

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 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 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Reason: a friend is visiting. Apologies not accepted. |
| S. Kiddie | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Reason: Ill health. Apologies accepted. |
| K. Murphy | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Reason: Work commitments. Apologies accepted. |
| L. Sinfield | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 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 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 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