

# 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 28<sup>th</sup> January 2026** at **7.15pm**.

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

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

### AIE0126/01 Apologies

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

### AIE0126/02 Nomination of Substitute Representatives

There were none.

### AIE0126/03 Declarations of Interest and requests for dispensations

There were none.

### AIE0126/04 Minutes

Members received the minutes of the Assets, Infrastructure & Events Committee meeting on Wednesday 26<sup>th</sup> November 2025. It was

**Resolved:** To approve the minutes of the meeting of the Assets, Infrastructure & Events Committee held on Wednesday 26<sup>th</sup> November 2025 as a true record and were signed by the Chair.

### AIE0126/05 Public Participation

There were five members of the public in attendance. Two members wished to speak regarding items 8 & 11.

### AIE0126/06 Items of Urgent Business

There were no items of urgent business raised.

### AIE0126/07 Park

a) Members considered two quotations for improved vehicular access from Park Road car park for events such as car boot sales and Carnival. Clarification was sought regarding an additional email from Contractor B. The Facilities & Buildings Manager (FBM) explained that Contractor A had quoted for a heavier-duty solution, and Contractor B's proposal may only support light vehicles. Members noted that a standardised quotations template would be introduced to ensure consistent comparison between submissions including timescales for delivery.

Questions were raised about aesthetics, durability, and long-term robustness. Concerns were expressed that the area does occasionally accommodate heavy goods vehicles, which could cause damage if the lighter-duty option were chosen. Members also discussed expected timescales, with confirmation that the work should be completed before the spring. It was

**Resolved:** to approve the appointment of Company A at a cost of £3,145 to undertake the works to improve vehicular access from Park Road car park for events.

**(Action: FBM / Clerk; by 31.03.26)**

b) Members considered a revision to the Park Terms and Conditions. The Clerk outlined the proposed changes. It was noted that the general event T&Cs have been combined with the car boot sale regulations, the document has been reformatted and additional clauses added under cancellation. A query was raised regarding why Council-owned litter bins could not be used by stallholders. The FBM confirmed that stallholders have used bins for their leftover sale items which lead to capacity issues and additional costs. It was

**Resolved:** to accept and implement the revised Park Terms and Conditions.  
**(Action; Clerk/Admin; immediately)**

c) Members noted that the Park Kiosk tenant has terminated his license & the cupboard will be cleared of all equipment.  
**(Action; FBM; by 08.04.26)**

#### **AIE0126/08 Heritage Wildlife Garden**

a) Members considered a draft Memorandum of Understanding between Diss Town Council & the Diss Community Woodland Project (DCWP) regarding the ongoing management of the Heritage Garden. The DCWP Chair highlighted that the partnership would support the charity's aims, improve the appearance of the Heritage Wildlife Garden, and enhance biodiversity within the area. It was also noted that the arrangement would assist the volunteer team and strengthen collaborative working. It was

**Resolved:** to approve the Memorandum of Understanding between Diss Town Council & the Diss Community Woodland Project regarding the ongoing management of the Heritage Garden.  
**(Action; Clerk; immediately)**

b) Members considered a proposal to reduce the number of boardwalk planters to protect the structure and ease ongoing maintenance. The DCWP Chair explained that he would undertake this work personally rather than through the DCWP due to health and safety risk assessment requirements and that this proposal was separate from the agreement discussed under Item 8a. He advised that maintenance of the boardwalk planting should be carried out little and often. The FBM noted that the weight of the floating planters was causing them to submerge, and the Chair confirmed that this was largely due to willow herb species with extensive rooting systems. Members discussed the need to improve the visual impact of the planting, and it was confirmed that the proposal would support this aim. It was

**Resolved:** to approve the proposal to reduce the number of boardwalk planters to protect the boardwalk and ease ongoing maintenance.  
**(Action; FBM; by 31.03.26)**

c) Members considered a proposal to introduce aquatic plants on the Park in light of 11b and increase biodiversity. A question was raised about whether the installation of a dovecote could be included to help address pigeon issues in the town. The Clerk advised that this requires a licensed contractor to collect and remove eggs regularly and that the waterlogged ground at the proposed site would present maintenance difficulties. The DCWP Chair confirmed that the planting would be compatible with existing wildlife including ducks and added that it would also be deer-proof. It was confirmed that flowering period would be present for several months and

**Resolved:** to approve the proposal to introduce aquatic plants on the Park in light of 11b and increase biodiversity.  
**(Action; FBM; by 31.03.26)**

#### **AIE0126/09 Sports Ground Pavillion Water Supply**

Members received information regarding the route of the water supply pipe to the Sports Ground Pavilion given it runs beneath the new housing development at Shelfanger Road. Since the FBM met on site with the contractor, another pipe to the right-hand side of the route has been identified and an update is awaited. A member of the public advised caution in case the pipe carried electricity rather than water, but the FBM confirmed that it was part of the water system. The Council may need to consider an easement to enable access over the pipe. Moving the meter / pipe nearer the Pavilion would be preferable but Anglian Water confirm this is not possible.

**(Action: FBM to investigate further; by 31.03.26)**

**AIE0126/10 Property Flood Resilience Scheme**

Members considered Norfolk County Council's Property Flood Resilience Scheme and questionnaire response following feedback from Roydon PC. It was

**Resolved:** to align the Council's responses with Roydon Parish Council.  
**(Action: Admin/Clerk; immediately)**

**AIE0126/11 Shelfanger Road Streetlighting**

Members considered whether to assume responsibility for new streetlighting on the Shelfanger Road housing development. One of the Roydon Parish Councillors explained that they had deferred their decision pending confirmation of Diss Town Council's intentions. It was noted that there is a lack of lighting on Shelfanger Road leading to the estate (Roydon) and members discussed safety concerns for children accessing the Park. Cost implications were raised, with reference to a recent hit-and-run incident that damaged a lamp post in Roydon. The Council recently adopted a streetlighting policy and approved minimal lighting at a Vinces Road site with the developer paying for installation and a contribution to the Council for future replacement and maintenance. The number of columns and positioning would be considered once designed. It was

**Resolved:** to assume responsibility for new streetlighting on the Shelfanger Road housing development with design plans being presented to a future meeting.  
**(Action: Admin / Clerk; immediately)**

**AIE0126/12 Events**

- a) Members noted the minutes of the Remembrance debrief on 24<sup>th</sup> November.
- b) Members noted the notes of the Christmas Lights Switch-On debrief on 15<sup>th</sup> January 2026.
- c) Members noted the minutes of the first new format events sub-committee on 20<sup>th</sup> January 2026.

**AIE0126/13 Items for Noting**

- a) Members noted that the Skate Park repairs are scheduled to commence in February 2026.
- b) Members noted 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) Members noted 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) Members noted 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) Members noted 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) Members noted progress on decisions made at the last meeting.

**AIE0126/14 Member Forum**

There were no information or issues relevant to this committee from members for brief discussion, action or inclusion on a future agenda. Councillor Robertson gave his apologies for the next Full Council meeting.

**(Action: Admin; immediately)**

**AIE0126/15 Date of Next Meeting**

Members noted that the next meeting of the Assets, Infrastructure & Events Committee is scheduled to take place on Wednesday 8<sup>th</sup> April 2026 at 7.15pm. The Chair gave her apologies for this meeting.

**(Action: Admin; immediately)**

Meeting closed: 20.11.

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Councillor Dente  
Chair