



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

Our Ref: AIE 01.10.25
Date: 26/09/2025

Committee Membership:

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

For Information:

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

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

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

Diss Express

Notice Of Meeting

Dear Members of the Public and Press,

You are cordially invited to attend a meeting of the **Assets, Infrastructure & Events Committee** to be held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 1st October 2025** at **7.15pm** to consider the business detailed below.

Town Clerk / Chief Executive Officer

Agenda

1. Apologies

To receive and consider apologies for absence.

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

To elect a Vice-Chair of the Assets, Infrastructure & Events Committee.

3. Nomination of Substitute Representatives

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

4. 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

5. Minutes

To confirm as a true record, the minutes of the Assets, Infrastructure & Events Committee held on Wednesday 2nd July 2025 (copy herewith).

6. 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*).

7. 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*).

8. Council Offices

To consider a quotation received to refurbish the side elevation of the Council Offices building following the recent rear window and door repairs (copy herewith).

9. Planters

To consider recommendations to reduce the number of planters in the town centre to free up maintenance resource for other tasks (report reference 26/2526 herewith refers).

10. Donations Policy

To review and adopt an updated donations policy (copy details herewith).

11. Parish Partnership Scheme

To consider a recommendation (report reference 27/2526) not to submit a bid for parish partnership funding for 2025/26.

12. Events

- a) To note that the next meeting of the Remembrance committee takes place on 29th September, following the update received by Full Council on 17th September.
- b) To note the first meeting of the Christmas Lights Switch-on committee is scheduled for 25th September, and that most of the infrastructure and stalls booked for 2024 have already been booked for 2025.
- c) To note that planning for Carnival will start in November to allow time to focus on events leading up to Christmas.

13. Items for Noting

- a) Active Travel - to note information regarding the active travel feasibility study to improve access to Diss train station for people walking, wheeling and cycling (copy details herewith).
- b) Progress Report - to note progress on decisions made at the last meeting (copy herewith).

14. Member Forum

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

15. Date of Next Meeting

To note that the next meeting of the Assets, Infrastructure & Events Committee is scheduled for Wednesday 26th November 2025.

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](https://www.diss.gov.uk/Assets,Infrastructure&Events).

Diss Town Council

Minutes

Draft

Minutes of the meeting of the **Assets, Infrastructure & Events Committee** held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 2nd July 2025** at **7:35pm**.

Present: Councillors: D. Collins, D. Craggs (ex-officio) C. Dente, A. Goulder (Chair), J. Robertson (ex-officio), J. Welch

In attendance: Sarah Villafuerte-Richards (Town Clerk), Alex Rolfe (Office Administrator), Robert Ludkin (Facilities & Buildings Manager), Councillor R. Peaty, 3 members of the public

Councillor Craggs opened the meeting and took the Chair for the first item.

AIE0725/01 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 municipal year 2025/26. It was

Resolved: to elect Councillor Goulder as Chair for the municipal year 2025/26.

Councillor Goulder continued as Chair for the remainder of the meeting.

AIE0725/02 Apologies

Councillor's Name	Apologies Received	Absent Without Apology	Reason / Approval
S. Browne	☒	☐	Reason: a friend is visiting. Apologies not accepted.
S. Kiddie	☒	☐	Reason: Ill health. Apologies accepted.
K. Murphy	☒	☐	Reason: Work commitments. Apologies accepted.
L. Sinfield	☒	☐	Reason: Family issue. Apologies accepted.

AIE0725/03 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 municipal year 2025/26. It was

Resolved: to include the election of Vice-Chair for the municipal year 2025/26 on the agenda of the next meeting of the Assets, Infrastructure & Events Committee.
(Action: Admin AR; by 25.09.25)

AIE0725/04 Nomination of Substitute Representatives

Councillor Peaty substituted for Councillor Kiddie.

AIE0725/05 Declarations of Interest

Minute No.	Councillor's Name	Personal/Other Interest	Pecuniary Interest	Reason
AIE0725/13	D. Collins	☒	☐	This member leads the Floral Diss project

AIE0725/06 Minutes

Members received the minutes of the Assets, Infrastructure & Events Committee meeting on Wednesday 9th April 2025. It was

Resolved: to approve the minutes of the meeting of the Assets, Infrastructure & Events Committee held on Wednesday 9th April 2025 as a true record and were signed by the Chair.

AIE0725/07 Public Participation

There were 3 members of the public in attendance. Items 13 & 16 were brought forward to allow members of the public to speak.

AIE0725/08 Items of Urgent Business

There were no items of urgent business raised.

AIE0725/09 Floral Diss

Members considered a report (reference 18/2526) regarding recommendations for the town's floral scheme. Since the report was circulated, Councillor Collins, the Clerk and a member of the public have met to discuss the review. The aim is to rationalise the number of planters, consider the optimum positioning through the town and consider planting schemes to minimise watering and maintenance requirements to make the scheme more manageable.

Local businesses will be approached to assist with sponsorship and the Town Council is willing to take responsibility for the scheme to co-ordinate efforts. The scheme will incorporate the floating boardwalk planters with any new scheme to maximise the positive ecological benefits to the Mere.

A member of public was thanked for his work on the proposed planting of bulbs around the base of the trees on the park parallel with Park Road. He provided details of a purchasing and planting schedule. The Clerk has contacted the probation service to assist with volunteers to help undertake the planting. The land adjacent to the mini roundabout linking Denmark Street and Park Road, and on a gateway into town was identified as an additional area for the same scheme, and Norfolk County Highways will be consulted.

(Action: FBM; by 01.10.25)

The storage container now sited on the park has blended in, and the planting of the proposed shrubbery will enhance the area around the container. All work on the Park will be carried out around the third week of September. It was

Resolved: 1. To continue to review the changes with relevant parties to improve the floral scheme in Diss for the benefit of the residents and visitors.

(Action: Clerk / DC / GW; by 01.10.25)

2. To plant around 960 mixed spring bulbs along Park Road and at the Denmark Lane / Park Road roundabout raised garden (subject to approval from Norfolk County Council) in September, with expenditure of around £250 allocated to Earmarked Reserves Park Enhancement Project.

(Action: FBM / GW / probation volunteers; by 01.10.25)

3. To plant a row of variegated Euonymus japonicus shrubs in front of the storage cabin in the Park in September, with expenditure of around £250 allocated to EMR Park Enhancement Project.

(Action: FBM / GW / probation volunteers; by 01.10.25)

AIE0725/10 Events

a) Members noted the overwhelmingly positive feedback from Diss Carnival. Praise was extended to the organising committee and volunteers, led by the Council's Marketing & Events Administrator.

(Action: Clerk; immediately)

b) Members considered a report (reference 19/2526) regarding plans for the VJ Day on 15th August 2025, including a USAAF memorial stone near the Anglian Garden and additional Beacon inscriptions. The position of the memorial was discussed, and it was agreed to place the memorial centrally in front of the Anglian Garden, avoiding any water services running underground and separate from the existing memorial between the sign and the bench. Two new 'Minden' roses will be planted in the garden, matching the colouring of the Royal Anglian Regiment badge. The wording for the panel on the Park beacon seating would be drafted and agreed by the Clerk, Chair of this committee and Councillor Welch. It was

- Resolved:** 1. To approve the wording and design of the USAAF memorial stone for installation in front of the Anglian Memorial Garden, subject to final minor amendments.
(Action: Clerk / AG / JW; by 15.08.25)
2. To approve inscriptions for the panel on one of the seat's ends by the beacon in the Park to commemorate VE & VJ Day events, with wording to be agreed with the Clerk, Chair of the Assets, Infrastructure & Events committee and Councillor Welch.
(Action: Clerk / AG / JW; by 15.08.25)

AIE0725/11 Cemetery

Members considered a donation of a memorial bench in the Garden of Rest at Diss Cemetery (report reference 14/2526 referred). It was

- Resolved:** 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.
(Action: Office Admin – MH / FBM; by 30.09.25)
2. To adopt the revised Donations policy as shown in the meeting agenda pack.
(Action: Office Admin – MH / FBM; by 30.09.25)

AIE0725/12 Market

Members noted a report (reference 15/2526) regarding a recommendation for improving the operational efficiency of Diss Market by trialing a clear down time by 3:30pm.

AIE0725/13 Telephones Contract

Members considered three quotes received to upgrade the Council Office telephone system (report reference 16/2526 referred). It was

- Resolved:** To renew the current telephone and broadband service contract with Etc.. East Anglia, and to review at a later date once the future of the council's buildings and services has been decided.
(Action: Office Admin – AR; immediately)

AIE0725/14 Signage

Members considered the designs and quotes received to upgrade the signage around the Council-owned sites (report reference 17/2526 referred). The new sign designs were approved with some minor changes to colours and accessibility. A second sign was proposed for Mere's Mouth with safety information and a new sign was proposed for the Park Road car park directing people to the town centre. It was

- Resolved:**
- 1) To approve the quote from Supplier A for £1,659
 - 2) To purchase 14 signposts and caps from Start Safety for £353.92
 - 3) To purchase 3 x 5 litre tins of paint for £187.50
 - 4) To purchase a single-width finger arm sign from Broxap for £360.
 - 5) To approve the total cost allocation of £2,560.42 to Earmarked Reserves Community Infrastructure Levy funds.
 - 6) To liaise with South Norfolk District Council regarding the additional sign for the Park Road car park.
- (Action: Office Admin – AR; by 30.08.25)

AIE0725/15 Traffic Regulation Orders

- a) Members considered a response to the initial consultation regarding the required Traffic Regulation Order's (TRO) for the Aldi development on Park Road. There were no objections and this would be confirmed with Norfolk County Council.
- b) Members noted the 20mph speed order regarding the development north of Frenze Hall Lane.

AIE0725/16 Parish Partnership Bid

Members considered submitting a Parish Partnership bid for local highway improvements by the deadline of 1st December 2025. It was

- Resolved:** That a summary of previous consideration of potential projects would be circulated to members for future consideration.
(Action: Office Admin – AR; immediately)

AIE0725/17 Progress Report

Members noted progress on decisions made at the last meeting of this committee.

AIE0725/18 Member Forum

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

AIE0725/19 Date of Next Meeting

Members noted that the next meeting of the Assets, Infrastructure & Events Committee is scheduled to take place on Wednesday 1st October 2025 at 7:15pm.

Meeting closed: 21:05

Councillor A. Goulder
Chair

DISS TOWN COUNCIL
11-12 MARKET HILL
DISS
NORFOLK

04/09/2025

DTC REFURBISHMENT OF OFFICE SIDE ELEVATION DOOR AND WINDOWS FACING
GAZE'S BUILDING AND ASSOCIATED WORK DETAILED

REF MY SITE VISIT TO ASSESS THE WORK INVOLVED, AND THE WORK LOCATION
PICTURES FORWARDED BY HAND.

I HAVE NUMBERED THE JOBS SO REFERENCE CAN BE MADE TO THE WORK
REQUIRED.

THE MATERIAL SPECIFICATION I WILL USE WILL BE SPECIALIST WOOD PRIMER
AND TWO COATS OF MULTIPURPOSE UNDERCOAT/FINISH COAT, THIS SHOULD BE
SUFFICIENT TO ACHIEVE A LASTING SURFACE FINISH.
MINOR TIMBER DEFECTS CAN BE MADE GOOD WITH RESIN WOOD FILLER.

JOB1

SIDE DOOR, RUB DOWN PREPARATION, PRIME BARE WOOD THEN TWO TOP
COATS.ON DOOR AND DOOR FRAME

THE WEATHER STRIP CAPPING ABOVE THE DOOR WILL BE REMOVED AND
REPLACED WITH NEW AND PAINTED TO SPECIFICATION

JOB 2

SIDE WINDOW TOP CAPPING STRIP REMOVAL AND REPLACEMENT
WINDOW CILL REFIX EXISTING SPLICED CILL, FILL AND PREPARE FOR PAINT,
PREPARE FRAME REPLACE PUTTIES AS REQUIRED, AND PAINT AS SPECIFICATION.

JOB 3

RENOVATION OF DEFECTIVE PLYWOOD COVERING AND MOULDING.
REMOVE DEFECTIVE PLYWOOD COVERING, TREAT WOODWORK BEHIND WITH
WOODWORM/ROT TREATMENT
MANUFACTURE AND INSTALL NEW PLYWOOD COVERING /MOULDING AS EXISTING.
PRIME AND PAINT AS SPECIFICATION. (YOU HAVE PURCHASED PREVIOUSLY
EXTERNAL PINK PAINT TO BE USED)

JOB 4

THE LOW BLACK TAR AREA NEEDS ATTENTION.
I PROPOSE TO PREPARE AND MAKE GOOD AS NECESSARY THE BLACK AREA,
THE EXTENT WILL BE FROM THE GATE POST ALONG THE SIDE OF THE BUILDING,
THE RETURN TO THE BACK DOOR AND BACK DOOR TO CORNER AND UNDER
ELECTRIC BOX WALL.

THE MATERIALS USED WILL BE TO MATCH EXISTING SPECIFICATION THAT IS
SAND/LIME RENDER AND MODERN BLACK TAR VARNISH EQUIVALENT
ONCE MAKING GOOD PATCHES ARE DRY THE BLACK AREA WILL BE GIVEN TWO
COATS PAINT.

JOB 5
BACK DOOR INTERNAL WORK, PREPARE, AND TWO TOP COATS OF UNDERCOAT
GLOSS FINISH PAINT.

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

METHOD STATEMENT OF WORK AND RISK ASSESSMENTS HAVE BEEN PROVIDED
TO CARRY OUT ALL WORK TO WINDOW, DOOR AND BLACK WALL AS DESCRIBED
ABOVE,

LABOUR AND SUNDRY MATERIALS	£2125-00
NO VAT AS NOT REGISTERED NOW	
QUOTE TOTAL	£2125-00

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



Diss Town Council

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Website: www.diss.gov.uk

Report Number:
26/2526

Report to:	Assets, Infrastructure & Events Committee
Date of Meeting:	Wednesday 1 st October 2025
Authorship:	Facilities & Buildings Manager / Town Clerk
Subject:	Floral Diss – Planter Review

Introduction

1. Over the years, Diss Town Council has had many planters placed around the town by various projects/organisations to make Diss look colourful and pleasant.
2. When first installed several years ago, they were looked after and watered, but unfortunately, due to shop closures and changes, the planters have slowly fallen upon the Council to look after and maintain.
3. There are currently 49 planters of varying types in the town centre, with 3 others at the Cemetery.
4. It takes approximately 4 hours to water all the planters during the summer months, which has increased due to the warmer weather. Various methods have been tried and tested to speed up the process.
5. Cllr Collins, George Waterman, and the Facilities & Buildings Manager reviewed the location, condition, and contents of the planters at the end of July, and the following recommendations are being made.
6. The map in the Appendix shows the location of all the existing planters and the recommendations to keep, remove and move.

Heritage Triangle Area

1. There are currently 23 planters in the Heritage Triangle area.
2. Most of these are metal and were installed during the Triangle refurbishment project. They require considerable maintenance, have damaged the surfacing, but do act as deterrents to some of the parking.
3. Proposal: retain 10 in this area and remove 15 as per the Appendix (p1), salvaging any shrubs/trees for replanting on Council properties. This includes the purchase of 4 new self-watering planters at an approximate cost of £4k allocated to Community Infrastructure Levy funds, currently totalling £81,124.
4. The Pump Hill planter has already been tidied up and replanted.
5. Any signage to be retained and relocated where necessary.
6. It may be necessary to install low-maintenance (free) bollards to minimise parking in place of planters
7. A new bench could be installed by the HSBC alongside a smaller planter.

Market Area / Mere Street

1. There are 26 planters in the Market Place and along Mere Street.
2. Proposal: retain 14 of the best-condition planters and remove/move 12 as per the Appendix (pgs 2-4).
3. Improve: Bicycle planter on the Market Place by adding colourful plants.

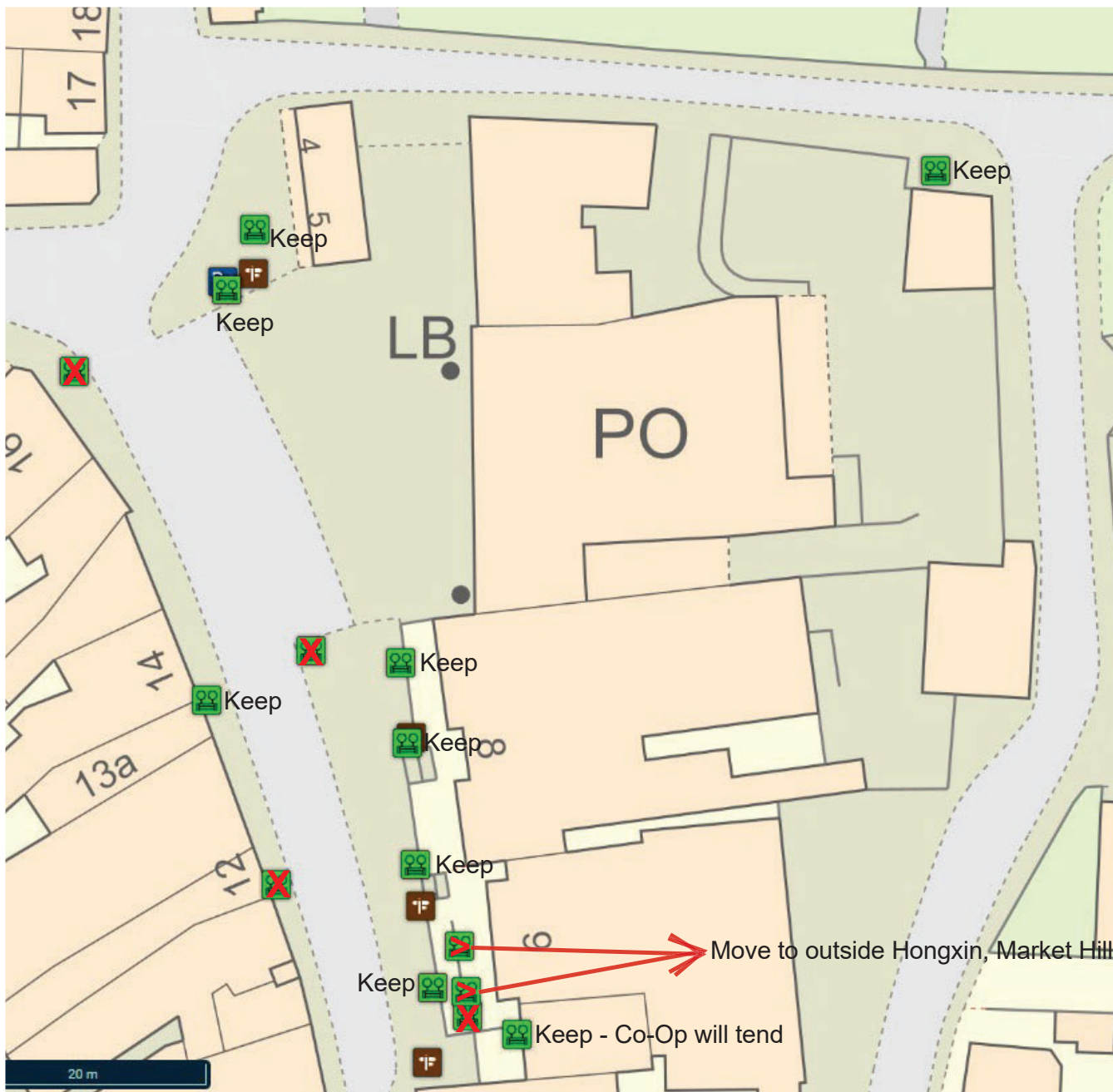
Conclusion

1. The recommendations include removing all the wooden planters 'gifted' by the District Council for the reopening of the High St following Covid as these are in very poor condition.
2. The recommendations include removing all the metal planters in the Heritage Triangle, as they are also in poor condition and require considerable maintenance.
3. The cost of removing the planters is estimated at £700.
4. Reducing the total number of planters from 49 to 24 should halve the number of hours required to water the planters whilst retaining an attractive floral display in the town centre. This will free up time to maintain other areas during the summer months when the outdoor team is busiest.
5. The existing trees, shrubs, plants, and some soil will be reused wherever possible in line with the Council's adopted Biodiversity policy.
6. Purchase 4 x new metre² self-watering recycled plastic planters for locations in the Heritage Triangle as per Appendix.
7. The proposal would be for DTC to maintain any planters that are not tended to by others.
8. We will need to monitor the impact on parking, particularly in the Triangle area, which should be improved once the yellow lines are reinstalled.

Recommendations

1. To remove 25 planters in the town centre 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 any planters not tended to by others.
5. To monitor the impact of removal on parking.

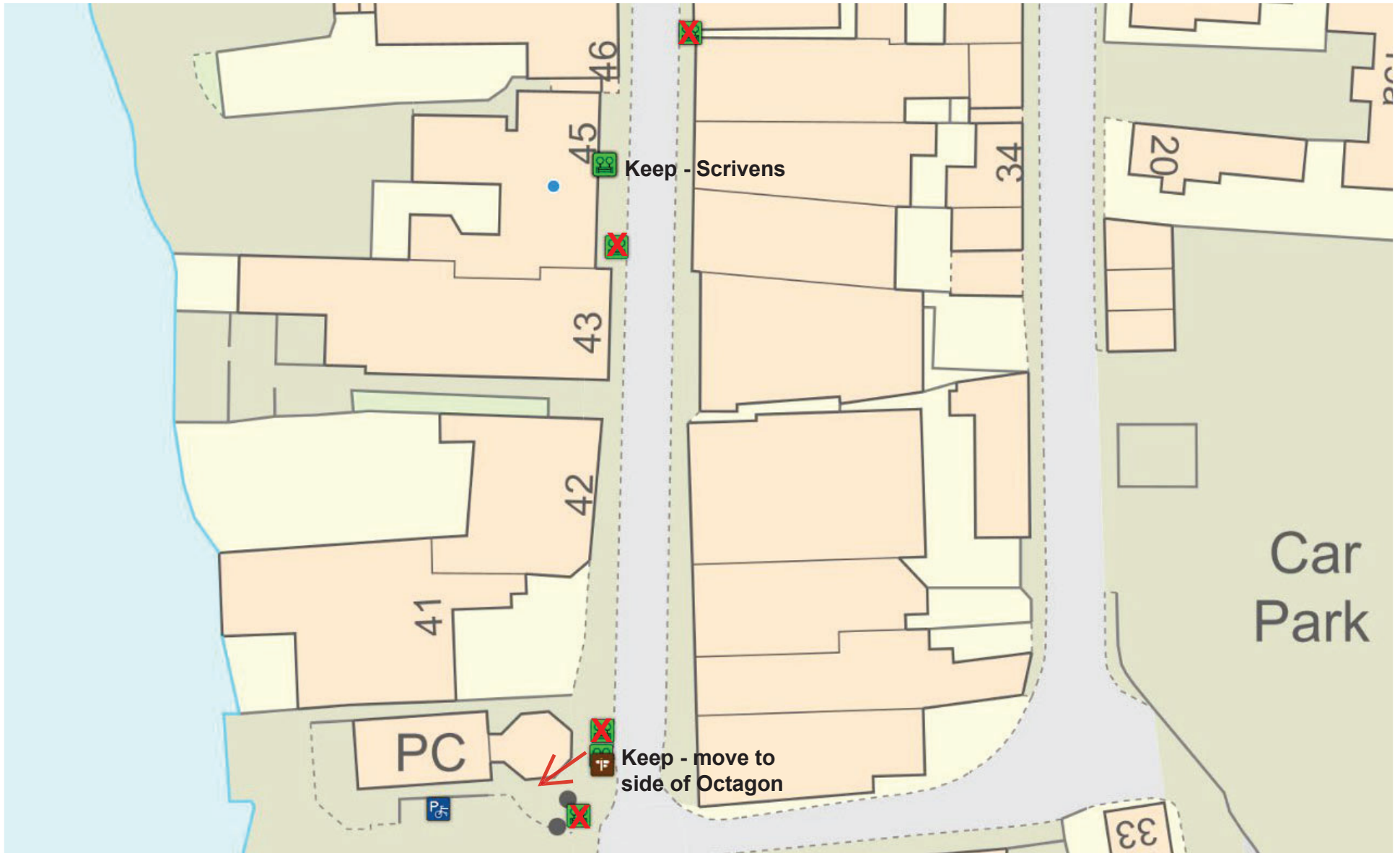
Heritage Triangle



X = Remove

Market Place

Mere Street to Mere's Mouth



X = Remove

[illegible]

X = Remove



Donations Policy

Diss Town Council welcomes donations* on its land and provides the following guidance for applicants.

*Donations could be in the form of benches, trees, plaques, financial support or a combination of any &and are often in memory of a loved one or used to mark an occasion.

The application form for completion is available on the Council's website at www.diss.gov.uk.

1. Donations must be in a location and type in keeping with the area.
2. The location & type of donation must be agreed with officers of the Council and authorised by the Assets, Infrastructure & Events Committee.
3. The cost of the donation must be borne by the applicant, including the cost of installation and an administrative charge. Ongoing maintenance costs will be borne by Diss Town Council.
4. Any donations will be the property of the Council ~~for maintenance purposes~~ and will be added to the authority's Asset Register for insurance and audit purposes.
5. Any inscriptions must be authorised by the Town Clerk before installation.
6. It is the responsibility of the donor to notify the Council in writing of any change of applicant contact details, which will only be used in relation to the donation.
7. The Council reserves the rights to:
 - a) relocate any donation to facilitate Council initiatives such as landscape redesigns. The Council will consult with the donor to discuss alternative placement.
 - b) remove any donation that is damaged and/or in the view of the Council, is beyond economic repair.
8. The Council accepts no liability for damage to any donation except where grounds maintenance staff are proved negligent.
9. Any ceremony to acknowledge the donation must be agreed with the Town Clerk in advance.
10. Given the limited opportunities for donated benches and trees, applicants may wish to consider a financial donation, which could be put towards other project such as new landscaping projects or recreational equipment.
11. Benches at the cemetery are welcomed only when existing benches require replacement. To minimise future costs and reduce environmental impact, all new benches will be installed using sustainable and durable materials that require minimal ongoing maintenance, such as recycled plastic, composite timber, or metal-framed benches with recycled plastic slats.

DTC Docs/Office admin/ Donations Protocol

Reviewed by Diss Town Council at a meeting of its Assets, Infrastructure & Events Committee held on 1st October ~~2nd July~~ 2025

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DISS TOWN COUNCIL

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Website: www.diss.gov.uk

Report Number:
27 / 2526

Report to:	Assets, Infrastructure & Events
Date of Meeting:	1 st October 2025
Authorship:	Town Clerk
Subject:	Parish Partnership Scheme

Introduction

1. Each year, Norfolk County Council sets a budget to deliver local highway improvements in partnership with Town and Parish Councils.
2. Eligible projects are funded 50% by Norfolk County Council, and the remainder and ongoing maintenance falling to the Town Council.
3. Acceptable schemes include:
 - a) Small lengths of formal footway
 - b) Surfacing improvements including trods (a simplified and low-cost footway/footpath)
 - c) Improved signage/wayfinding and information panels to promote walking, wheeling and horse-riding routes on the Norfolk Trails Network
 - d) Access improvements to Public Rights of Way/Norfolk Trails network including gates, stiles, seating, steps, small bridges and passing places
 - e) Improved crossing facilities
 - f) Improvements to Public Rights of Way / Norfolk Trails
 - g) Flashing signs to tackle speeding
 - h) Part-time 20mph signs with flashing warning lights, outside schools
 - i) "Keep Clear" carriageway markings outside schools
 - j) New Bus Shelter. Please note, for 2025/26 only, that a bus shelter grant for 80% funding grant is currently available. Please email bussshelters@norfolk.gov.uk for more information
 - k) Electric Vehicle Charging Points.

Previous Schemes

4. At the last meeting, it was agreed that a list of previous Parish Partnership Schemes either considered or implemented by NCC / DTC would be shared.
5. Please see list below.

2024-25

6. Members considered a proposal to install a new footway at the Sports Ground alongside the existing fencing closest to Shelfanger Road to improve pedestrian access to the site.

7. Total estimated project costs were £54,000 (excluding tree works as 7 mature trees would have to be removed).
8. Outcomes were to revisit this proposal in 2025/26 due to the Community Infrastructure Levy funds being required for the Diss Youth & Community Centre and consider it alongside the future of the Sports Ground to ensure the longevity of the money spent.

2022-23

9. A third SAM2 speed sign was purchased for £1,600 via a successful funding bid to target speeding motorists and improve safety for all. Also enabled the signs to be moved with greater frequency and allowed us to add new locations.
10. Members considered a proposal to install a culvert at the bridge on The Public Right of Way linking Walcot Green and Burston Road to make the footway more accessible. Costs – estimated at £9,356. The project was shelved due to the low number of residents benefiting from the investment.

2021-22

11. Improvements were made to The Causeway Public Right of Way, including installing new kerbing, resurfacing, replacing signs & reinstating lining at a cost of £3,890 plus £3k NCC member grant.

Conclusion

12. The closing date for submissions is 1st December 2025.
13. No requests have been received for consideration since the last meeting, nor from residents.
14. Improved access to the Sports Ground would be considered alongside any potential future development of that site.
15. There is already £5k in Earmarked Reserves allocated to Parish Partnership Scheme from a previously cancelled project.
16. The Council has some key strategic priorities which Officers need to invest time in.

Recommendation

Not to submit a Parish Partnership Bid application for 2025-26.

Diss Active Travel Feasibility Study

Walking, wheeling and cycling improvements
connecting to Diss railway station

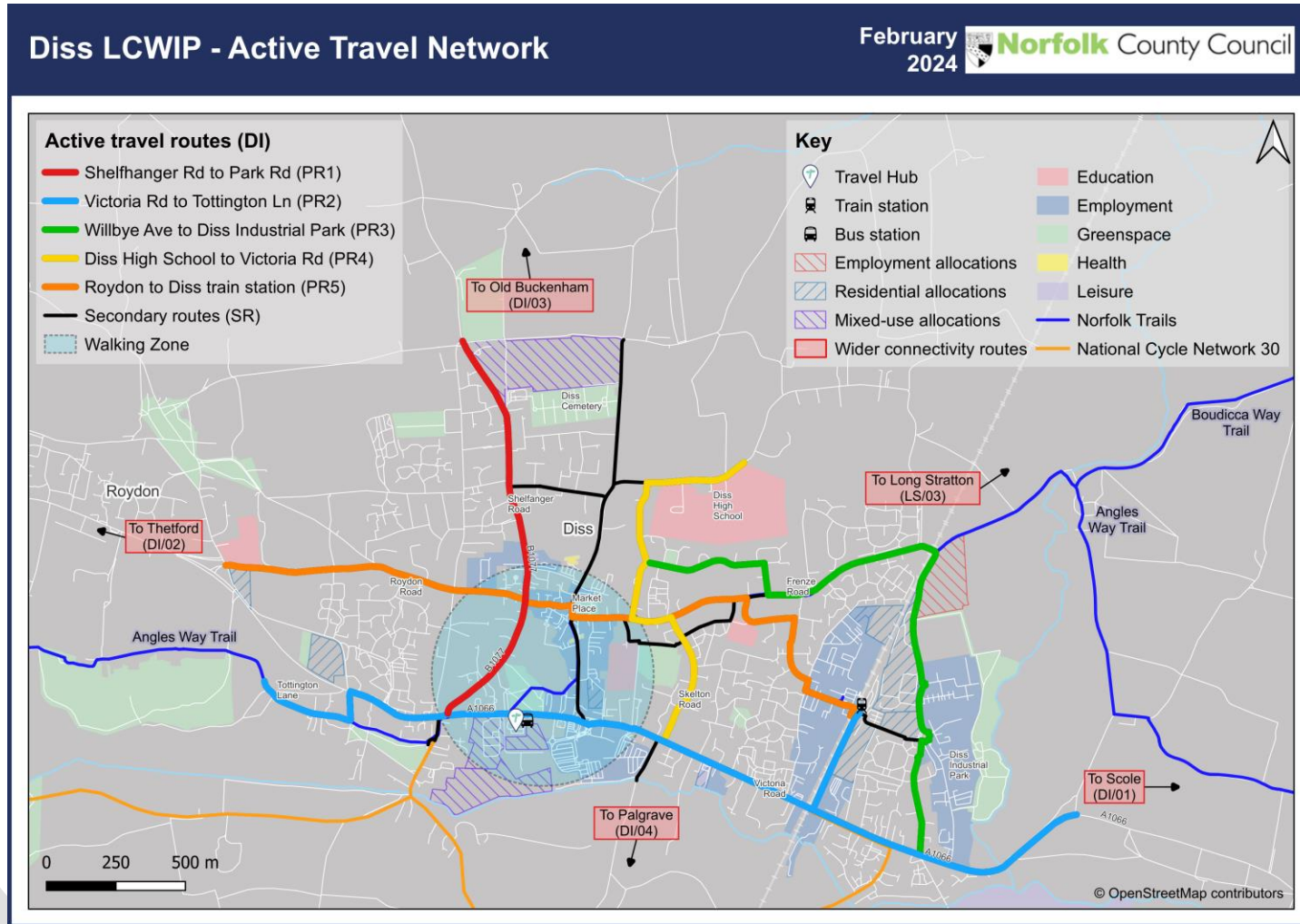
August 2025

Active Travel Team

Project context and objectives

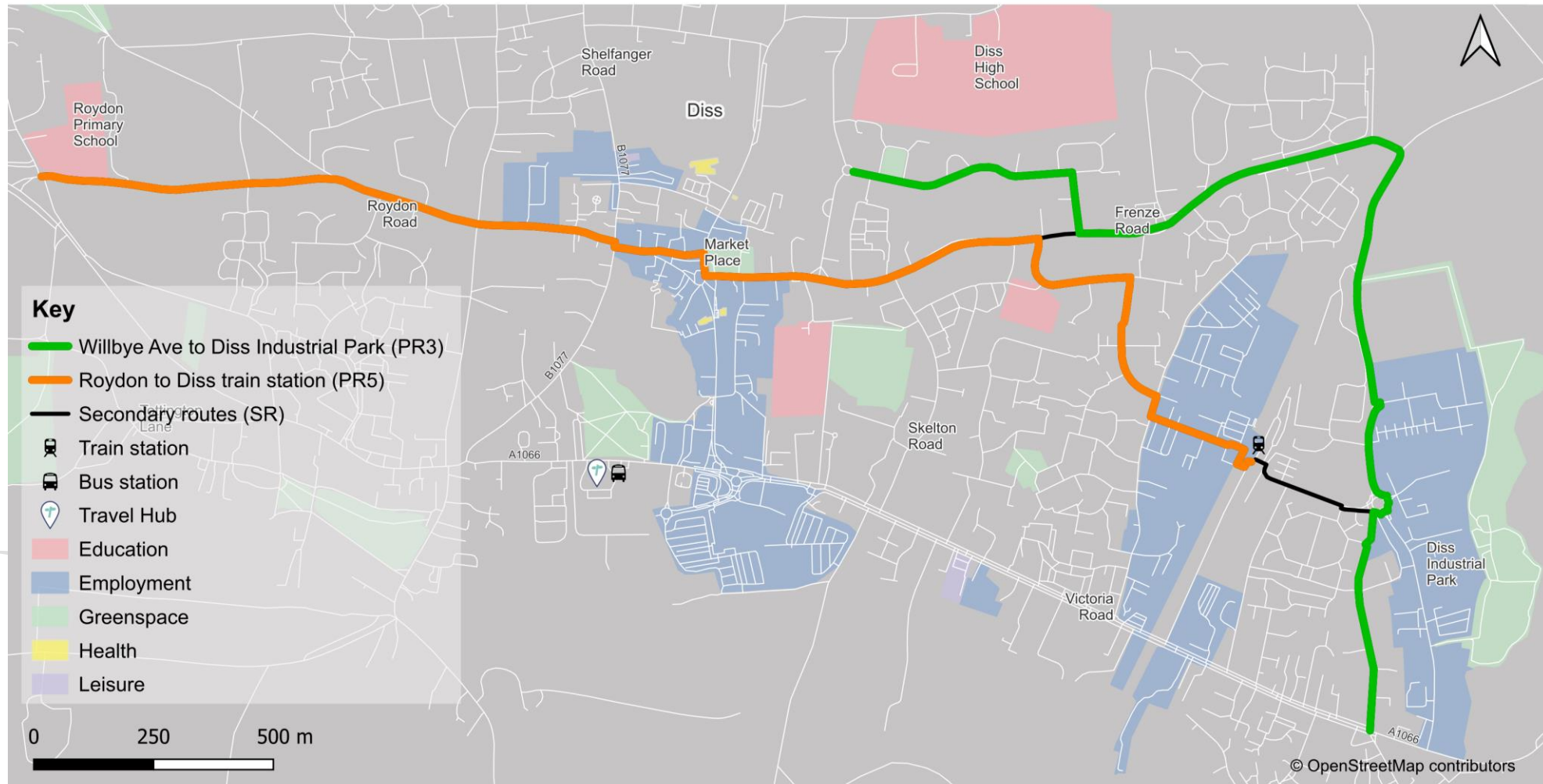
- Norfolk County Council's Active Travel Team has been awarded a grant from Greater Anglia as part of the [Greater Anglia Community Fund 2025](#).
- The objective of this work is to help improve access to Diss railway station for people walking, wheeling and cycling.
- The funding will allow us to conduct a feasibility study for two routes from the Local Cycling and Walking Infrastructure Plan (LCWIP) network for Diss as well as preliminary designs and costing estimates for potential scheme proposals.

LCWIP network for Diss



Routes assessed

The study will focus on the **green** and **orange** routes from the Diss LCWIP network, connecting Diss town centre, residential and employment areas and the train station.

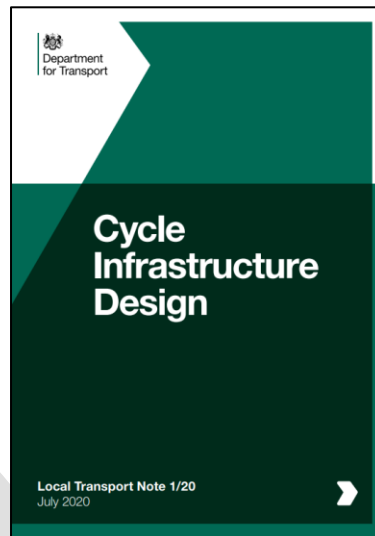


Policy alignment

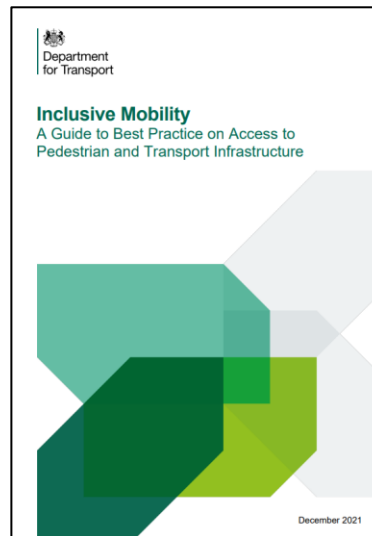
- The solutions identified as part of the study will follow national guidance from the Department for Transport and Active Travel England.
- The study will follow the six national design principles to make the routes as safe, accessible, comfortable, direct, attractive and cohesive as possible.



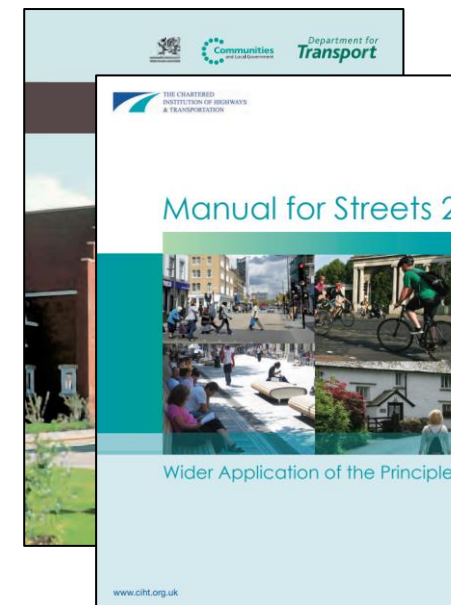
[DfT Gear change](#)



[DfT LTN 1/20](#)



[DfT Inclusive Mobility](#)



[DfT Manual for Streets](#)
[DfT Manual for Streets 2](#)



[Healthy Streets indicators](#)

Project timeline and next steps

- The feasibility study will be delivered by March 2026 in line with Greater Anglia's funding requirements.
- The next steps are to continue engaging with stakeholders and to identify issues along the routes. This will then allow us to identify scheme solutions to address these issues.
- Solutions might include improving barriers, providing signage to Diss railway station, providing footways and lighting, reducing speed limits, etc.
- This project will not fund any capital improvements but will produce a list of costed schemes with a view to securing future capital funding for any schemes.

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	Jan-25	This will be reviewed to reflect the new fence positioning and responsibility for the green infrastructure
	F0723/11	Heritage Triangle Project Garden	c) To approve the draft Heads of Terms for leasing the Council Offices garden to the Heritage Triangle Trust and authorise the Clerk to proceed with a formal agreement.	Clerk	Oct-25	This will be reviewed following the review of the floral planter scheme
	F0524/08	Diss Youth & Community Centre	That members agree to reconsider the proposal from the Friends of Barish 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 / ET / JR F&BM & Clerk	By Sept 2027	SNDC awaiting drainage report linked to John Grose site development.
	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	Mar-25	No update
	INF0123/10	Land on Denmark Lane	To appoint a working group of councillors Sinfield and Welch to work with the Clerk to further consider the requirements and proposal regarding the purchase of the small triangle of land on Denmark Lane for eventual presentation to Full Council.	LS / JW / Clerk	TBC	Diss Community Woodland Project is in process of purchasing land following successful matchfunding.
	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. Update requested.
	AIE0125/12a	Cemetery	To approve the T2 risk assessment at Diss Cemetery and the proposed extension of the adjacent site at a total cost of £5,975 excluding VAT allocated to Cemetery grounds R&R (£4k) and Earmarked Reserves Cemetery (£1,975) subject to determining deadline & negotiation with the developer regarding financial contribution for land extension.	Clerk	09.04.25	Recommendations to be considered in due course.
	AIE0425/11	Park Toilet Lighting	To source comparable quotes from all three contractors for future consideration by committee.	Clerk / FBM	30.04.25	Pending budgetary decision regarding reduced winter provision of toilets.
	AIE0725/03	Election of Vice-Chair of the Assets, Infrastructure & Events Committee for the Municipal Year 2025/26	to include the election of Vice-Chair for the municipal year 2025/26 on the agenda of the next meeting of the Assets, Infrastructure & Events Committee.	Admin AR	25.09.25	On October 2025 agenda
	AIE0725/09	Floral Diss	1. To continue to review the changes with relevant parties to improve the floral scheme in Diss for the benefit of the residents and visitors.	Clerk / DC / GW	01.10.25	On October 2025 agenda
	AIE0725/09	Floral Diss	2. To plant around 960 mixed spring bulbs along Park Road and at the Denmark Lane / Park Road roundabout raised garden (subject to approval from Norfolk County Council) in September, with expenditure of around £250 allocated to Earmarked Reserves Park Enhancement Project.	FBM / GQ / Probation volunteers	01.10.25	Complete
	AIE0725/09	Floral Diss	3. To plant a row of variegated Euonymus japonicus shrubs in front of the storage cabin in the Park in September, with expenditure of around £250 allocated to EMR Park Enhancement Project.	FBM / GQ / Probation volunteers	01.10.25	Complete
	AIE0725/10a	Events	a)Members noted the overwhelmingly positive feedback from Diss Carnival. Praise was extended to the organising committee and volunteers, led by the Council's Marketing & Events Administrator.	Clerk	Immediately	Complete
	AIE0725/10b	Events	1. To approve the wording and design of the USAAF memorial stone for installation in front of the Anglian Memorial Garden, subject to final minor amendments.	Clerk / AG / JW	15.08.25	Complete
	AIE0725/10b	Events	2. To approve inscriptions for the panel on one of the seat's ends by the beacon in the Park to commemorate VE & VJ Day events, with wording to be agreed with the Clerk, Chair of the Assets, Infrastructure & Events committee and Councillor Welch.	Clerk / AG / JW	15.08.25	Complete
	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	Ongoing
	AIE0725/11	Cemetery	2. To adopt the revised Donations policy as shown in the meeting agenda pack.	Admin MH / FBM	30.09.25	On agenda
	AIE0725/13	Telephone Contract	To renew the current telephone and broadband service contract with Etc.. East Anglia, and to review at a later date once the future of the council's buildings and services has been decided.	Admin AR	Immediately	Complete
	AIE0725/14	Signage	1)To approve the quote from Supplier A for £1,659 2)To purchase 14 signposts and caps from Start Safety for £353.92 3)To purchase 3 x 5 litre tins of paint for £187.50 4)To purchase a single-width finger arm sign from Broxap for £360. 5)To approve the total cost allocation of £2,560.42 to Earmarked Reserves Community Infrastructure Levy funds. 6)To liaise with South Norfolk District Council regarding the additional sign for the Park Road car park.	Admin AR	30.08.25	1) Sign designs sent to supplier, final amendments being made 2) Sign posts purchased and received 3) Paint purchased and works begun 4) Ordered and awaiting delivery 5) Costs approved 6) Positioning denied SNC & NCC want to reduce amount of roadside signage.
	AIE0725/16	Parish Partnership Bid	That a summary of previous consideration of potential projects would be circulated to members for future consideration.	Admin AR	Immediately	On agenda