



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

Our Ref: AIE 28.01.26
Date: 22/01/2026

Committee Membership:

S. Browne, D. Craggs (ex-officio), C. Dente (Chair), S. Kiddie,
K. Murphy, J. Robertson (ex-officio), L. Sinfield (Vice-Chair) & J. Welch.

For Information:

Councillors A. Kitchen & R. Peaty.
Facilities & Buildings Manager & Office Administrator.

Diss Express

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

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

Notice of Meeting

Dear Members of the Public and Press,

You are cordially invited to attend a meeting of the **Assets, Infrastructure & Events Committee** to be held in the **Council Chamber at Diss Corn Hall** on **Wednesday 28th January 2026** at **7.15pm** to consider the business detailed below.

Town Clerk / Chief Executive Officer

Agenda

1. Apologies

To receive and consider apologies for absence.

2. Nomination of Substitute Representatives

To note nominated substitute representatives attending in place of those who have sent their apologies.

3. Declarations of Interest and Requests for Dispensations¹

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

4. Minutes

To confirm as a true record, the minutes of the Assets, Infrastructure & Events Committee held on Wednesday 26th November 2025 (copy herewith).

5. Public Participation

To consider a resolution under Standing Orders 3d to 3h to suspend the meeting to hear comments from members of the public on items to be discussed on the agenda (*the period of designated time for public participation is 20 minutes, unless directed by the Chair of the meeting, and individual members of the public are entitled to speak for a maximum of five minutes each*).

6. Items of Urgent Business

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

7. Park

- a) To consider quotations (report reference 42/2526 herewith) for improved vehicular access from Park Road Car Park for events such as car boot sales and Carnival.
- b) To consider revised Park terms and conditions (copy herewith).

- c) To note that the Park Kiosk tenant has terminated his licence & the cupboard will be cleared of all equipment.

8. Heritage Wildlife Garden

- a) To consider the draft Memorandum of Understanding between Diss Town Council & the Diss Community Woodland Project regarding the ongoing management of the Heritage Garden (copy herewith).
- b) To consider a proposal to reduce the number of boardwalk planters to protect the boardwalk and ease ongoing maintenance (copy herewith).
- c) To consider a proposal to introduce aquatic plants on the Park in light of 11b and increase biodiversity (copy herewith).

9. Sports Ground Pavilion Water Supply

To receive information regarding the route of the water supply pipe to the Sports Ground Pavillion (copy herewith).

10. Property Flood Resilience Scheme

To consider Norfolk County Council's Property Flood Resilience Scheme and questionnaire response following feedback from Roydon Parish Council (copy herewith).

11. Shelfanger Road Streetlighting

To consider whether to assume responsibility for new streetlighting on the Shelfanger Road housing development (copy details herewith).

12. Events

- a) To note the minutes of the Remembrance debrief on 24th November (copy herewith).
- b) To note the notes of the Christmas Lights Switch-On debrief on 15th January 2026 (copy herewith).
- c) To note the minutes of the first new format events sub-committee on 20th January (copy herewith).

13. Items for Noting

- a) **Skate Park** – to note that the Skate Park repairs are scheduled to commence in February 2026.
- b) **Committee Terms of Reference** – to note that Full Council will consider the revised terms of reference for committees including a change to committee title to Assets & Infrastructure as Events is its own sub-committee reporting to Full Council.
- c) **Vinces Road Housing Development** – to note that the Council's streetlighting contractor has inspected and required changes to the new lights on the Vinces Road Housing development prior to hand over.
- d) **Mere's Mouth** – to note the Flock sculpture on Mere's Mouth will have a full scheduled clean in February, the lights are now functional and a solution to the water ingress is being investigated.
- e) **Corn Hall** – to note that a roof repair to re-fix a capping piece dislodged by wind and replace a section of downpipe has been scheduled early February and advice is being sought from the Planning Authority for proposed internal improvements to the Council Chamber and external improvements including banners on the front columns & fixed display boards to improve visibility and communication.
- f) **Progress Report** - to note progress on decisions made at the last meeting (copy herewith).

14. Member Forum

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

15. Date of Next Meeting

To note that the next meeting of the Assets, Infrastructure & Events Committee is scheduled for Wednesday 8th 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/Assets, Infrastructure & Events>.

Diss Town Council

Minutes

Minutes of the meeting of the **Assets, Infrastructure & Events Committee** held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 26th November 2025** at **7.15pm**.

Present: Councillors: S. Browne, D. Craggs (ex-officio), C. Dente (Vice-Chair),
J. Robertson (ex-officio), L. Sinfield, J. Welch

In attendance: Sarah Villafuerte-Richards (Town Clerk)
Robert Ludkin (Facilities & Buildings Manager)
Colin West (Office Administrator)
3 members of the public

AIE1125/01 Election of Chair of the Assets, Infrastructure & Events Committee for the Municipal Year 2025/26

Members considered the election of the Chair to the Assets, Infrastructure & Events Committee for the remainder of the municipal year 2025/26. It was

Resolved: to elect Councillor Dente as Chair for the remainder of the municipal year 2025/26.

AIE1125/02 Apologies

Councillor's Name	Apologies Received	Absent Without Apology	Reason / Approval
S. Kiddie	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ill health
K. Murphy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

AIE1125/03 Election of Vice-Chair of the Assets, Infrastructure & Events Committee for the Municipal Year 2025/26

Members considered the election of the Vice-Chair to the Assets, Infrastructure & Events Committee for the remainder of the municipal year 2025/26. It was

Resolved: to elect Councillor Sinfield as Vice-Chair for the remainder of the municipal year 2025/26.

AIE1125/04 Nomination of Substitute Representatives

There were none.

AIE1125/05 Declarations of Interest

Minute No.	Councillor's Name	Personal/Other Interest	Pecuniary Interest	Reason
Item 11	S. Browne	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Presenter of Park Radio who are based at the Corn Hall

AIE1125/06 Minutes

Members received the minutes of the Assets, Infrastructure & Events Committee meeting on Wednesday 1st October 2025. It was

Resolved: To approve the minutes of the meeting of the Assets, Infrastructure & Events Committee held on Wednesday 1st October 2025 as a true record and were signed by the Chair with one minor amendment as cllr Murphy was not present.

AIE1125/07 Public Participation

There were three members of the public in attendance who wished to speak on items 10, 14 and 15.

AIE1125/08 Items of Urgent Business

[https://disstowncouncil.sharepoint.com/sites/DTCDoc/Committees/Assets](https://disstowncouncil.sharepoint.com/sites/DTCDoc/Committees/Assets%20Infrastructure%20Minutes%2026.11.25.docx) & [Infrastructure/Minutes/Assets,](https://disstowncouncil.sharepoint.com/sites/DTCDoc/Committees/Assets%20Infrastructure%20Minutes%2026.11.25.docx)
Infrastructure & Events Minutes 26.11.25.docxPage 1 of 4

There were no items of urgent business raised.

AIE1125/09

Tree Management

- a) Members considered quotations for a tree inspection of Council-owned trees across all sites to inform a three-year management plan to commence in April 2026 (report 35/2526). Comments were made regarding the wide range in prices against the same specification & that the most cost-effective one will meet the Council's requirements. It was

Resolved: 1. To approve the appointment of Company B at a cost of £525 to undertake the tree survey.
2. To approve the contract period for the tree management contract of 1st September 2026 – 31st August 2029.
3. To approve the advertising of the tree management contract on the Find-Tender website given it's expected value over the £30k threshold.

(Action: FBM / Clerk; 1. by 30.01.26)

- b) Members considered a quotation from the Council's tree surgeon to reduce the height of the Liquidambar tree in St Mary's churchyard to improve visibility of the newly refurbished church clock. It was noted that the tree works application has been sent to the Planning Authority by the Council's tree surgeon so the decision will be subject to consent. It was

Resolved: to reduce the height of the Liquidambar tree in St Mary's churchyard to improve visibility of the newly refurbished church clock subject to planning consent.

(Action; FBM; by 31.03.26)

AIE1125/10

Heritage Garden Maintenance

Members considered a report reviewing the Heritage Garden maintenance and considered a proposal from the Diss Community Woodland Project (DCWP) for ongoing management. The Chair of the DCWP spoke about the works completed over the last year, which focused on hedge cutting, pruning, watering, path maintenance and new planting to improve biodiversity. It was noted that these works are the responsibility of the Heritage Trust, and they have seen the report and are happy with their work.

Given the DCWP is about to finalise the purchase of additional land on the east side of Diss and expanding reach, they need to raise funds to cover the costs of managing their sites and have the public liability insurance in place. They will ensure the site is safe and attractive to visitors whilst considering the biodiversity of the site such as cutting different sections at different times of the year to improve habitats. It was agreed that the grounds maintenance contract considered by the Council last week would exclude the heritage gardens except for the weedkilling task.

Members discussed the current agreement between the Heritage Trust & DTC regarding the garden maintenance, and this would be updated accordingly. It was

Resolved: 1. To approve a one-year contract with the Diss Community Woodland Project to maintain the heritage gardens excluding weed spraying to be carried out by the ground's maintenance contract.
2. To review the Memorandum of Understanding between the Heritage Trust and Diss Town Council and update accordingly.

(Action; Clerk; by 31.03.26)

AIE1125/11

Corn Hall

Members considered a contribution towards the cost of replacing the emergency lighting at Diss Corn Hall. There was discussion regarding landlord / tenant responsibilities, and it was noted that a precedent has been set as it has been previously paid for jointly. A request was made to ensure this is budgeted every 2-3 years. It was

Resolved: to contribute 50% towards the costs of replacing the emergency lighting at Diss Corn Hall.

(Action; FBM; by 31.03.26)

AIE1125/12 Property Flood Resilience Scheme

Members considered Norfolk County Council's existing Property Flood Resilience Scheme and questionnaire response. It was noted that Roydon Parish Council completed the survey in October. One of their councillors is a habitat expert & undertaken a lot of work on flooding. He emphasised the need to focus on the correct land management with landowners fulfilling their riparian responsibilities. It was agreed that the feedback from Roydon PC would be acquired and this item reconsidered at the next meeting.

(Action: Office Administrator; by 15.01.26)

AIE1125/13

Acquisition of Go-East Anglia and Passenger First Network Engagement

Members considered the consultation offer from Transport Made Simple Group with a view to improving our local transport network. It was noted that correspondence has already been shared with Transport Made Simple who are engaging with groups in Diss and planning to hold a meeting in Diss with dates to be agreed. It was agreed that the Council should be involved in the consultation and this provided an opportunity to follow up the meeting councillor Welch and the Clerk had with the company several months ago. Topics discussed included a new bus route to Thetford & route from the train station to Diss. It was

Resolved: That Councillors Welch & Browne would join a meeting to be scheduled with Transport Made Simple regarding improvements to our local transport network.

(Action: JW / SB / Clerk; as required)

AIE1125/14

Shelfanger Road Development Street Naming

Members considered a request from Norfolk Homes for street names relating to the new Shelfanger Road housing development including proposals from Roydon Parish Council. One of their parish councillors explained that the proposals were historically & geographically relevant / contextual. There were several additional names suggested including 'Well Place' given the archaeological wells on the site and it was noted that 'Heywood View' is the name of the development. The Clerk will circulate the District Council's street naming convention, and it was

Resolved: 1. To forward the Roydon Parish Council considered names to the developer

(Action: Office Administrator; immediately)

2. That each member would consider two additional street name ideas for review at the next meeting.

(Action: all members; by 28.01.26)

AIE1125/15

Events

- a) Members noted that the debrief of the Remembrance committee takes place on 24th November. The event was well attended and improved on the Market Place format from last year. Areas for improvement include traffic management, sound, timing around the wreath laying and memorial names & announcing disabled access area. It was also noted that changes are likely with the new Rector starting at St Mary's church in January.
- b) Members noted that the Christmas Lights Switch-On takes place on Saturday 29th November.
- c) Members noted that the date and theme for Carnival 2026 will be announced in the New Year.
- d) Members considered a new format events committee to improve planning and reduce duplication. Changes seek to improve operational efficiency and ensure compliance around event safety / GDPR legislation particularly given considerable workload attached to potential future site development and Local Government Review. The key role played by volunteers in organising events and working on the day was emphasised, and the importance of retaining their goodwill in the new format. There are also general support roles for volunteers.

It was noted that most of the administrative work is carried out by staff members, hours spent on events are being recorded & it would be possible to pare down events to reduce workload. The importance of active involvement from all committee members both in planning the event and on event day was muted. It was noted that other Town Councils have partnered with local organisations to deliver similar events or outsourced them completely and that such approaches could be considered in future. It was also proposed that councillor recruitment should emphasise the requirement to support events.

It was

Resolved: to trial the new format events committee to improve planning and reduce duplication for 2026.

(Action: Marketing & Comms Admin / Clerk; by mid-January)

AIE1125/16 Progress Report

Members noted progress on decisions made at the last meeting. The Clerk spoke to Norfolk County Council representatives earlier this week and they will be prioritising work on the Parking Stakeholder project from the Spring due to staffing issues. They will consider combining all three elements of the scheme into one given the time delays. The Traffic Regulation Order will take 18 months so it is estimated that the scheme would be delivered by the end of 2027.

AIE1125/17 Member Forum

Members considered information or issues relevant to this committee from members for brief discussion, action or inclusion on a future agenda. It was suggested that the old infant school could be considered as for potential site for development for the new Unitary Mayoralty however logistically and timewise, this would be unlikely.

AIE1125/18 Date of Next Meeting

Members noted that the next meeting of the Assets, Infrastructure & Events Committee is scheduled to take place on Wednesday 28th January 2026 at 7.15pm.

Meeting closed: 20.55.

Councillor Dente
Chair

**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:
42/2526

Report to:	Assets, Infrastructure & Events Committee
Date of Meeting:	28 th January 2026
Authorship:	Facilities & Buildings Manager
Subject:	Access from Park Road Car Park to Park

Introduction

1. Whenever the Town Council organises events on the park, vehicular access is required to enable event infrastructure, equipment, and support vehicles to enter the park safely and efficiently.
2. At present, access is typically gained via temporary ramps from the Park Road car park, allowing vehicles to traverse the kerbs and enter the park area.
3. Over several years, frequent use of this access point - particularly during car boot sales and other large-scale events - has resulted in significant ground compaction and subsidence. The soil levels adjacent to the kerbs and within the park have dropped noticeably. As a result, the height difference between the car park surface, kerbs, and park ground has increased beyond what was originally intended.
4. This deterioration has led to an increasing number of vehicles bottoming out when attempting to access the park. This not only causes damage to private and commercial vehicles but also presents a health and safety concern, particularly for larger vehicles carrying equipment or passengers. In addition, the repeated impact risks further degradation of the park surface and surrounding infrastructure, potentially increasing future maintenance costs.

Quotations

5. To address this issue, the Council has sought professional advice and quotations from two specialist contractors (see Appendix). These quotations outline recommended remedial works designed to provide a safer, more durable, and more practical solution for ongoing vehicular access between the Park Road car park and the park itself.
6. Both quotations address the need to stabilise soft ground, enable vehicle access, and prevent repeated rutting or subsidence. The summary of proposals is below.

Contractor A

- Heavy-duty reinforced grass surface across a 17 m² area.
- 200 mm excavation, geotextile membrane, 110 mm Type 1 sub-base, 50 mm sand screed.
- Installation of 450×450×50 mm concrete grass blocks, infilled with topsoil and grass seed.
- Cost: £3,145 + VAT (approx. £3,774). Cost per m²: £185.

Contractor B

- Lighter-duty reinforced entrance ramp across a 10.5 m² area.
- 150 mm excavation, Terram membrane, 100 mm MOT Type 1 sub-base.
- 30 mm grass-reinforcement panels with original turf relaid.
- Cost: £2,920 + VAT (£3,504). Cost per m²: £278.

7. Comparing the two, Contractor A offers a stronger engineering specification, larger area, and lower cost per square metre. Contractor B offers a smaller, natural-looking ramp solution suited to lighter use.

Budget

8. Now that the Park Enhancement Earmarked Reserves has been allocated to Skate Park repairs, the Responsible Finance Officer recommends this expenditure is funded via EMR Community Infrastructure Levy (CIL).

Conclusion

9. Implementing one of these solutions would improve safety, protect vehicles, and help preserve the condition of the park while ensuring that Council-run and community events can continue to operate effectively.
10. Contractor A provides better long-term value, durability, and load capacity, and is the recommended option for Council approval.

Recommendation

To appoint contractor A to provide a safer, more durable, and more practical solution for ongoing vehicular access between the Park Road car park and the park at a cost of £3,145 excluding VAT allocated to Earmarked Reserves Community Infrastructure Levy.

Company: DTC
FAO: Robert Ludkin

Reference No: 6415

Contractor A

Email: robert.ludkin@diss.gov.uk

Date: 26/11/2025

QUOTATION

Park Rd, Diss

We thank you for your enquiry and have pleasure in forwarding the following quotation for your consideration.

To supply plant, labour and materials etc to complete the following works: - Set up appropriate traffic management signs and barriers. Excavate approx. 17m² area @ 200mm depth, cartaway surplus. Pre roll area and geotextile area. Import 1100mm x type one, level and compact. Import 50mm x sharpe sand, screed of. Infill 17m² using 450x450x50mm grass blocks to a required level and gradient. Infill blocks and perimeters with topsoil and grass seed area. = **£3145.00**

Contractor B

ESTIMATE

Diss Town Council

Date
20 Nov 2025

Expiry
20 Dec 2025

Quote Number
QU-0155

Description	VAT	Amount GBP
Project Description: Access on to Mere Park via car park Material: 30mm Grass ground reinforcement	20%	2,920.00
Scope of Work: The scope of work will repair the sunken ground where cars now bottom out on the concrete kerb of the car park, and also reinforced for future use.		
Demolition and Removal: 1. Turf to be removed and set aside. 2. Area between the spray marks approx. (3m x 3.5m) on the kerbs to be excavated to a depth of approx. 150 mm.		
Installation of new entrance: 1. Sub base will be a MOT Type 1 which will be 50mm then compacted down and another 50mm and then compacted. Giving a total sub base of 100mm. under the sub base will be a terram (suppressant) to stop soil migration. 2. Installation of Grass Ground Reinforcement on top of MOT Type 1 with the lifted turf relayed on top of that. 3. The new reinforced area will be designed like a ramp from the top of the kerb to the lay of the park land which is slightly lower than the car park creating better access.		
Waste Management: Efficient disposal of all waste through off-site skip.		
	Subtotal	2,920.00
	TOTAL VAT 20%	584.00
	TOTAL GBP	3,504.00

Terms





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

Regulations for Hire of Diss Park

SECTION 1: GENERAL EVENTS

Bookings & Payment Process

1. An event can take up to six months to process depending on the complexity of the event. Please allow sufficient time for processing.
2. For larger events such as Carnivals, Community fun days, fairs, festivals, open air theatre or vehicle shows, a statement of intent should be submitted at the earliest opportunity including:
 - 2.1 Preliminary information about your event with a plan of how you propose to utilise the space.
 - 2.2 Summary of activities, attractions and expected attendance.
3. An initial review of your proposal will be undertaken by Council officers based on the availability of the proposed dates for the park and the feasibility of the event.
4. A hire fee may be charged according to event size and nature
5. If the event receives initial approval, you will be required to provide detailed documentation as part of the application process. We recommend completing the Safety Advisory Group (SAG) Event Management plan to ensure all areas are covered but documentation must include:
 - 5.1 A detailed event setup plan, including stall and equipment layouts. (To be reviewed by our Facilities & Buildings Manager.)
 - 5.2 A full running order or entertainment schedule.
 - 5.3 A copy of your Public Liability Insurance certificate (minimum cover of £2 million).
 - 5.4 Infrastructure requirements, such as additional security, further toilet provision, extra refuse bins.
 - 5.5 Extreme weather contingency plan.
 - 5.6 Information on emergency provision, including First Aid arrangements, Fire Safety, Police liaison, and procedures for lost children.
 - 5.7 A comprehensive risk assessment. A template is available from the Council on request but should be amended with specific risks for your event.
 - 5.8 For any food vendors: relevant documentation such as completed application form risk assessments, public and employers' liability insurance, food hygiene certificates, and gas safety certificates (if applicable).
 - 5.9 Large-scale events (500+ expected attendees) must notify (SAG) sag@southnorfolkandbroadland.gov.uk a minimum of 3 months in advance of the intended

date by completing an event notification form
<https://www.southnorfolkandbroadland.gov.uk/business/licensing/event-notification>
Following review of this initial form they will advise if a further event Management plan is required
<https://www.southnorfolkandbroadland.gov.uk/business/licensing/event-management-plan-template> Diss Town Council should be notified immediately of any issues and feedback the hirer received from SAG.

6. If the event reaches this stage in the planning process, officer time has been utilised and the event is subsequently cancelled by the hirer, an application fee of £100 will be payable to cover administration.
7. Payment Terms: All fees and charges must be made via BACS. Cash or cheque payments are not accepted.

Licensing

8. Diss Town Council holds a premises licence for live or recorded music and/or the sale of alcohol, and the licensing agreement will need to be signed with the Town Clerk by a member of your group who will be in charge on the day.
9. Organisers may be required to contribute towards PRS/PPL licensing fees if recorded or live music is played.

Health & Safety

10. All potential risks to the public, staff, volunteers, and property must be properly assessed, mitigated and specified in your risk assessment.
11. Assist the Council by reporting any accident or incident that has caused or may cause injury to a person or damage to property.
12. A minimum of three trained parking marshals is required for traffic and crowd management.
13. All vehicle movements during the event must be supervised by marshals. Only cars belonging to event are permitted on the park during set up. These vehicles will then be required to be moved off the Park.
14. Marshals must wear high-visibility clothing and be adequately briefed, instructed and supervised on their roles.
15. Organisers must take reasonable care of their personal health, safety & welfare and that of others who may be affected by their acts or omissions and must ensure the safety of:
 - Reversing and manoeuvring vehicles.
 - Setting up and dismantling of stalls and equipment.
 - Minimising trip hazards such as cables, stakes, or uneven surfaces.
16. Vehicular access needs to be clearly defined and marked out by traffic cones and visible to people attending the event. Two ramps are available for organisers. The access key for the park toilet cupboard (where the ramps are stored) must be collected from the Town Council Offices on the Friday before the event. The ramps must be returned to the park toilet cupboard at the end of the event, and the key must be returned to the Council on the Monday morning. Charges will apply for any unreturned ramps or keys.

Liability & Cancellation

17. Diss Town Council does not accept liability for any loss, damage, or injury incurred during your event to persons or property or other liability incurred by the event.
18. The Council reserves the right to cancel events in cases of adverse weather or other unforeseen safety issues. In such cases, the Council will repay any fees paid. However, it is not liable for any expense incurred by the Hirer because of the cancellation.

19. The Council reserves the right to cancel any booking in the light of an emergency of any kind. The Council will consider refunding part or all the fees and charges paid and the amount shall be at the Council's discretion.
20. Cancellation by the Hirer of a booking must be in writing and must reach the Council seven days before the scheduled Event at the very latest.
21. On cancellation of the booking the Hirer must pay the full hire fee to the Council as well as any additional expenses incurred by the Council.
22. Council officers may conduct on-site inspections during the event to ensure compliance with regulations. Organisers must follow all instructions and guidance issued by the Council.

General Terms & Conditions

23. Fireworks, bonfires, and pyrotechnics are prohibited unless expressly authorised
24. No illegal, dangerous, or counterfeit goods may be sold. Prohibited items include, tobacco, weapons, fireworks & pornography.
25. No animals or livestock may be brought onto the site for sale.

Enforcement

26. Failure to comply with these regulations may result in:
 - Immediate termination of the event
 - Retention of deposits
 - Refusal of future bookings
 - Recovery of costs for damage or additional cleaning.

SECTION 2: CAR BOOT SALES

Bookings

1. A maximum of 12 car boot sales per year are permitted, including one allocated to the Mayor on the first Sunday of May.
2. Each group or organisation may book one car boot sale per year in the first instance. After 31 March, any remaining dates are offered on a first-come, first-served basis. Sales cancelled due to adverse weather will be offered an alternative date if one is available and monies may be held over until the next sale is booked.
3. Organisers must submit a completed Park booking form to secure your car boot sale.
4. A risk Assessment form must be completed and returned to the Council Offices four weeks before the event takes place (failure to supply the risk assessment will result in the event being cancelled)
5. All users are totally responsible for their own insurance cover; evidence of Public Liability Insurance to a minimum value of 2,000,000.
6. The hire fee of £67.50 must be made via BACS at least a month before the event. Cash or cheque payments are not accepted.

Event Promotion

7. Organisers are encouraged to publicise their events at least 2 weeks prior via:
 - Local social media (e.g., Diss Community Noticeboard – Facebook).
 - Posters in local shops and community spaces.

- Local radio or newspapers.
- Arrange roadside signage for the edge of the park with contractor (contact details will be provided)

Set Up & Close Down

8. Site setup is permitted from 6:00am. Public admission is allowed from 7:00am. The entire site must be cleared by 1:00pm.
9. A minimum 3-metre gap must be maintained between vehicle parking and stalls (see approved site plan supplied by the Council).
10. Only vehicles offering goods for sale are permitted on site.
11. It is recommended that sellers are settled and trading before collecting fees.
12. No vehicles may leave the site before 11:30am, for safety reasons.
13. Organisers and marshals must remain on site until the last vehicle has departed.

General Terms & Conditions

14. Clauses 7 to 9, 11, 15 to 19, 22, 23 to 26 of the General Events Regulations apply to car boot sales.
15. Alcohol should not be sold at car boot sales.
16. Only private individuals may sell second-hand household items. Professional traders are not permitted.
17. Council litter bins must not be used, and all goods, rubbish, and equipment must be removed from the site after the event. An additional fee may be levied following the event to cover site cleanliness.
18. You are encouraged to liaise with local charity shops in advance for the collection of any unwanted or unsold items.
19. Public toilets will be open from 6:15am on the day of the event.

DCWP and DTC Memorandum of Understanding Regarding Garden and Boardwalk Maintenance

1. Title & Parties:

This agreement is between Diss Town Council (DTC) and the Diss Community Woodland Project (DCWP).

2. Purpose & Objectives:

An annual maintenance contract agreed between the two parties, to ensure that skilled volunteers from the DCWP are maintaining the Council-owned Heritage Garden & Boardwalk site to a high standard for residents. This is in line with Council policies on biodiversity, and produces an income for DCWP to sustain their work here and at their other sites for the foreseeable future.

3. Roles & Responsibilities

Within the area defined as the Heritage Garden and Boardwalk, the Diss Community Woodland Project (DCWP) will:

- Cut and clear grassed areas according to need. For example, the circular lawns and path edges will be kept short and cut regularly, whilst slopes and wildflower areas will be cut only when required to clear overgrowth / dead material.
- Prune and shape shrubs, trees and hedges according to seasonal need and to keep them at a manageable size.
- Only cut hedges outside of the bird-nesting season and subject to nest inspection by volunteers. Hedges will be kept to a height of around 6ft for ease of maintenance and to reduce impact on neighbours.
- Plant, arrange and maintain plant borders at the top of the slope, removing unwanted weeds such as brambles and nettles and promoting the growth of flowering wildlife-friendly plants.
- Weed, rake and maintain the width and edges of the formal paths.
- Remove litter and rubbish on a regular basis.
- Water plants according to need.
- Report any damage, vandalism to or emerging maintenance needs of manmade structures within the area to DTC.

- Make management and maintenance decisions that best maximise the areas value for residents' enjoyment and for biodiversity.

The DCWP will not:

- Maintain or repair any manmade structures such as the steps, platforms, fences, handrails, floating boardwalk, gates, benches or taps.
- Use any chemical pesticides, fungicides or herbicides, instead recommending if any work of this nature is needed to DTC, for assignment to the relevant contractor.
- Be responsible for upkeep of the plough display or any other interpretation boards.
- Undertake any work outside what is defined as safe within DCWP Risk Assessments and insurance policy.

4. Monitoring & Review

The contract cost to DTC, and the terms of this Memorandum of Understanding are to be reviewed on an annual basis, to assess the suitability of the arrangement to both parties and ensure the best outcome for residents, DTC and DCWP. DCWP will review the MoU at its Steering Group meeting prior to their Annual Meeting and DTC will review the MoU at its Assets & Infrastructure committee prior the start of the term.

5. Term & Termination

The agreement will commence at the start of each Council financial year (1st April to 31st March), following approval to continue the agreement or make any amendments to the agreement. Termination of the contract can be given by either party with a written notice period of no less than four weeks.

6. Status of MOU

This MoU is a statement of intent, not legally binding. It is an appendix item for both parties and others to refer to for information on the management of the Heritage Garden Area.

Signed on (DD/MM/YY):

DCWP Chair

DTC Chair

Maintenance of Boardwalk planters

I note that in my suggested agreement DCWP will not take responsibility for maintenance of any manmade structures such as the platforms on the slope or floating boardwalks. This keeps our agreement within DCWP's insurance policy and fields of expertise, but does leave the responsibility for the floating planters on the boardwalk somewhat ambiguous.

I personally was happy to undertake work to restore them and their planting, and contribute to their future maintenance, but would not be comfortable assigning that work to other DCWP volunteers given their position over open water. I'd therefore like to suggest that whatever we agree to do with them be between myself (working outside of the DCWP) and the DTC Maintenance Team.

In terms of a way forward with the floating planters, I've seen on recent visits that some have begun to disconnect from the boardwalk again, and recent heavy wind against them has affected the position of the boardwalk itself, now curving slightly inwards, possibly placing strain on the wooden railings. I'd be concerned that even if they were restored/replanted to as they were, they could have this effect along the straight section of the boardwalk again.

I'd like to suggest that any restored planters be placed at the ends of the boardwalk and around the larger corner platform of the boardwalk, where they will not be affected by wind and also be easier to access for maintenance in future. To my mind this would mean that we would only need either five or six planters as opposed to the current ~10.

In terms of removal / maintenance of the planters, we had initially suggested pulling them to the shore of King's Head Yard, but having thought about it, I would prefer to manipulate them round to the bank at the bottom of the Town Garden itself.

If the attachments can be removed, I can use a long hook on a pole I have to get each planter round one at a time there and then assess them either for repair or dismantling. Any useful plants from the dismantled planters can be replanted into the wild area at the bottom of the Town Garden afterwards.

Kind Regards,

George



Additional Park Planting

The removal of some of the boardwalk planters would reduce the total number of aquatic plants around the Mere. I have had some thoughts about how we can compensate for their loss, by tying in another issue around the Mere that I have spoken to Robert about before.

On the other side of The Mere on the Park, there are some large patches of mud on the lawns where Madgett's Walk meets the Park, around the new duck feeder. Robert has asked me before about how we could address these or stop them getting worse. I didn't have any immediate solutions at the time but have recently been reading about the loss of wetland bank habitat in this region of the country, driven largely by urbanisation, land drainage and the spread of fishing swims and mooring stations along waterways.

The muddy patches would in fact be suitable planting sites for specimens of these lost bank plants. These plants, once established, would not spread beyond the mud into the grass but would reduce the water saturation there and provide an increase in biodiversity for the area.

The two plant species I have in mind are *Caltha palustris* and *Iris pseudacorus*, both of which Howard Nurseries currently have a crop of for sale (£2 and £1.75 per plant respectively).

I've used an AI program to render a rough representation of what these are and could look like once planted (see above & below). These areas would be very low maintenance and could simply be mown around to contain (as I presume the muddy areas currently are?).

It's to my mind a relatively small and simple project that ticks the boxes of raising biodiversity, addressing the issue of mud in the lawn and compensating the loss of the planters.

Prices for the plants needed to complete the project and have the figures below:

Caltha palustris x20- £40

Iris pseudocorus x20 - £30

Lychnis flos-culculi x12 - £30

Total - precisely £100

Kind Regards,
George



Diss

Author: D. Master Profile

Date: 15/01/2026

0 10 20 30 40m
Scale: 1:2225 @ A4

PARISH
ONLINE

Item 9





Questions for Parish Councils in areas that have experienced flood/s

Name of Parish/Town that you are responding on behalf of:

Roydon Parish Council

- 1) Do you think the Council should prioritise resources to PFR projects or wider community options (such as Natural Flood Management)?

Please refer to the section titled 'Norfolk County Council PFR projects' (page 7-10) in the engagement pack for more information.

A) Yes

B) No

Yes, equally to both options depending on circumstances, with a steer towards the natural flood management.

- 2) Which approach would you prefer for the Council to use when undertaking PFR projects in Norfolk?

A) Allow residents to apply for PFR funding on an individual basis.

B) The Council invites communities to apply for PFR funding based on their risk of flooding.

C) Other, please specify:

A



3) Should funding/prioritisation be offered based on:

- A) The risk of flooding for individual properties
- B) The financial need of property owners
- C) The vulnerability of residents
- D) Order of when application is received
- E) Other, please specify:

C,A,B,D

The general consensus from members was that more focus should be on development and improvement of the landscape itself to better manage the effects of flooding, rather than making direct modifications to properties. Property improvements were still important for houses most at risk to severe damage from flooding, but the PC recognises that many houses may not be fit for retrofitting of these measures due to age or construction, so encouraging responsible land management by landowners themselves was preferable to have the most potential impact on the widest range of properties in the area.



Infrastructure
County Hall
Martineau Lane
Norwich
NR1 2SG

via e-mail
Diss Town Council
towncouncil@diss.gov.uk

NCC contact number: 0344 800 8020
Textphone: 0344 800 8011

Your Ref:
Date: 17 December 2025

My Ref: 9/7/25/0960
Tel No.: 0344 800 8020
Email: laura.vincent2@norfolk.gov.uk

Dear Sir or Madam

**Development at Shelfanger Road, Diss
By Norfolk Homes**

The County Council will not accept responsibility for street lighting on this estate as it is considered that there is no highway need.

If your Council requires lighting and wishes to accept its future responsibility then it must be to a footway lighting standard (where no street lamp is mounted above 13 feet (3.9 metres), or where no street lamp is mounted more than 20 feet (6 metres) above ground level and there is at least one interval of more than 50 yards (45.75 metres)) between adjacent street lamps in the system), but the actual positions and equipment used is your Council's decision subject to the County Council's approval as Highway Authority.

Would you please complete the attached form and return it to me in order that I may know your Council's requirements.

Yours faithfully

L Vincent

Laura Vincent
Electrical Services Technician

Encl.

Continued.../

To: Highways Maintenance Manager
Infrastructure
County Hall
Martineau Lane
NORWICH
NR1 2SG

For the Attention of the Street Lighting Section

Development at Shelfanger Road, Diss
By Norfolk Homes

Please select which statement applies to your Council, as the local lighting authority:

(Please tick one statement only)

The local lighting authority does not want street lighting to be installed on the above development.	
The local lighting authority would like street lighting to be provided on the above development and wishes to accept responsibility for it. The lighting will be designed and installed to a footway lighting standard.	

Name (Print): _____ Signed: _____

On behalf of the local lighting authority

You may wish to keep a copy of this for your records.



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 When NCC will not accept responsibility for street lighting on developments where it is considered that there is no highway need, DTC will consider whether it wishes to accept its future responsibility.
- 5.2 Given the cost of maintaining and replacing streetlighting, DTC will only consider accepting responsibility for new lighting if the developer is prepared to contribute to ongoing maintenance and replacement costs.
- 5.3 DTC will also consider neighbouring development lighting, number of lights required, positioning, and budgeting restraints.
- 5.4 DTC will consider for example installing lights opposite junctions to offer some illumination at the areas where there would be more traffic and pedestrian movement.
- 5.4 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.
- 5.5 The materials used would need to match what DTC currently has installed i.e. ASD LED lanterns.

RESOLVED:

1. To consider the feasibility of installing an ECVF as part of the redesign of the Market Place area via the Norfolk County Council parking project possibly via a future Parish Partnership Scheme bid.
2. To acquire a costing for the Facilities and Buildings team to undertake the clearance part of the Lows proposal to compare with the quote received & for the Clerk and Facilities & Buildings Manager to arrange accordingly.
3. To review a Parish Partnership bid to improve the Lows, a Public Right of Way, if deemed eligible and dependent on 2 above at a future meeting and prior to the submission deadline.

(Action: Clerk / SO / NCC / by 09.12.24)

INF0724/08

STREETLIGHTING

Members considered recommendations regarding streetlight testing, upgrades and new development lighting (report reference 19/2425 referred). A further attachment was tabled following liaison between Amey and the Council's streetlighting contractor, Suffolk County Council to ensure the appropriate specification for the lights for ongoing maintenance.

There was discussion re_ardin_ the future costs to the Council versus safety for residents and it was agreed that the developer would be asked to contribute to future maintenance and replacement for up to 10 years. The proposal for six lights at the locations on the plan was supported. The formula for the requested remuneration was calculated at £2k per column replacement and £35 per annum for maintenance with a 2% index linking and excluding VAT. It was

RESOLVED:

1. To approve the electrical testing of 78 lighting columns at a total cost of £1,287 excl VAT to budget code 4970 Streetlighting.
2. To budget for electrical testing within the streetlighting allocation as per Suffolk County Council's recommendation for 2025-26 onwards.
3. That Suffolk County Council undertake the works required to columns 9044 & 45 in Mission Road for £3,700 + VAT allocated to Community Infrastructure Levy Funds.
4. To accept responsibility for streetlighting on the Vines Road development on the condition the developer contributes to ongoing maintenance including replacement for up to 10 years of £14,500 excluding VAT.
5. To draft a streetlighting policy to include the Council's position relating to new developments for adoption at a future meeting.

(Action: Clerk / RFO; by 30.11.24)

At 9.15pm, it was RESOLVED:

to suspend Standing Orders 3y to allow the remaining items on the agenda to be discussed.

INF0724/09

RAILWAY STATION ACCESS

Members received the response from Norfolk County Council regarding integrating bus services into the railway station. There was discussion regarding the landowner (Network Rail) and franchisee (Greater Anglia) and that a meeting would be arranged with the new Waveney Valley MP to bring this and other matters to his attention. It was

RESOLVED: to arrange a meeting with Adrian Ramsey MP.

(Action: Clerk; 15.09.24)

INF0724/10

ANGLIAN MEMORIAL GARDEN

Members received an update following the resolution to replace and install a new raised sleeper bed for the Anglian Garden Memorial (report reference 20/2425 referred). It was

RESOLVED:

To request that the contractor remove part of the wall around the tree of the Anglian Memorial Garden to determine the extent of root impact, make safe and adapt the quote accordingly.

Amber = Structure has some deterioration with a 3-year warranty, structure to be tested again in 3 years. (Low Amber means it has gone from a Green from the previous test into the Amber and High Amber means the deterioration is becoming closer to a Red defect) i.e. with budget constraints you would concentrate on replacing the high ambers before the low ambers.

Red = Severe deterioration and must be removed / replaced as soon as possible.

7. It is recommended that this expenditure is allocated to budget code 4970 Streetlighting totalling £9,500. This allocation covers standard maintenance, energy and management costs billed at the end of the financial year. The budget was increased for this year to allow for expected energy cost increases of up to 60%. However, some of this increase is expected to be offset by the part-night lighting scheme and dimming.
8. It is also recommended that the budget for 2025-26 onwards includes an amount for testing as per the table albeit only 5 and 3 are required in 2025 and 2027 respectively.

Mission Road

9. There are also two DTC-owned lights currently not working in Mission Road in Diss (see Appendix A). These are referenced 9044 & 9045.
10. These units are 35w Sox lanterns and this type of lamp and control gear are no longer manufactured.
11. They also encroach G39, meaning that the lights are within 1m of the UKPN live overheads and SCC's contractor is no longer allowed to carry out any work on these units.
12. The work required to allow the units to be maintainable again will be as follows:

To erect a new pole bracket, LED lantern and weather box out of G39 and UKPN to attend site to disconnect the existing light and transfer the overhead supply into the new weather box will costs £1,850 + VAT per unit.

Total cost for both units will be £3,700 + VAT.

13. It is recommended that works to one of the two lights is undertaken given that there is only £4,416 remaining in the capital replacement budget (EMR Streetlighting) and to allow a contingency for any red defects found during testing.
14. Residents living close to both lights have enquired with DTC regarding when they will be working again.
15. Members are asked to determine which of the two lights to replace this year with a request for the EMR to be increased during the 2025-26 budgeting process to allow for the other column replacement(s).
16. A price has also been requested to remove the column as a comparison.

New development at Vincas Road

17. DTC has been approached by Norfolk County Council (NCC) regarding the requirement for streetlighting at the new development by Flagship Homes on Vincas Road (Appendix B).
18. NCC will not accept responsibility for street lighting on this estate as it is considered that there is no highway need.

19. If the Council requires lighting and wishes to accept its future responsibility, it must determine where the lighting is positioned and budget accordingly for future maintenance, electricity and longer-term replacement.
20. DTC currently operates a part-night lighting policy for its existing stock which means that only those lights on footways connecting developments are kept on through the night for safety.
21. The Fla-shi Homes development is being built as a '100% affordable housing' scheme. The housing mix offered amounts to 21 dwellings for rent and 14 for shared ownership. I have tried on several occasions to reach Fla-shi Homes and NCC to confirm whether any of the development will be lit by the developer and whether they would be willing to contribute to ongoing maintenance / replacement costs.
22. Several newer housing estates have not had lighting installed e.g. Orchard Way development and any decision taken to accept future responsibility will set a precedent for future housing developments. With the recently advised increase in housing number targets, this will create an additional financial burden on DTC and Diss taxpayers.
23. Installing minimal lighting may result in accentuating the darker areas leading to questions from residents regarding why there are lights outside certain houses and not others and requests for additional lighting particularly from those unlit developments.
24. There is also the darker skies policy which aims to limit the impact of outdoor lighting on the environment and should be borne in mind regarding the Council's commitment to reducing its carbon footprint.
25. It would be prudent for members to consider adopting a streetlighting policy going forwards to include the Council's position relating to new developments.

Suffolk County Council

26. The proposal was discussed with the SCC, who advised the following:
 - a. A local authority does not have a duty to provide street lighting; however once provided, the local authority does have a duty to maintain the system in a safe condition.
 - b. Footway lighting is a system of lighting that is not designed to BS5489 which is the standard for lighting of a highway.
 - c. Footway lighting columns are usually no greater than 6m in height and greater than 45m spacings.
 - d. If DTC decide to install footway lighting then it could look at just installing lights opposite junctions to offer some illumination at the areas where there would be more traffic and pedestrian movement.
 - e. The installation of the streetlights would be at the expense of the developer but obviously DTC would then have the ongoing energy & maintenance.
 - f. If DTC decides to install footway lighting then you would require the materials to match what you currently have installed, i.e. ASD LED lanterns, and the telecells would have to be installed after the development has been adopted which would be at the expense to either the developer or DTC.

- g. If you do decide to install footway lighting you may be setting a precedent for all future building sites in the area.

27. Estimated streetlighting costs are as follows based on charges to us from SCC in 2023-24:

Annual Maintenance (includes energy costs & insurance) per column = £35
1 x column with LED lantern (25 life expectancy) = £1,500 - £2k

Recommendations

1. To approve the electrical testing of 78 lighting columns at a total cost of £1,287 excl VAT to budget code 4970 Streetlighting.
2. To budget for electrical testing within the streetlighting allocation as per Suffolk County Council's recommendation for 2025-26 onwards.
3. To undertake the works required to column 9044 / 45 in Mission Road at a cost of £1,850 + VAT allocated to Earmarked Reserves Streetlighting.
4. To consider accepting responsibility for streetlighting on the Vincennes Road development if the developer is prepared to contribute to ongoing maintenance and replacement costs.
5. To consider adopting a streetlighting policy to include the Council's position relating to new developments.

Feedback on Remembrance 2025 event

“Well done to all involved in organising Remembrance in Diss today, was a lovely service and Dad enjoyed himself very much! ;)”

George Waterman (Roydon Parish Councillor)

“Just wanted to say well done for all your work for Sunday. It was noted by the head that he thought it all went very smoothly and was a lot more polished this year.”

Lindsey Vernon, Diss High School

“Well done to everybody for yesterdays Remembrance event, was proud to be involved. It went very well and looked very impressive.

Two minor points re the laying of Wreaths:

A) The chalk marks were closer than the width of Wreaths, so by the 2nd row, the numbers were hard to see and with wreath 1&2 ‘missing, it left an odd gap on the left.

Think the answer is just to let the wreaths be laid row upon row and next to each other and it will level it out.

B) Trying to get wreaths laid four at one time seem to lead to some confusion, with some knowing how to lay a wreath with respect and other just dropping them, leading to the confusion and people getting in the way of each other.

I am sure ‘Joe public’ would not have noticed, but standing with some veterans there was a few ‘mutterings’ about it.

The problem can be answered by allowing a few more minutes for the laying. You cannot get everything right on a big Ship, and as Mr Grace used to say, ‘You all did very well!’”

Bob Rogers, Remembrance Committee Secretary

“We presented a truly reflective and memorable event yesterday with a great deal of input from key volunteers in the community.”

Andy Rackham, Remembrance Committee

Learnings from Remembrance 2025 - Clerk

Traffic Management

1. Core Highways, the traffic management company did not block off St Nicholas St / Shelfanger Road or Mount St so traffic continued to move around this area whilst the parade was marching up Market Hill. One of the three operatives blocked off the entrance to Weavers Court.
2. This could have been disastrous but thanks to the efforts of Robert, Andy D and Andy R & a volunteer for directing traffic safely.
3. Post parade, I was advised that all 3 operatives were new and hadn't received a briefing from their manager.
4. Cones / barriers were also not installed at 9am Sunday morning as promised to prevent parking – thanks to Andy Rackham for blocking off parking spots in Market Place.
5. When the bollard was removed from Market Place, considerable trip hazard for small feet marching up Hill.

Action - Clerk to brief traffic management operatives on the ground (2026) & speak to Core Highways regarding refund (done)

Action – DTC to install plate when bollard removed

N.B. £150 discount received from Core Highways – total payment for 2025 - £350.

Refreshments

6. These were ordered and organised by DTC and served from the church hall (by councillors & RBL members) after the service. This space lends itself very well with tables / chairs and simpler than setting up at the back of the church particularly given space required if the extreme weather plan had to be implemented.

Action – continue to serve refreshments from church hall

N.B. New Rector will be inaugurated at St Mary's on 11th January 2026 and is joined by her husband who will also lead services. This should mean we have more involvement from the church going forwards.

Wreath laying ceremony

7. Better forming up compared with 2025 but still room for improvement. Bit of delay getting Cadets and youth organisations in position so more thought there.
8. The names of organisations laying wreaths is preferred to numbers as not all organisations would have been familiar with their number & better for audience to know who is present (other than it being in the programme).
9. Need to incorporate gaps in WWII names being read out by young people so wreath laying organisations can be read out simultaneously.
10. Find better solution to marking out wreath positions on ground – aesthetically and spacing wise.
11. Trouble with sound reported to me in front of PACT. Speaker in front of Park Radio was not working? Sound issues also raised at Full Council meeting.
12. One councillor & elderly man were sat on benches in front of the Post Office and then couldn't see anything as Cadets were positioned in front of them.
13. One of the volunteers was apparently overly strict and rude to the public.

Wreath dedication on war memorial

14. Town Mayor and District Councillor were not present – dignitaries need to be told to go direct to war memorial after church service then for refreshments.

Photos

15. Kim fed back that there were at least two photographers from the camera club who did an excellent job of taking photos, providing them very soon afterwards to be shared on social media. She said it was helpful to have two people to share the load.

Christmas Lights Debrief Meeting

15th January 2026

Notes were made from some of the committee members on improvements and successes of previous Christmas Lights Events.

Attendees: -Suzanne Kayne, Andrew Rackham, Gabriel Pagan and Robert Ludkin.

1) Punch and Judy

Not to have Punch and Judy again in the URC Church but may be good at the Carnival.

2) Santas Grotto

Santas Grotto a big success with the children but could be held in the back room Lenton Room and not at the front in the Derry Room as previous years at the URC Church.

3) Santa

Matt from Park Radio was a great Santa but he did say that he will be away possibly at the end of November beginning of December so would need to check dates with him if wanted to use again this year as Santa.

4) Staging

There were issues with the new staging especially with sound quality and height of speakers and was mentioned that more lights on the performers on stage were needed so that they could be seen.

5) Performers

With several performers it was suggested that more setting up gaps were needed allowing performers to complete their session and not to have to cut them short.

6) Timing of Event

Last year's event was put on later but again it wasn't until about 4.30pm / 4.45pm it started to get busy which was sad for the earlier performers who were singing to themselves. Suggestion was to only have a about a 2-hour slot but costs for staging and getting stalls in for 2 hours would seem expensive for such a short event.

Suggestions were perhaps having singers at the top of the steps at No 8 performing with lights on them singing Christmas Songs etc with speaker's which would be set up higher because of the different height levels.

This would be a big cost saving and not such a health and safety issue especially with the weather and the staging setup.

7) Parade

All agreed that the children and parents loved the parade and seeing Santa arrive on the Fire Engine.

It was mentioned last year that the Fire Engine needs a lot of money spent on it so last year may be the last time it could be used

Suggestions were to keep the parade and look for an alternative replacement for the Fire Engine or Rotary's sleigh.

It was mentioned that there was a tractor run last year where the tractors were decorated up with lights etc so perhaps a tractor could be used this year instead or something else to transport Santa. Normally The Mayor of Diss travels as well with Santa which he may not be able to do on a tractor.

8) Switch On

Switch on could be from the outside of No 8 as well.

9) Cornhall Pantomime Cast.

It was mentioned that as part of their contract this year it was going to be written in that they attend the switch on and Parade. This would have to be sorted with Lee and the Ryan the director of the panto well before the event depending on this year's event arrangements.

10) Stalls

Over the years due to the weather and safety nearly all stalls that attended were trailer or vehicle stalls which seemed to stay more grounded in the winds than gazebos and that was why food stalls were asked and not gift stalls plus in the busiest time due to the area getting so full with people the stalls have to be limited within the Market place area to accommodate them all.

It was also mentioned that feed back from stall holders would be good to get their views on trading times and if they made a profit at the busiest times.

11) Security

Noted that security was good especially with more of them on site especially at the Parade.

Any major issues found on the day Police to be contacted as soon as possible.

12) Radios

The radios and earpieces were not that good, and suggestions were to perhaps buy our own.

13) South Norfolk Truck

The South Norfolk Truck was perfect for a base for lost children and green room and place to rest during the day with heaters etc if needed.

14) Photographer

The photographer was found to be very good, but more photos were needed in the URC and St Marys Church.

15) Meres Mouth

Larry Grays fair is normally at Meres Mouth, but every year seems to be a problem, and he hardly has anything turn up on the day and he leaves all his paperwork to the last minute.

Recommendations were to contact Eye Council who uses a different fairground family and see what they can offer if needed in the future.

16) Charity Stalls in St Marys Church

Due to new Bishops being appointed at the Church permission would be needed if wanted to carry on with stalls in the Church on the event day and if so recommended better signage on the day for the stall holders.

17) Road Closure

The road closure for this event is normally for 7.30am to stop cars parking within the area and on the sides of the road but by doing this someone has to attend all times to allow shop keepers to park and for emergency vehicles to get through. So, if the event is later this needs to be addressed to save on labour times and the parking of vehicles on the day within the area.

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 20th January 2026** at **7.00pm**.

In attendance: Members: 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), A Rackham, B Rogers, Cllr L Sinfield,
S Villafuerte-Richards, G Waterman

E0126/01 Election of Chairman

Members considered the election of a Chair of the Events Sub-Committee 2026. It was

Resolved: to elect Cllr C Dente as Chair for 2026.

(Action: immediately)

E0126/02 Apologies

Apologies were received from Gabrielle Pagan prior to the meeting although this email was read post meeting.

Members noted that Suzanne Kayne, previous Chair of the Christmas Lights Committee, has now resigned and was thanked for many years of dedication to this event for the town.

E0126/03 Election of Vice-Chair

Members considered the election of a Vice-Chair of the Events Sub-Committee 2026. It was

Resolved: to elect Cllr L Sinfield as Vice-Chair for 2026. Members noted Cllr Sinfield can support in the lead up to the event but is unable to attend on the day of the event.

(Action: immediately)

E0126/04 Minutes

Members received the minutes of the first Carnival meeting held on Tuesday 4th November 2025. It was

Resolved: To approve the minutes of the first Carnival meeting held on Tuesday 4th November 2025 as a true record and were signed by the Chair.

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

Members noted that the notes of the Christmas Lights Switch-On debrief meeting held on 15th January 2026 will be included on the next agenda.

E0126/05 Declarations of Interest

There were none.

E0126/06 Public Participation

There were no members of the public in attendance.

E0126/07 Items of Urgent Business

There were no items of urgent business raised.

E0126/08 Committee Membership

Members confirmed committee members for the Events Committee 2026. All members are present and Gabrielle Pagan will attend future meetings as a member of the committee.

E0126/09 Committee Roles

Members considered committee roles for the Events Sub-Committee for 2026.

In addition to administrative, marketing, infrastructure and finance roles (covered by Diss Town Council office staff), the following roles remain to be filled: Community Partnerships Liaisons, Volunteer Coordinators, Entertainment Coordinators.

George Waterman and Emily Forsdyke agreed to be Entertainment Coordinators.

Cllr L Sinfield agreed to be a Community Partnerships Liaison, with support from Sue Brazier, Mary Cotton and Bob Rogers.

Cllr S. Kiddie will assist where possible remotely, particularly with procession guidance.

The Volunteer Coordinator role remains unfilled. Members were encouraged to consider whether they would be willing to take this role and advise at the next meeting.
It was

Resolved: To appoint George Waterman and Emily Forsdyke as Entertainment Coordinators for Diss Carnival 2026.

To appoint Cllr Sinfield as Community Partnerships Liaison and Sue Brazier, Mary Cotton and Bob Rogers as support.

(Action: immediately)

E0126/10

Finance

Members noted the starting balance for Diss Carnival 2026 as £9,808.23. A more detailed break down of income and expenditure from Carnival 2025 will be included in the next agenda.

(Action: SH, by 05.02.26)

E0126/11

Entertainment

Members discussed entertainment ideas for Diss Carnival 2026.

Ideas included:

- Climbing wall (£750 for 6 hours)
- 2nd Diss Scout Group regarding archery equipment
- Approaching local sports/games clubs who may provide “have a go” activities
- Mini-golf, disco duck hunt, shooting range games packages
- Giant outdoor games/ MTM Youth Services*, gladiator style, sumo wrestling (Man Vs Mayor)
- Hobby horse racing with adults (“Grand National” style)
- Giant stilt walkers with sporting themes
- Sports personality walkabout lookalikes

JG (Park Radio) agreed to lead on the Pavilion entertainment music schedule and will research performers.

(Action: JG, by next meeting)

*SV-R suggested contacting Julia Fairbrother at MTM Youth Services regarding availability of giant games.

EF will explore quotes for giant games packages and report back to next meeting.

(Action: EF, by next meeting)

SV-R will speak to Diss Otters regarding potential involvement in the procession.

(Action: SV-R, by end of Feb 2026)

Members discussed the possibility of holding mini sports day activities in the arena and approaching local schools to put forward teams for arena. Could consider adults participating too.

Committee discussed alternative options to a traditional funfair, to be considered further at a future meeting.

Consideration was given to the Fun Dog Show and how this could possibly be set up in a different area of the Park. Members noted this is a popular attraction for visitors but it does take up a lot of time in the arena, leaving less time for other entertainment acts.

Heywood Sports / Amy Bobbins Tribe All usually do a themed dance performance in the arena.

(Action: EF/GW to make entertainment enquiries, by next meeting)

E0126/12

Infrastructure

Members considered infrastructure requirements for Diss Carnival 2026.

Robert Ludkin to review the infrastructure task list and begin sourcing quotes for security, radios, first aid provision and alternative options for traffic management.

(Action: RL, by next meeting)

James Grint to provide a quote for sound provision in the Pavilion and arena.

(Action: JG, by next meeting)

Andy Rackham advised that Alex can again provide contractor generator usage for food stalls, as per previous years. Food stalls requiring contractor generators should be grouped along Park Road, as this has worked well previously.

E0126/13

Applications and Forms

Members noted the review of updated application form, Ts & Cs, risk assessment form and bar tender form will be moved to the next meeting on 10th February. KJ to add logo in and review forms.

(Action: KJ, by next meeting)

E0126/14

Sponsorship

Members reviewed the existing sponsorship packages.

Members felt a digital programme would be better. A QR code could be printed on a which links to the digital programme with sponsor adverts included. This would reduce the amount of paper being printed and associated delivery costs.

Park Radio could do sponsor shoutouts in the lead up to event as an additional perk for platinum sponsors.

KJ to update sponsor packages form for review at the next meeting.

(Action: KJ, by next meeting)

E0126/15

Promotion

Members viewed the theme teaser video for social media, to be released in the next week.

KJ will replace the Carnival logo at the end of the teaser video with the circular logo created on Canva and update forms with new logo.

(Action: KJ, by next meeting)

E0126/16

Member Updates

There were none.

E0126/17

Date of Future Meetings

Members agreed the following future meeting dates with a 7pm start:
10th Feb, 10th Mar, 14th Apr, 12th May, 2nd June 2026 (run-through).

(KJ add meetings to calendars, immediately)

Meeting closed:
20:37

CLlr Catherine Dente
Chair

Progress Report

Committee	Minute Ref	Subject	Action	Assigned to	Timescale	Comments or further action
Assets, Infrastructure & Events	F1121/15	Rectory Meadow	3. That councillor Robertson and the Town Clerk review and update the lease between the Town Council and Diss & District Cricket Club to reflect the ongoing fence maintenance responsibility and other necessary changes.	Clerk / JR	summer 2026	This will be reviewed to reflect the new fence positioning and responsibility for the green infrastructure after new solicitor sought.
	F0723/11	Heritage Triangle Project Garden	c) To approve the draft Heads of Terms for leasing the Council Offices garden to the Heritage Triangle Trust and authorise the Clerk to proceed with a formal agreement.	Clerk	summer 2026	On agenda
	F0524/08	Diss Youth & Community Centre	That members agree to reconsider the proposal from the Friends of Parish Fields regarding extending the walkway through the DYCC site at a future time.	Clerk / Members	As appropriate	
	F0524/10	Diss Mere Drainage	Members received a verbal update regarding progress towards addressing the high-water levels of the Mere following significant rainfall recently.	AG of KM / JR F&BM & Clerk	summer 2026	The planning application for the John Grose site development was submitted just before Christmas. SNDC drainage plan includes a new pipe from the Mere across the JG site into attenuation basins. Project Manager to review route beyond A1066 / petrol forecourt to river Waveney. Proposals to manage the water level & improve water quality will be considered by a future Full Council meeting.
	F0524/15	Diss & District Allotments	4. To review the existing lease between DTC & the freeholders in light of the DDAHA's request to allow individual plot holders to install their own sheds on their plots at their cost and to maximum dimensions. 5. To work with the Council's solicitors to draft a new agreement between the Council and the DDAHA.	Clerk / F&BM	summer 2026	For consideration after new solicitor sought.
	INF0423/08	Wildflower Planting	To trial wildflower seeding and management on three areas of the town namely the verge at the DYCC and the area of land at the end of Mere Street subject to using method B and the area alongside Victoria Road subject to landowner consent and as per the corresponding appendices.	Clerk/CEO	TBC	This will be scheduled as part of green corridors project.
	INF0924/09	PARKING SCHEME	It was noted that Norfolk County Council will draft a scheme for the Heritage Triangle first before moving on to Market Place and Mere St. Plans should be received before Christmas for consideration by Full Council and a new Traffic Regulation Order will be required, which is a lengthy process. It was also noted that the conditions of the Heritage Lottery Fund grant are applicable for 25 years so this would need to be reviewed to ensure compliance.	Clerk		Still waiting for NCC Officers to cost up each of the three priority area schemes & agree the final Heritage Triangle scheme design & its funding. A more defined implementation timescale will become known once this scheme has been programmed onto the project list. Met with NCC 25th Nov. They are picking this back up again in Spring 2026 following recruitment.
	INF0924/11	MEMBER FORUM	The Facilities & Buildings Manager would be asked to ensure the boardwalk is inspected annually.	F&B Manager	31.03.25	Clerk liaised with FBM in 121 26.11.24. He will seek out companies who can do a safety assessment of the facility. Update requested.
	AIE0425/11	Park Toilet Lighting	To source comparable quotes from all three contractors for future consideration by committee.	Clerk / FBM	30.04.25	Starting February
	AIE0725/11	Cemetery	1. To approve the installation of a bench at the position marked in the Garden of Rest at the Cemetery in memory of a resident's late wife and in accordance with the Council's adopted Donations policy.	Admin MH / FBM	30.09.25	In progress
	AIE1025/08	Council Offices	That the quote received to refurbish the side elevation of the Council Offices be accepted and works scheduled.	FBM	31.12.25	Completed.
	AIE10/25/09	Planters	1.To remove 25 planters in the town center to free up resources to maintain other Council areas. 2.To re-use the contents of the removed planters for the remaining planters or on other Council sites. 3.To purchase 4 x new one metre2 self-watering plastic planters for locations in the Heritage Triangle as per Appendix at an estimated cost of £4k allocated to Community Infrastructure Levy funds. 4.For Diss Town Council to maintain and water all planters other than those watered by traders. 5.To liaise with Norfolk County Council regarding the possibility of bollards vis-à-vis the Parking changes project. 6.To liaise with the Heritage Triangle representatives and draft a press release to explain the rationale for the project.	FBM/Clerk/ Action Group	31.12.25	Plants have been removed / replanted and the planters scheduled for removal on 26th and 27th Jan 26. New planters on order.
	AIE1125/09	Tree Management	a) 1. To approve the appointment of Company B at a cost of £525 to undertake the tree survey. 2. To approve the contract period for the tree management contract of 1st September 2026 - 31st August 2029. 3. To approve the advertising of the tree management contract on the Find-Tender website given it's expected value over the £30k threshold. b) to reduce the height of the Liquidambar tree in St Mary's churchyard to improve visibility of the newly refurbished church clock subject to planning consent.	Clerk/FBM FBM	30.01.26 31.03.26	A.1. Surveyor booked and awaiting start date. Scheduled for end of April.
	AIE1125/10	Heritage Garden Maintenance	1. To approve a one-year contract with the Diss Community Woodland Project to maintain the heritage gardens excluding weed spraying to be carried out by the ground's maintenance contract. 2. To review the Memorandum of Understanding between the Heritage Trust and Diss Town Council and update accordingly.	FBM/SVR	31.03.26	On agenda
	AIE1125/11	Corn Hall	to contribute 50% towards the costs of replacing the emergency lighting at Diss	FBM	31.03.26	Corn Hall awaiting invoice from contractor
	AIE1125/12	Property Flood Resilience Scheme	It was agreed that the feedback from Roydon PC would be acquired and this item reconsidered at the next meeting.	Office Administrator	15.01.26	On agenda
	AIE1125/13	Acquisition of Go-East Anglia and Passenger First Network Engagement	That Councillors Welch & Browne would join a meeting to be scheduled with Transport Made Simple regarding improvements to our local transport network.	JW/ SB/ Clerk	As Required	
	AIE1125/14	Shelfanger Road Development Street Naming	1. To forward the Roydon Parish Council considered names to the developer 2. That each member would consider two additional street name ideas for review at the next meeting.	1. Office Administrator 2.All Members	1. Immediately 2. 28.01.26	Completed
	AIE1125/15	Events	to trial the new format events committee to improve planning and reduce duplication for 2026.	Marketing & Comms Admin / Clerk	Mid - January	Minutes from first meeting on agenda under Items for Noting.