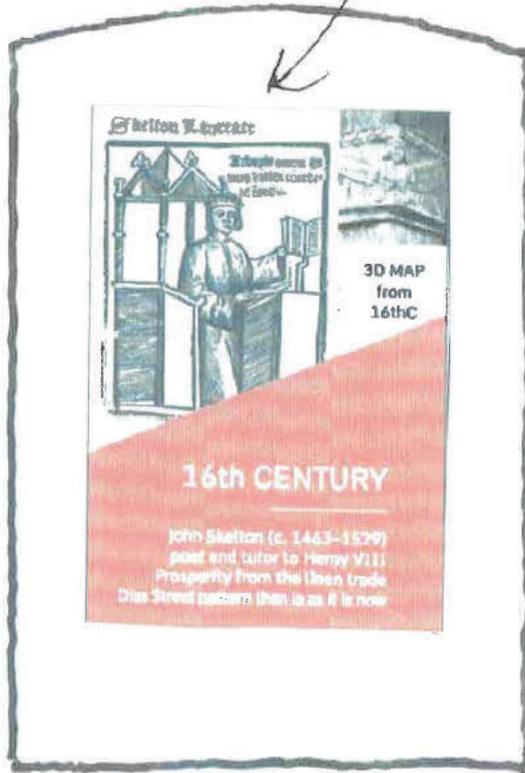
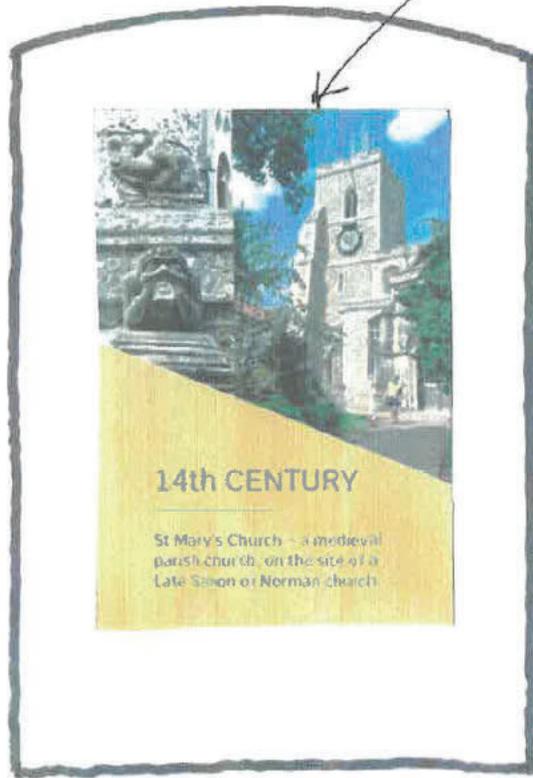
The background board will be painted an appropriate colour and the images will float within that.

The spaces below the two smaller windows need tidying up. The simplest solution would be to cover these with a thin painted board.

DHTT 18.2.26

Acrylic panels with graphics

Panels for DTC events



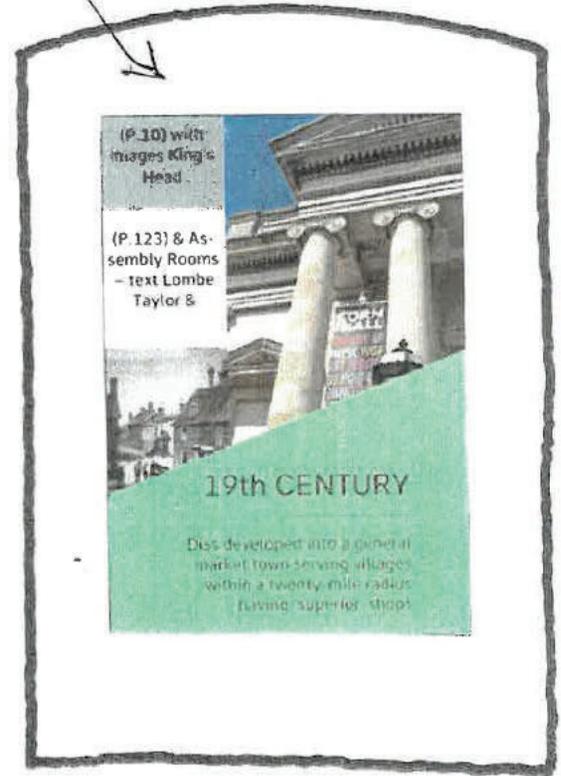
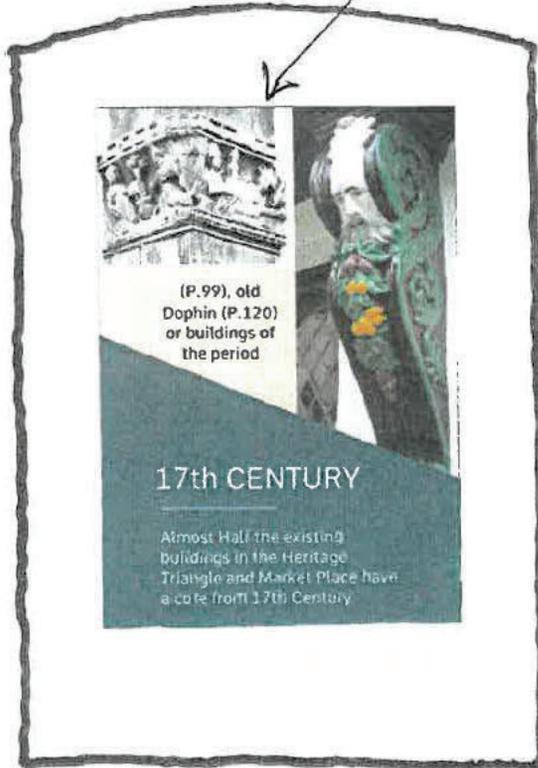
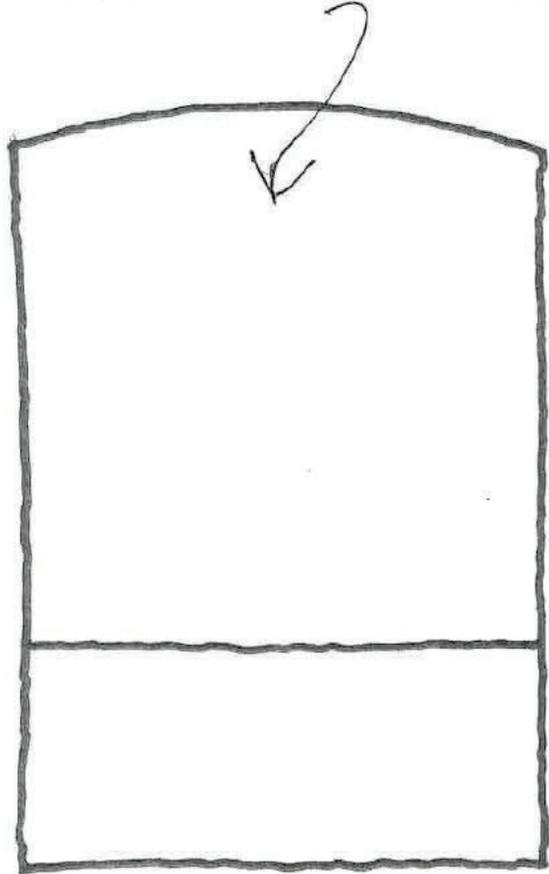
GROUND LEVEL

MARKET PLACE

POST OFFICE WINDOWS: NORTH

Panels for DTC events

Acrylic panels with graphics by DHT



GROUND LEVEL

MARKET PLACE  
POST OFFICE WINDOWS: SOUTH



POST OFFICE

14 CENTS

16 CENTS

17 CENTS

18 CENTS

## Sarah Richards

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**From:** davidcasefineart@btinternet.com  
**Sent:** 25 February 2026 07:00  
**To:** Sarah Richards; 'Ray Bryant 1'  
**Cc:** 'Alan Franks'  
**Subject:** RE: NICC Bid Window Graphics

Hi Sarah

Ray & I have had a brief word.

Post Office. We would retain the existing panels – not stripped back to the original windows. Ray has suggested a very simple method of hanging on these.

### Panels

The 4 'historic' panels would be permanent until redevelopment. These were designed to work together – text and image. They do need to be on the 4 large spaces. To put 2 on the large & two on the small spaces would look very strange. It really wont work and is not whats been proposed to NCC.

We suggest the two smaller panels for DTC. These could be:

- 2 permanent e.g. view of Mere/ market/ event
- 1 permanent – other event. It may be simpler and 'future proof' if the event board had, say, an image of the carnival with wording and just the month. This would avoid changing each year which would cost DTC. For this purpose I cant see we need an actual date
- 2 boards relating to actual event
- Suggest if children are doing they produce a digital image. (Easy for them)

### Cost

All windows will be paid for by DHTT mitigated by any grant. The grant is only payable on spent costs against invoice. So, no, the grant will not pay for coverings after the original project. My suggestion of just putting the month or similar on DTC boards would mean recycling, not new boards each year. The budget should cover Rackham's work but we need DTC agreement before we can get quotes and we would want a quote from Rackham.

### Refurb of planters

There is £500 (I think – haven't checked) for refurb. If we have invoices against this, then we should be able to get some grant against this. (a plus for DTC!)

Should Ray or I attend the meeting next week. We do need to get it sewn up to make deadlines.

Thanks

David

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**From:** Sarah Richards <sarah.richards@diss.gov.uk>  
**Sent:** 24 February 2026 16:19  
**To:** Ray Bryant 1 <eraybryant@yahoo.co.uk>

**Cc:** Alan Franks <alan.franks@hotmail.co.uk>; David Case Fine Art <davidcasefineart@btinternet.com>  
**Subject:** RE: NICC Bid Window Graphics

Hi

Just two further comments, I appreciate the view that having events and history doesn't work too well together. I would like to propose that the events are displayed on either end of the building panels to increase capacity and given your artwork will float in the space and therefore fit on the smaller windows. Artwork is currently across 5/6 panels so two larger panels would be easier to justify.

Kind regards  
Sarah Villafuerte-Richards  
Town Clerk

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

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

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**From:** Sarah Richards  
**Sent:** 24 February 2026 16:09  
**To:** 'Ray Bryant 1' <eraybryant@yahoo.co.uk>  
**Cc:** Alan Franks <alan.franks@hotmail.co.uk>; David Case Fine Art <davidcasefineart@btinternet.com>  
**Subject:** RE: NICC Bid Window Graphics

Hi Ray

Yes, I thought we may have had time to discuss the panels earlier ... I took a quick look before our meeting.

I like the proposals. I think I mentioned that this needs consideration by our events committee, next meeting on 10<sup>th</sup> March so will add this to that agenda.

We're also awaiting a response from the Post Office, which I shall have to chase up. I asked whether we could use the actual windows ...

Other comments are:

1. The 'permanent' graphics are fixed until the building is redeveloped
2. Not sure how the children's graphics will transfer to film? Have you spoken to the previous supplier to see if this is feasible?
3. Presumably the cost of doing no. 2 quarterly will be covered by the NCC grant?
4. Andy Rackham provided the existing boards (I think) – presumably the grant would cover him creating the additional boards for the bottom of the central windows and any painting for the background colour?

Kind regards  
Sarah Villafuerte-Richards  
Town Clerk

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**From:** Ray Bryant 1 <[eraybryant@yahoo.co.uk](mailto:eraybryant@yahoo.co.uk)>  
**Sent:** 24 February 2026 15:30  
**To:** Sarah Richards <[sarah.richards@diss.gov.uk](mailto:sarah.richards@diss.gov.uk)>  
**Subject:** Re: NICC Bid Window Graphics

Hi Sarah,

Thank you for meeting us today I'll put together some words and the drawing for you to circulate to Councillors.

In respect of the proposal for windows are you able to confirm these are acceptable as we would like to order the panels as soon as possible to meet the timescale

Many thanks,

Ray

On Wednesday, 18 February 2026 at 13:07:07 GMT, Ray Bryant 1 <[eraybryant@yahoo.co.uk](mailto:eraybryant@yahoo.co.uk)> wrote:

Hi Sarah,

I've left our proposals for the old Post Office windows with Melissa. I hope we can agree these. Any questions please let me know.

Regards,

Ray Bryant

## Progress Report

Committee	Minute Ref	Subject	Action	Assigned to	Timescale	Comments or further action
EVENTS	E0226/05	Dinsdale Duck Trail	To approve a minimum order of 15 small, medium and large ducks with accessories for up to £1,200 based on £80 for the large, £60 for medium & £25 for the small with a contingency for accessories. Request formal quotation & raise order & draft a Dinsdale duck trail map	KJ	By Next Meeting	On agenda
	E0226/07	Infrastructure	1. To source comparative quotes for security, traffic management & toilets 2. To source a quote for purchase of radios for future events 3. To source an alternative quote for sound support 4. To acquire permission for Fair Green parking.	RL	By Next Meeting	On agenda  Permission granted for £200 - same contribution as last year.
	E0226/08	Applications and Forms	A. to approve the application form and risk assessment with amendment to charity fee to £40. C. to approve the sponsorship form with the addition of the promo on the big screen for the gold & platinum packages and associated fee increase for the gold package to £475. To source online quotes for banner printing.	KJ	A:Immediately C:By Next Meeting	Completed Completed - has been circulated 05.03.26 week to local businesses. Need a committee volunteer to help with this & forward details to DTC.
	E0226/10a	Entertainment	An update on entertainment for Diss Carnival 2026. Emily will get quotes and details ready for next meeting along with interest from local groups who'd like to be involved in the event in some capacity.	EF/KJ	By next meeting	On agenda
	E0226/10b	Entertainment	To defer a quote for event compare decision until next meeting	KJ to add to agenda / JG to provide quote	By next meeting	On agenda
	E0226/11	DISS' Letters	To approve the request from Diss Youth Group to redesign the DISS letters on the MUGA to fit this year's sports theme & confirm to DYG AR to provide quote for new painted letters.	KJ	Immediately/ by next meeting	Completed  On agenda (linked to duck trail proposal)
	E0226/12	Christmas Lights Switch-On	To agree Saturday 5th December as the date for the Diss Christmas Lights Switch-on 2026 subject to confirmation of another local event. All Members to consider switch-on format	JG/All Members	Immediately/ next meeting	On agenda
	E0226/13	Member Updates	Emily advised that she will forward the Tesco Area Manager contact details for Robert to follow up reference parking.	EF/RL	Immediately	Completed. RL contacted Tesco. Reply awaited?