

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

**Our Ref:** AIE 08.04.26  
**Date:** 01/04/2026

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

**For Information:**  
Councillors A. Kitchen, T. Knights, T. Shava & R. Peaty.  
Facilities & Buildings Manager & Office Administrator.

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

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Diss Express

## Notice of Meeting

Dear Members of the Public and Press

You are cordially invited to attend a meeting of the **Assets & Infrastructure Committee** to be held in the **Council Chamber at Diss Corn Hall** on **Wednesday 8<sup>th</sup> April 2026** at **7.15pm** to consider the business detailed below.

Town Clerk / Chief Executive Officer

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## 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 Dispensations<sup>1</sup>**  
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 28<sup>th</sup> January 2026 (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 design ideas for the Park Pavilion given the Leisure & Community Centre development (report reference 01/2627 herewith).
  - b) To note that a spring and buffer is being replaced on the aerial runway equipment in the park.

## 8. Council offices

To note that a Heritage trail of blue window stickers will be installed and the design of the Council offices 'plaque' (copy details herewith).

## 9. Tree Management

To consider a report (reference 02/2627 herewith) regarding the recent survey undertaken to assess Council-owned trees across all sites.

## 10. Mere Boardwalk & Gardens

To receive a report (reference 03/2627 herewith) regarding boardwalk maintenance and managing access to the gardens out of office hours.

## 11. Cemetery

To consider a recommendation (report reference 04/2627 herewith) to use funeral-director-appointed grave diggers at Diss Cemetery.

## 12. Shelfanger Road Street Naming

To consider a report (reference 05/2627 herewith) regarding street naming clarification and proposed dedication signage for the Shelfanger Road development.

## 13. Biodiversity

To consider a proposal to plant cherry trees at Rectory Meadow through Pride In Bloom funding from South Norfolk Council (copy details herewith).

## 14. Rail Station

To consider the active travel feasibility study report undertaken by Norfolk County Council to improve connectivity between Diss railway station and the surrounding town (copy details herewith).

## 15. Parish Footpath Audit

To consider a proposal to undertake and publish a Parish Footpath and Rights of Way audit, informed by best-practice examples (copy details herewith).

## 16. Items for Noting

- a) **Skate Park** – to note that the Skate Park repairs are scheduled to complete w/e 3<sup>rd</sup> April, the metal panels will be painted in black exterior paint, a soft launch event is scheduled on 12<sup>th</sup> April & a bigger celebratory event is being considered for the end of the summer.
- b) **Mere's Mouth** – to note the Flock sculpture lights are now functional following a fix to the water ingress issue.
- c) **Finger Posts** – to note that all the black & white finger posts have been repainted and a replacement post is being ordered for one positioned by the Park on the A1066.
- d) **Norwich Western Link** - to note that the Department for Transport has confirmed the Norwich Western Link remains within the Major Road Network programme, enabling the release of agreed funding and allowing further work to progress towards a shortlist of options and a future public consultation.
- e) **Post Office** - to note that Historic England has declined, at this time, to list the Post Office; however, the building remains a non-designated heritage asset of local significance within the conservation area, and any changes adversely affecting its character will be monitored.
- f) **Progress Report** - to note progress on decisions made at the last meeting (copy herewith).

## 17. Member Forum

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

## 18. Date of Next Meeting

To note that the next meeting of the Asset & Infrastructure Committee is scheduled for Wednesday 8<sup>th</sup> July 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

#### Draft

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**

<https://disstowncouncil.sharepoint.com/sites/DTCDoc/Committees/Assets> & [Infrastructure/Minutes/Assets](#),  
Infrastructure & Events Minutes 28.01.26 DRAFT.docxPage 2 of 4

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



## DISS TOWN COUNCIL

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Report Number:  
**01 / 2627**

Report to:	Assets & Infrastructure Committee
Date of Meeting:	8 <sup>th</sup> April 2026
Authorship:	Projects & Grants Administrator
Subject:	Park Pavilion Redevelopment

### Introduction

1. The pavilion in Diss Town Park, formerly home to a seasonal café, now serves a modest role as a gathering point for visitors and as a performance space during events such as the Diss Carnival.
2. Adjacent to the pavilion, the vacant plot is earmarked for a new South Norfolk Council leisure & community centre, complete with an integrated café. Considering this development and the close relationship between the two sites, the Councils are exploring whether a traditional park bandstand could be incorporated into the broader leisure centre project to enhance shared use and connectivity around the Mere (see Appendix A).
3. The existing design of the Pavilion (built in 1994 and designed by current Honoured Citizen) does not lend itself to reconfiguration into a traditional bandstand however it is hoped that the existing foundation could serve a purpose in the proposal below.

### Proposal: Replace Pavilion with a Traditional Bandstand

4. A traditional-style park bandstand is proposed as the replacement for the existing pavilion.
5. Ten historic bandstand examples from across the UK were reviewed to help guide design direction and ensure alignment with the character of the park (see Appendix B).
6. The proposed bandstand would provide a flexible, open performance and gathering space, improving functionality during events.
7. An open structure with clear sight lines would enhance visibility and overall site management, reducing hidden areas and improving safety.
8. The improvements in design quality, accessibility, safety, and park management could support future aspirations toward achieving Green Flag Award standards.

### Landscape & Site Integration

9. Members propose that a section of hedge between Diss Town Park and the future leisure centre is removed to:
  - a) Improve sight lines between the two sites.
  - b) Increase accessibility and connectivity for pedestrians.

10. To compensate for the hedge removal and support ecological value:
  - a) A planter bed is proposed around the external diameter of the bandstand.
  - b) This planter would both soften the structure visually and boost biodiversity within the park setting.
11. The bandstand would naturally be raised up on a platform which will allow the audience to better see the performers and for the sound to better resonate.

### **Utility & Security Considerations**

11. The electric distribution board located in the pavilion will need to be relocated as it currently supplies power to the café and the pavilion lighting, the Park, Madgett's Walk and Mere's Mouth street lighting, nearby CCTV cameras and The Flock sculpture.
12. The existing water supply to the site should be retained and a standpipe is proposed within the new proposed planter area.
14. Uplighting to the ceiling of the structure for evening use and downlighting for performance use.
15. Lockable, weatherproof floor sockets for performer/event equipment.
16. Ramped access to ensure full accessibility. The ramp should be designed in a way that discourages use by wheeled recreational equipment, such as skateboards and bicycles.
17. A lockable access gate for securing the bandstand when not in use.
18. The pavilion's existing layout creates blind spots, which have historically contributed to antisocial behaviour such as graffiti, urination, littering, and alcohol consumption. The proposed open-style bandstand, with clear sight lines throughout, will eliminate concealed gathering points and significantly reduce opportunities for these activities.

### **Performance Space Requirements**

19. The proposed bandstand of 8m in diameter should cover a footprint of approximately 50 square meters and comfortably accommodate around 10-15 performers with equipment.
20. Diss Corn Hall has been asked for feedback on correspondence received from the District Council given their existing and potential use of the outdoor setting.
21. Members did also discuss the addition of retractable side panels that could be used to increase usage in inclement weather.
20. Based on recent project estimates, a cast iron bandstand with an 8m diameter typically costs £115k-£125k for supply and installation. This excludes the cost of demolishing existing, customisation and specific site requirements.
21. It is expected that funds would be allocated from the redevelopment of the former John Grose site, external grant funding potentially the Community Action Fund currently open for applications and DTC / Community Infrastructure Levy contributions.

#### **Recommendation**

That members approve the proposed new bandstand landscape, site, utility, security and performance space requirements for further discussion with South Norfolk Council.

Good afternoon Sarah,

I hope you're well.

Lee Webster has asked me to get in touch to request a brief from you regarding the proposed improvements to the bandstand at Diss Mere. To help guide your thinking, I've outlined a few prompts below. If you could pull your ideas together and share them with me, I will then draft a formal brief. Please let me know if there's anything else I can assist with in the meantime.

You may wish to consider whether the project should include:

- Structural repairs
- Modernisation
- Accessibility improvements
- Aesthetic enhancements
- Upgraded functionality for performances

Do you have any examples of bandstand designs you particularly like?  
What are the current issues or challenges with the existing structure?  
How do you envision the bandstand being used in the future?

Thanks for your time and I look forward to hearing from you.

Kind regards,  
Ella

### Key Architectural Features

- **Shape:** Most traditional bandstands are octagonal or circular.
- **Structure:** They consist of a raised platform (plinth) with pillars supporting a roof.
- **Roof:** Often designed with an ornate ogee, bell-cast, or pyramidal roof, frequently topped with a decorative finial.
- **Materials:** Traditionally constructed with cast iron columns and decorative railings, though many modern or restored bandstands use steel, timber, or concrete.
- **Ornamentation:** Characterized by elaborate cast-iron decoration, such as spandrels, brackets, and railings, reflecting Victorian aesthetic tastes.
- **Open Design:** The sides are mostly open, allowing for 360-degree viewing, though some, like the Isle of Wight design, may feature glazed screens for wind protection.

### Functional and Modern Features

- **Acoustics:** The shape and roof design are meant to project sound, often featuring an open soffit to display structural support while aiding sound distribution.
- **Raised Stage:** The elevated platform provides a clear, visible stage for performances, such as brass bands, theatre, and community events.
- **Integrated Infrastructure:** Modernized bandstands often include external power supply, integrated lighting, and cable routes.
- **Accessibility:** Modern designs include ramps to ensure full accessibility for performers and users.
- **Durability:** Many, such as the Beaufort Economy design, use galvanised steel roof panels and columns to ensure long-term, low-maintenance use.
- **Surrounding Landscape:** Traditionally set within a park, creating a natural focal point for visitors, often with surrounding seating.

### Key Features of Historic Bandstands

- **Material:** Often constructed from cast iron, commonly produced by Scottish foundries.
- **Design:** Generally octagonal, circular, or semi-circular in shape with open sides to allow sound to travel.
- **Ornamentation:** Many feature elaborate, oriental-style roofs and decorative columns.
- **Purpose:** Originally designed for brass bands to play for the public, they often served as the focal point of municipal parks in the 19th and early 20th centuries.

**Pearson Park  
Bandstand:**

Located in Forest Hill  
with views across the  
London landscape.



**Chapelfield Gardens  
Bandstand:**

The timber  
bandstand, built  
around 1899. For  
over 125 years, it  
has been the stage  
for concerts,  
performances, and  
community  
gatherings. A  
successful application  
to Historic England,  
the council has  
secured £315,000  
through a Heritage at  
Risk Grant to support  
the restoration.



**Brighton Seafront  
Bandstand:**

Completed in 1884,  
this is considered one  
of the finest surviving  
Victorian bandstands  
in England.



**Clapham Common  
Bandstand:**

The largest  
bandstand in London,  
this Grade II listed  
building was  
fabricated in 1890  
and is a prominent  
example of Victorian  
cast-iron work



**Montpellier Gardens Bandstand:**

Cheltenham. A restored bandstand painted in, cream, and green colours, thought to be one of the oldest in England



**Greenwich Park Bandstand:**

Built in 1891, this bandstand is noted for its distinctive green dome and ironwork cast by the Coalbrookdale Company



**Regent's Park  
Bandstand:**

Located on Holme Green, this bandstand was moved from Richmond Park to its current location in the 1970s.



**Pearson Park  
Bandstand:**

A well-maintained "orientalist" style bandstand in Hull, East Yorkshire.



**Battersea Park  
Bandstand:**

Located on Central Avenue, this traditional bandstand serves as a central hub in the park



**Croydon Road  
Recreation Ground  
Bandstand:**

Famously known as the "Bowie Bandstand," where David Bowie performed a free concert in 1969.



Name

**Organisation \***

Organisation

**Email \***

Email

**Telephone**

Telephone

**Job Title \***

Job Title

**Project Name \***

Project Name

**Enquiry \***

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**SUBMIT**



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Burslem Bandstand

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EPOA Inc. VAT



BXMW/BURY  
Bury Bandstand

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BXMW/IOW  
Isle Of Wight Traditional Bandstand

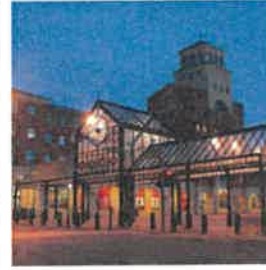
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Ascot Bandstand

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Paulkns Family Theme Park, The New Forest



Devonport Park Bandstand, Plymouth



The Oval Bandstand, Margate



Rotary Park Bandstand, Cape May, USA



Inn On The Lake, The Lake District



Thames Foyer, The Savoy

# 11-12 MARKET HILL



**At first sight one c18th building,  
this was two c16<sup>th</sup> / 17<sup>th</sup> premises,  
occupied for a long period by the  
Leech family, hosiers and  
worsted manufacturers.**

**In 1939, it became the offices of the  
Diss Urban District Council  
and from 1974 the home of  
Diss Town Council.**

**Supported by Norfolk County Council**

**THE DISS HERITAGE TRUST**



## DISS TOWN COUNCIL

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Report Number:  
**02/2627**

Report to:	Assets & Infrastructure Committee
Date of Meeting:	8 <sup>th</sup> April 2026
Authorship:	Facilities & Buildings Manager / Town Clerk
Subject:	Tree Survey

### Introduction

1. Legislation and policies are now putting greater ownership and duty of care on landowners who have control over tree management.
2. To ensure Diss Town Council (DTC) is proactively working towards meeting its duties in this regard, we commissioned Hugh Coggles Arboriculture, a qualified arboriculturist, to undertake a tree condition survey of all 600+ trees located on Town Council-owned properties.

### Arboricultural Report

3. The arboriculturalist's report (Appendix A) sets out recommendations for remedial tree works to some of Council's surveyed tree stock based on the condition of the trees, together with consideration of relevant legislation and wildlife matters.
4. Overall, his recommendations aim to achieve a pragmatic balance between public safety, tree health, landscape value, and biodiversity. The approach ensures that risks are managed appropriately without undertaking unnecessary or overly intrusive works.
5. He also recommends that tree inspections be carried out annually, rather than under the previous three-year inspection cycle. While some of the recommended works could be phased over a three-year period, more frequent inspections would allow for improved monitoring and proactive management.
6. This report addresses only those trees identified as requiring attention. All other inspected trees were found to be in good health and do not require works at this time.

### Specification of Works & Quotes

7. Considering the overall tree population across the inspected areas, the volume of recommended works is low (Appendix B). As quoted by the arboriculturalist, "this is a testament to the effectiveness of previous regular inspections and the ongoing programme of planned maintenance, which has clearly contributed to maintaining a generally sound and manageable tree stock."
8. The next stage involves preparing a specification for the required works.
9. Given the relatively low number of trees identified for works, it is unlikely the value of this contract will exceed the £30k threshold set by Government (Procurement Act 2023) requiring contract advertising and publication of notices, as set out in clause 5.6 of the Council's Financial Regulations.

10. For lower values, the internal council 'Contract Procedure Rules' apply, in DTC's case, a minimum of two fixed price quotes.
11. It is also recommended that the Council's tree survey is scheduled annually with costs acquired to inform the budgeting process from September and to coincide with the end of the bird nesting season.

**Recommendation**

To note the contents of this report.



**HUGH COGGLES  
ARBORICULTURE**

Health and Safety Tree Survey

Hugh Coggles Arboriculture

07547375454

[hcoggles@gmail.com](mailto:hcoggles@gmail.com)

February 2026

TREE SURVEY

DISS TOWN

COUNCIL

## TREE SURVEY Diss Town Council. February 2026

### 1.0 INTRODUCTORY DETAILS

Legislation and policies are now putting greater ownership and duty of care on landowners and those who have control over the tree's management. Hugh Coggles Arboriculture has been commissioned by the Client to undertake a tree condition survey at the above site which ensures the Client is proactively working towards meeting their duties in this regard.

As part of the tree condition survey recommendations have been made for remedial tree works to some of the surveyed tree stock. Full details of the recommended tree works can be found within the tree survey schedule.

A site check with the Local Planning Authority should be carried prior to undertaking any tree works. If trees are subject to a Tree Preservation Order or are situated within a Conservation Area, consent will be required before works can commence. Please note that this can take up to 8 weeks to process.

All survey works have been undertaken by appropriately qualified and experienced arboriculturist surveyors & consultants with a minimum of LANTRA qualified professional tree inspection.

The tree inspection was undertaken by Hugh Coggles on 13<sup>th</sup> and 14<sup>th</sup> February 2026

If site boundary information has not been provided by client, Arboricultural surveyors have made judgements whilst on site.

The Location of trees and the potential hazard the tree represents will be dependent on the accessibility and frequency of use. If client has not provided risk zones maps specific to the site, then categorisation is based solely on the Arboriculturist/Surveyor's discretion from observations gained during the site visit only. Guidelines for this subject come from Common sense risk management of trees- National Tree Safety Group (NTSG) Due consideration will be given to the principles set out below:

- Public impact - Numbers of public using site or adjacent to the site
- Site usage - Location of roads, footpaths, buildings
- Business Risk - Risk of damage to property

<b>HIGH</b>	<i>Adjacent to property including Buildings, gardens, parks, footpaths including internal access roads and footpaths which are used on a regular basis</i>
<b>MEDIUM</b>	<i>Internal roads and footpaths and open spaces which are used on a limited basis</i>
<b>LOW</b>	<i>areas with no or limited access</i>

## 2.0 THE BRIEF

2.1 – The brief was to undertake an inspection of the sites and to produce a report detailing the findings. The report will evaluate any hazards arising and to subsequently propose remedial works that will remove or mitigate the hazard.

The sites surveyed were:

- Diss Sports Ground
- Diss Cemetery
- Diss Allotments
- Diss Youth and Community Centre
- St Marys Church
- Cricket Ground
- Council Offices
- Land adjacent Denmark Street
- Diss Park
- The Lowe
- ANGLIAN GARDENS - 1 Tree horse chestnut mature

## 3.0 CAVEATS AND LIMITATIONS

3.1 – The recommendations contained in this Report represent Hugh Coggles Arboriculture professional opinions, in exercising the duty of care required of a suitably experienced and qualified Arboriculturist Surveyor / Arboricultural Consultant. All data recorded and recommendations made are based on observable factors present at the time of inspection. Where access to carry out a full inspection is not possible due to reasons such as vegetation, topography, fencing or other situations that the surveyor feels are unsafe, the Arboriculturist will make appropriate notes within the survey schedule.

3.2 – Inspection was carried out from ground level, with use of binoculars where necessary. No climbing inspection was conducted.

3.3 – No analysis of soil samples was undertaken. Root areas and possible underground conflict interaction were only investigated in so much as a surface visual inspection.

3.4 – Healthy trees, or parts of healthy trees, may fail in unusually high or unpredictable winds or violent storms and as such the consequences of such weather phenomena are unforeseeable. It follows Hugh Coggles Arboriculture cannot be held liable for any such failures.

**3.5 – Whilst all trees are inspected only those requiring work or special attention are listed in the schedules. If trees are not listed it can be assumed that no works are recommended**

## 4.0 METHODOLOGY

4.1 – Some plans were provided. The trees were plotted on site by using aerial images. plotting should be seen as indicative only

4.2 - An inspection will consist of the identification of tree species, and a determination of the rough age class. Subsequently, an appraisal of the condition of the tree is carried out. The inspection is a combination of visual and non-invasive physical techniques (such as probing or sounding with a mallet) that allow the identification of existing or potential hazards and defects.

4.3 - Recommendations are made on the basis of the report brief and tree condition as well as any additional factors such as legislation and wildlife issues.

## 5.0 THE TREES

5.1 – All sites as requested by Diss Town Council have been inspected. Considering the overall tree population across the inspected areas, the volume of recommended works is low. This is a testament to the effectiveness of previous regular inspections and the ongoing programme of planned maintenance, which has clearly contributed to maintaining a generally sound and manageable tree stock.

All trees were visually inspected, and those requiring works or warranting specific comments are detailed within the accompanying schedules. Recommendations have been made primarily on safety grounds, taking into account site context, levels of public access, and frequency of use. In higher-use areas, a more precautionary approach has been adopted where defects could reasonably pose a foreseeable risk to people or property.

At the same time, consideration has been given to arboricultural best practice and to wider ecological and biodiversity value. In lower-use or low-occupancy areas, the retention of standing deadwood, decaying timber, and minor defects has been considered acceptable where the associated risk is minimal and proportionate. In such locations, the habitat benefits of retaining deadwood—particularly for invertebrates, fungi, birds, and bats—are recognised as outweighing the limited level of risk present. The cemetery is a representative example of this balanced approach, where public use is relatively low and the conservation value of mature trees and associated deadwood features is significant.

Overall, the recommendations seek to achieve a pragmatic balance between public safety, tree health, landscape value, and biodiversity, ensuring that risk is managed appropriately without undertaking unnecessary or overly interventionist works.

The current inspection interval of three years is considered inadequate for sites characterised by mature tree populations and high levels of public access. Within this timeframe, tree condition and structural characteristics can change significantly, making it challenging to anticipate necessary works, such as crown raising or other remedial interventions.

In order to ensure ongoing safety and effective management, it is recommended that inspections are undertaken on an annual basis.

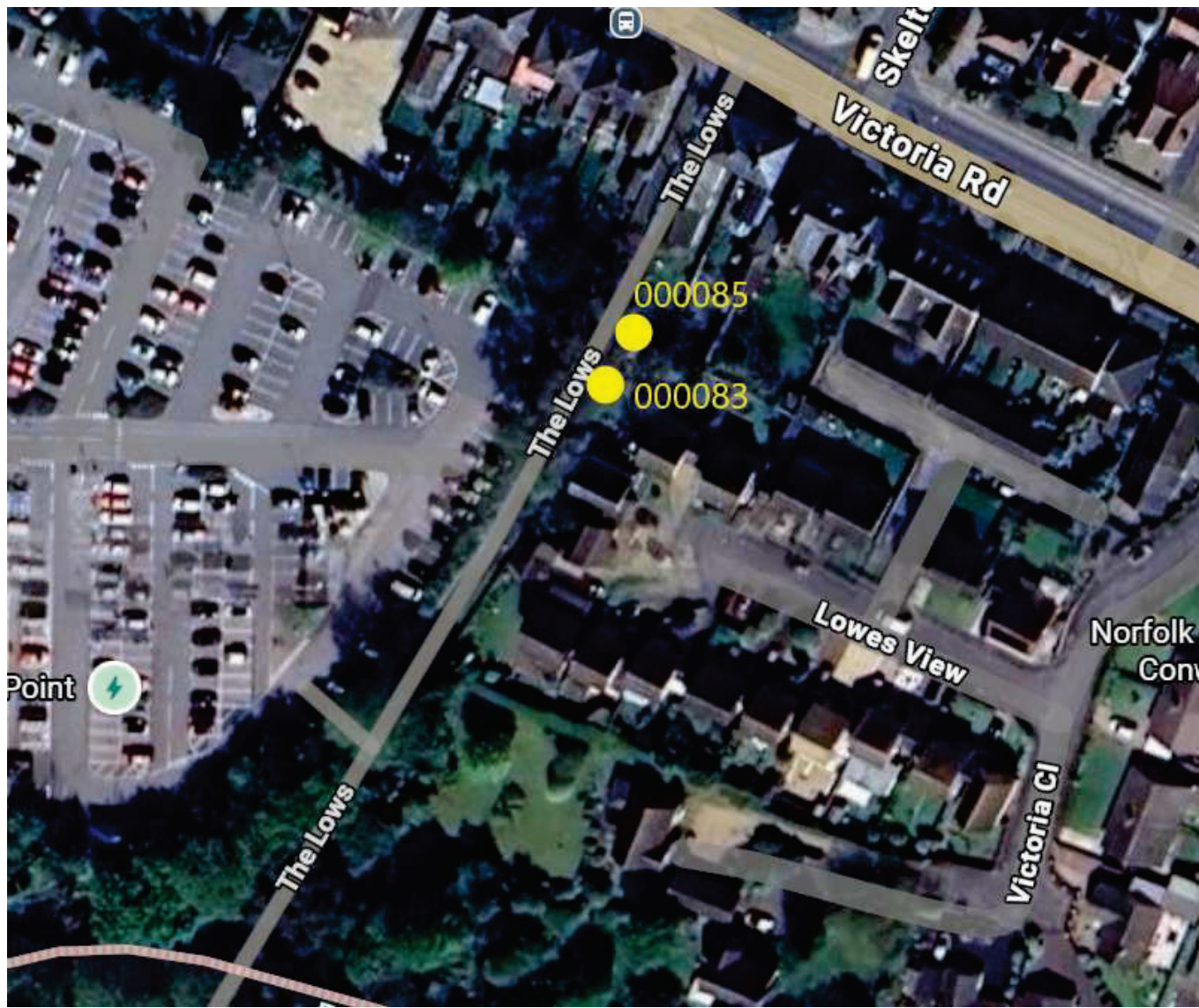
<b>Annex A - Survey Data Collection Key and Remedial Work Actions</b>	
<b>Ref No:</b>	<i>Assigned tree number. Corresponds to supporting plans. Trees have been categorised as one of the following: Tree (T) or Group (G).</i>
<b>Species:</b>	<i>The common name of the tree</i>
<b>Height (m):</b>	<i>In line with National Housing Federation height banding to include 0-5, 5-10m, 10-15m, 15-20m and 20+M</i>
<b>Stem Diameter (mm):</b>	<i>The diameter of the trunk measured in millimetres taken with a DBH Tape at a height 1.5m above ground. In line with National Housing Federation DBH banding to include 0-150mm, 150-300mm, 300-450mm, 450-600mm, 600-1000mm and &gt;1000mm.</i>
<b>Crown Spread (m):</b>	<i>Canopy spread of the tree (estimate)</i>
<b>Age Class:</b>	<i>Recorded as:</i>
	<i><b>Y (Young)</b> = Staked tree or tree with high growth potential (in 1st 3rd of life expectancy).</i>
	<i><b>MA (Middle Age)</b> = Tree nearing full height but not full spread or stem diameter (Tree in 2nd 3rd of life expectancy).</i>
	<i><b>EM (Early Maure) M (Mature) OM (Over Mature)</b> = A mature specimen with limited potential for any significant increase in size but with a reasonable safe life expectancy (in its last 3rd of life expectancy).</i>
	<i><b>V (Veteran)</b> = A mature specimen in decline with significant dead wood and cavities which are advantageous to wildlife.</i>
<b>Target</b>	<i>Depicts the target with which the tree as a whole or part is within distance of.</i>
<b>Risk Level:</b>	<i>High, Medium or Low</i>
<b>Condition:</b>	<i>Categorised as either: Good, Fair, Poor or Dead</i>
<b>Observation Physical Remarks</b>	<i>Observations made on the trees structural condition, wounds and defects</i>
<b>Action</b>	<i>Title of Remedial work specification</i>

Recommendations for remedial work are set out within the following Action Priority Class categorisation & time limits.

IMMEDIATE/URGENT		<i>All urgent work will be phoned through immediately to the client where necessary</i>
HIGH	Within 3 Months	<i>Covers trees within High Risk Zones which are likely to cause injury or damage. Includes crown lifts over roads, footpaths and car parks</i>
MEDIUM	Within 12 Months	<i>Covers trees in High Risk Zones likely to cause inconvenience such as pruning to clear buildings. Includes trees within Medium Risk Zones likely to cause injury or damage</i>
LOW	Within 3 Years	<i>Covers trees in All Risk Zones with regard to tree works that are advised to promote the future health and well being of the tree stock</i>

Tree schedule Feb 2026 The Lowe

Tree / Group No.	Species	Height	Dia @ 1.5m	Crown spread	Age Class	Target Risk Zone	Condition	Comments and Observations	Action	Priority
0000 85	oak	20+	1000 +	9	M	H	F	Die back in upper canopy/lapsed pollard/large diameter dead wood/ivy at base	Remove dead wood/strip ivy from base to ensure no hidden defects	Med
0000 83	oak	20+	1000 +	9	M	H	F	Minor dead wood/ivy	strip ivy to ensure no hidden defects. Remove dead wood over footpath and adjacent garden	Med



Tree schedule Feb 2026 cricket ground

Tree / Group No.	Species	Height	Dia @ 1.5m	Crown spread	Age Class	Target Risk Zone	Condition	Comments and Observations	Action	Priority
T124 4	Scots pine	10-15	300-450	3	M	H	F	Mechanical wounds on stem. Longitudinal crack On northern side of stem	Monitor for signs of decline	Low
0000 68	H chestnut	15-20	600-1000	6	M	H	F	Minor bark necrosis at base, possible early bleeding canker. Branches touching overhead wires	Prune to clear wires	Med
2881	birch	10-15	300-450	4				dead	fell	high



Tree schedule Feb 2026 church St Marys and plane tree opposite adjacent chapel street

Tree / Group No.	Species	Height	Dia @ 1.5m	Crown spread	Age Class	Target Risk Zone	Condition	Comments and Observations	Action	Priority
000309	beech	20+	1000+	10	M	H	p	Reduced canopy. Ganoderma fruiting bodies. / stem bleeds/ fresh fruiting bodies of kretschmaria deusta at base, high risk associated with brittle fracture	Mono-lith	Med

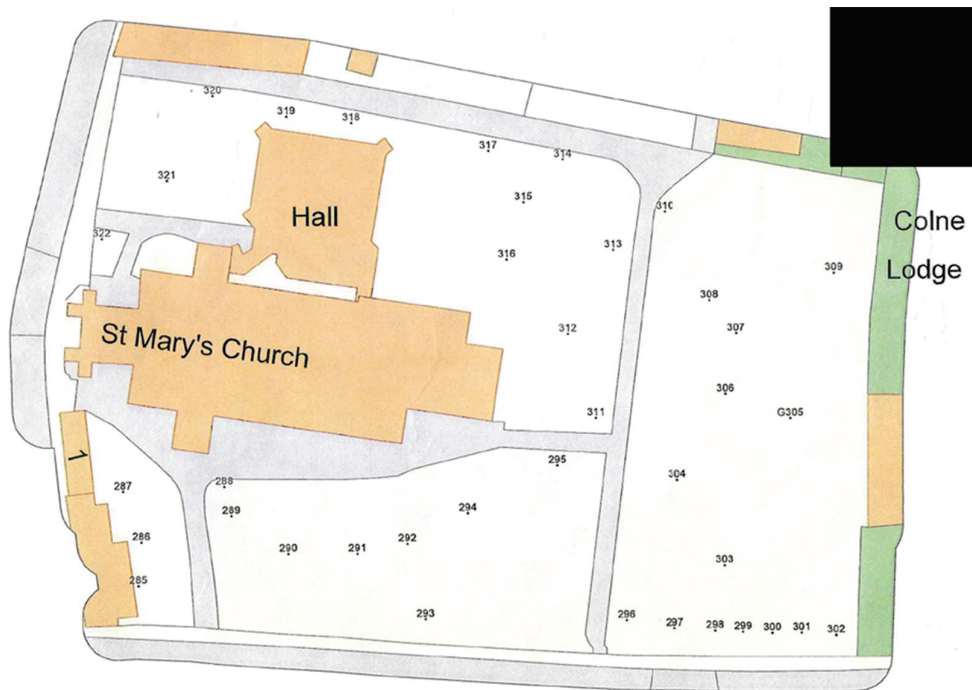
The beech tree (000309) at St Mary’s Church has, unfortunately, now reached a condition where it represents an unacceptable level of risk. The tree has clearly been subject to close inspection and previous pruning interventions in recent years, most likely in response to concerns relating to decay-associated fungi (*Ganoderma applanatum*). Although historic diagnostic data is not available, it is reasonable to assume that earlier assessments concluded that the extent of decay at that time remained within tolerable limits, subject to crown reduction works aimed at lowering sail area and mechanical loading.

During the current inspection, fresh and emergent fruiting bodies of *Kretschmaria deusta* were observed at the base of the stem. This fungus is associated with a soft rot of the lower stem and root buttresses. Unlike many decay fungi that cause a progressive loss of strength accompanied by visible adaptive growth, *Kretschmaria deusta* is particularly concerning because it degrades both cellulose and lignin, resulting in a dry, brittle fracture-prone wood structure. Affected wood can retain much of its external form while experiencing significant internal loss of structural integrity. The typical mode of failure is a sudden brittle fracture at the base, often with little external warning and without the ductile bending or progressive cracking seen with other types of decay.

One of the key management challenges with *Kretschmaria deusta* is that the extent and distribution of decay can be difficult to accurately quantify using conventional diagnostic tools. The decay often develops in an irregular pattern within the buttress and lower stem tissues. Because the affected wood may remain relatively hard and dry until failure, tools such as sounding with a mallet, increment coring, or even some forms

of decay detection equipment may underestimate the degree of strength loss. The fungus can create a condition where residual wall thickness appears sufficient, yet the material properties of the remaining wood are significantly compromised. As a result, predictions of residual strength and safety margins are inherently uncertain.

Given the tree's position within a high-target area at St Mary's Church—where pedestrian movement and occupancy levels are frequent and predictable—the risk profile is elevated. The potential consequences of basal failure are severe, and the failure mode associated with *Kretzschmaria deusta* is characteristically sudden and unpredictable. While management options in some settings may include continued monitoring, further crown reduction to reduce loading, or installation of exclusion zones, such measures are unlikely to reduce the risk to an acceptable level in this context. In high-use public areas, best practice risk management would therefore support the recommendation for removal and replacement to ensure public safety and limit foreseeable liability.





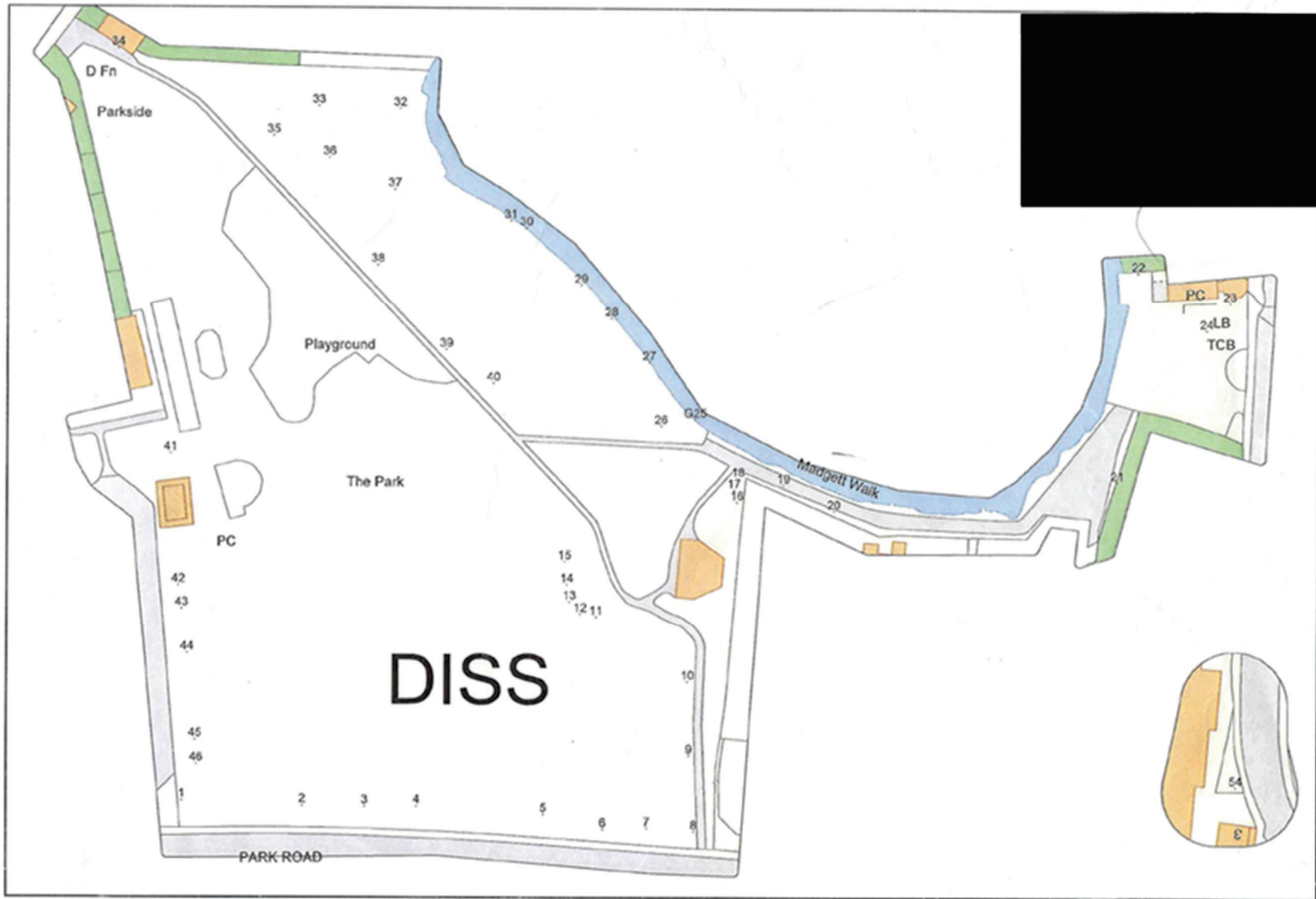
Fruiting bodies T00039 beech *Kretzschmaria deusta*



Fruiting body T00039 beech *Ganoderma applanatum*

Tree schedule Feb 2026 diss park

Tree / Group No.	Species	Height	Dia @ 1.5m	Crown spread	Age Class	Target Risk Zone	Condition	Comments and Observations	Action	Priority
T1-7	Lime/sycamore	20+	600-1000	6	M	H	G	Large roadside trees, evidence of regular maintenance including removal of epicormic growth and maintain clearance over highway. Minor dead wood typical of species	Continue general maintenance	Med
20	Weeping willow	15-20	1000+	8	M	H	F	Pollarded tree. Ivy covered stem	Will require cyclical re-pollarding, not required at present. Consider stripping ivy to ensure no defects are hidden	Low
39/40	Horse chestnut	15-20	1000+	10	M	M	F	Large trees heavily reduced, potential for decay and weak attachments at reduction points, may require cyclical pruning in future, no required at present	monitor	
33	lime	20+	1000+	7	M	M	F	Reduced canopy, dead wood typical of species/epicormic growth	Remove epicormic growth to ensure no defects are hidden	Med
46	H chestnut	5-10	300-450	4	E M	H	P	Stem bleeds likely bacterial bleeding canker/mechanical damage. Likely to decline and not reach maturity	monitor	low



Tree schedule Feb 2026 Denmark street

Tree / Group No.	Species	Height	Dia @ 1.5m	Crown spread	Age Class	Target Risk Zone	Condition	Comments and Observations	Action	Priority
49-53	Birch, ash, robinea, plum, elm	15-20	300-450	3	E M	H	F	Roadside branches of ash(t49) becoming low over highway. Robinia (t50)	some dead wood from t50(low priority)raise canopy of ash over highway to give clearance of 5m.	Med



Tree schedule January 2026 youth community centre

Tree / Group No.	Species	Height	Dia @ 1.5m	Crown spread	Age Class	Target Risk Zone	Condition	Comments and Observations	Action	Priority
T1	N maple	15-20	450-600	3	M	low	p	Failed tree, lifted at root plate, adjacent fence. Not sure if this is within site boundary?	Fell to ground level	Med



Tree schedule January 2026 sports field

Tree / Group No.	Species	Height	Dia @ 1.5m	Crown spread	Age Class	Target Risk Zone	Condition	Comments and Observations	Action	Priority
151,	poplar	15-20	1000 +	3	M	H	p	Topped tree, significant re-growth, multiple fruiting bodies on stem. Sounding with hammer indicates severe decay of stem	fell	Med
154 (tag 1212)	poplar	15-20	1000 +	3	M	H	p	Topped tree, significant re-growth, weak attachments. Hornet moth exit holes next to foot path	Re-pollard	Med
158	poplar	15-20	1000 +	3	M	H	p	Topped tree, significant re-growth, multiple fruiting bodies on stem. Sounding with hammer indicates severe decay of stem. Leaning towards skate park	fell	Med
161-165, poplar	poplar	20+	1000 +	3	M	M	p	Topped trees, significant re-growth, weak attachments. Hornet moth exit holes next to foot path	Re-pollard in next 5-7 years	Low
191 (tag 1173)	poplar	15-20	1000 +	3	M	M	p	Topped tree, significant re-growth, Sounding with hammer indicates	fell	Lmed

Tree / Group No.	Species	Height	Dia @ 1.5m	Crown spread	Age Class	Target Risk Zone	Condition	Comments and Observations	Action	Priority
								severe decay of stem. Leaning towards adjacent footpath		
206, 207,209, 212,229 230,231, 232,233	poplar	20+	1000 +	3	M	M	p	Topped trees, significant re-growth, weak attachments. Hornet moth exit holes next to foot path which runs paralell outside site	Re-pollard in next 5-7 years	Low
262	rowan	0-5	150	2		L		Dead/dying	fell	Low

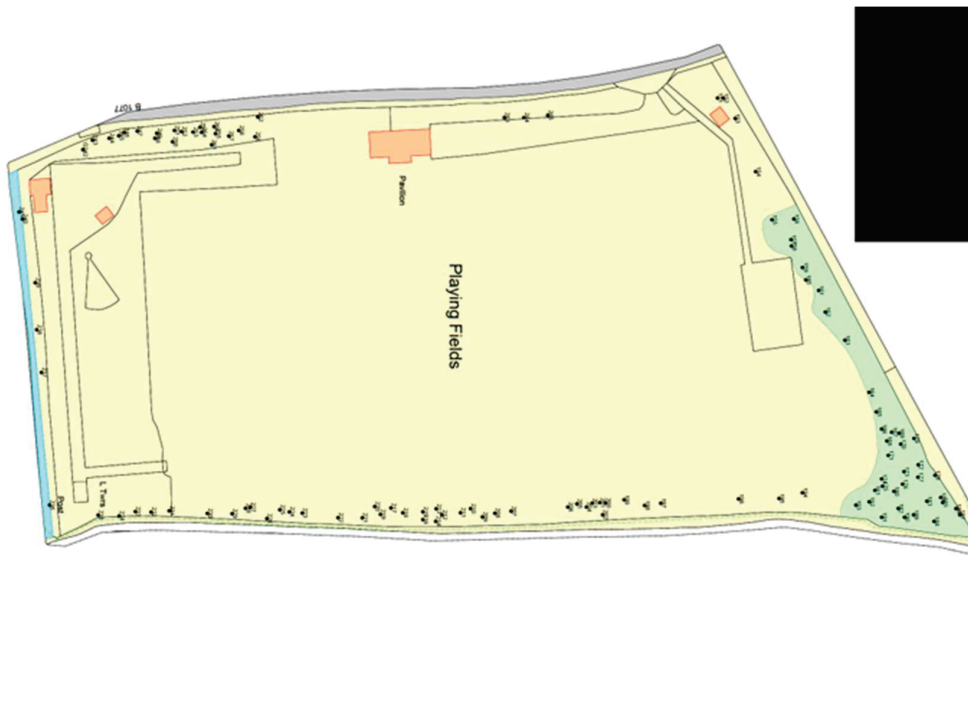
Topping is widely recognised in arboriculture as a harmful practice, particularly for mature poplar (genus *Populus*). When large-diameter stems are cut back, the tree responds by producing numerous vigorous shoots from just below the pruning wounds. In species such as poplar, which are fast-growing and relatively weak-wooded, these shoots develop rapidly but are poorly attached. As a result, the new limbs are structurally weak and highly prone to failure, especially as they increase in length and weight.

In addition to weak attachments, topping cuts create large open wounds that the tree cannot effectively compartmentalise. Poplars have limited ability to resist decay, and exposed heartwood is frequently colonised by fungal pathogens. Over time, this leads to internal decay columns extending down the stem and sometimes into the main scaffold branches. Where decay is already evident at the base and along the stems, structural integrity is further compromised. The combination of decayed supporting wood and heavy, weakly attached regrowth significantly increases the likelihood of branch or stem failure.

Another consequence of topping is the ongoing maintenance burden. Because the regrowth is vigorous and structurally unsound, it typically requires cyclical re-pruning every few years to reduce end weight and manage risk. As shoots enlarge, the likelihood of failure rises, particularly in exposed areas

where wind levels can be high. Repeated pruning not only increases long-term management costs but also perpetuates the cycle of decay and weak attachment formation.

In a public setting, where duty of care and risk management are paramount, mature topped poplars with significant basal and stem decay present a foreseeable hazard. As regrowth becomes larger and heavier, branch failures become increasingly likely, with potential consequences for public safety. In such cases, it may be more sustainable and cost-effective to remove (fell) the affected trees and replace them with suitable new specimens. Replacement planting allows for the establishment of structurally sound trees managed with appropriate formative pruning, ultimately reducing long-term liability, maintenance costs, and risk compared with retaining heavily topped, decaying mature poplars. In the case of the sports field, some trees have been recommended for removal due to severe decay of the main stems, this is considered to be a more viable option in terms of cost and safety, rather than repeated pruning.



## **Diss Cemetery**

Diss Cemetery contains a large number of trees, including many large-maturing specimens concentrated along the northern and southern boundaries. The northern boundary currently borders open fields, so there are no external targets in that direction and overall risk is low. The southern boundary, however, adjoins residential properties and gardens, which creates a high-target environment where tree management requires more frequent attention. There is clear evidence of recent and ongoing pruning of overhanging branches along the southern boundary and throughout the cemetery, particularly around pathways, which are being kept clear.

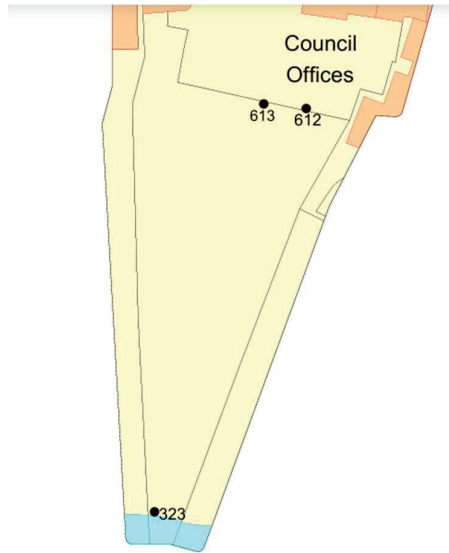
Because of the size and positioning of the trees on the southern boundary, it is recommended that all vegetation and epicormic growth is kept clear from the bases of these trees. This allows maintenance staff to easily inspect the lower stem and root flare for any defects, fungal fruiting bodies or other early signs of deterioration between formal surveys.

The central areas of the cemetery have relatively low target levels and are mainly populated by small to medium-maturing species such as prunus, sorbus and yew. These areas contribute significantly to the site's ecological and biodiversity value. Retaining deadwood in these lower-risk zones is important because standing and fallen deadwood supports a wide range of wildlife, including saproxylic insects, fungi, cavity-nesting birds and bats. Where risk is low, these features can remain in place without compromising safety, provided they do not obstruct access or create hazards.

The overall recommendation is to continue with the current general maintenance regime, including the cyclical pollarding of the lime trees on the eastern boundary. Bases of trees along the southern boundary should continue to be kept clear to support ongoing inspection and early detection of any issues.

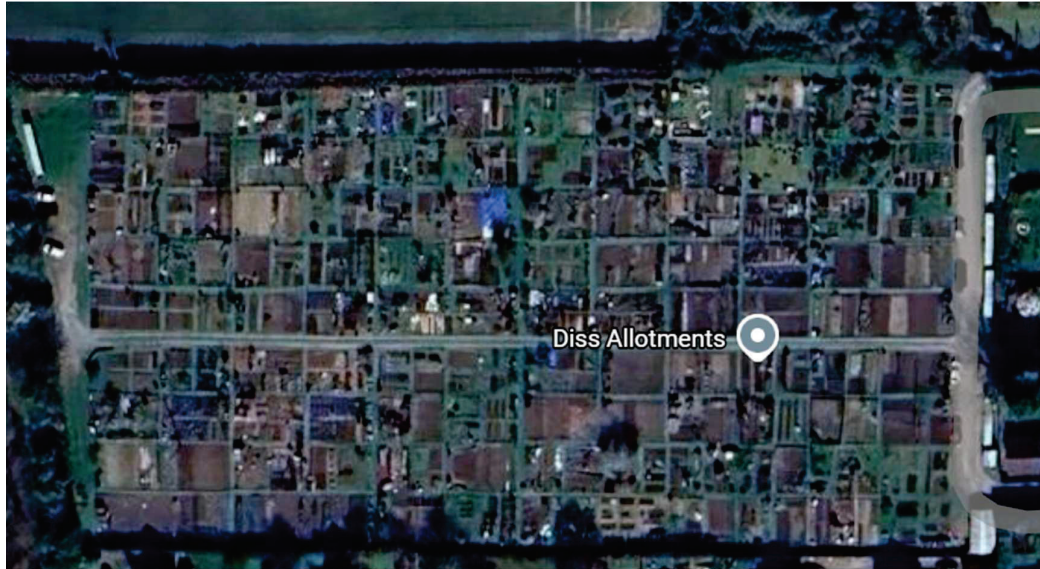


Council Offices



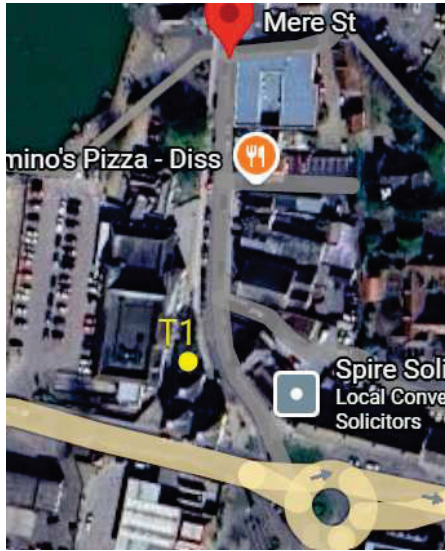
Tree / Group No.	Species	Height	Dia @ 1.5m	Crown spread	Age Class	Target Risk Zone	Condition	Comments and Observations	Action	Priority
612	ash	5-10	150-300	3	E M	H	F	No significant defects, possible early signs of ash die back	Monitor for signs of ash die back	Med

Diss Allotments



Tree / Group No.	Species	Height	Dia @ 1.5m	Crown spread	Age Class	Target Risk Zone	Condition	Comments and Observations	Action	Priority
H1 running along northern boundary	cypress	5-10	150-300	2	F M	H	G	Topped and clipped hedge	Continue annual maintenance	Med

Anglia Gardens (end of Mere Street)



Tree / Group No.	Species	Height	Dia @ 1.5m	Crown spread	Age Class	Target Risk Zone	Condition	Comments and Observations	Action	Priority
T1	chestnut	10-15	600-1000	5	M	H	F	Previously reduced tree. Minor dead wood. Currently meeting statutory clearances over path/footpath but may need light raise within 3 years	Inspect annually to ensure clearances are being met	Med

### **NI, WORKS TO BE UNDERTAKEN**

No checks with have been made to establish if the trees are subject to a Tree Preservation order or located within a Conservation. It is strongly recommended that these checks are made with The District Council before undertaking any of the recommended works.

**Under the Wildlife and Countryside Act 1981, The Habitat Regulations 1994, The Countryside and Rights of Way Act (Natural Habitats) (Amendment) Regulations 2007 it is as offence to:**

- **Intentionally take, damage or destroy the nest of any wild bird whilst it is in use or being built**
- **Intentionally or recklessly disturb any wild bird while it is nest building, or at a nest containing eggs or young, or disturb the dependent young of such a bird**
- **Intentionally or recklessly disturb a bat in its roost or deliberately disturb a group of bats**
- **Damage or destroy a bat roosting place (even if bats are not occupying the roost at the time)**

**In light of this legal protection, it is recommended that any works to trees, where birds and/or bats are known to, or are likely to, nest/roost, is avoided during the nesting season (usually March-August) and/or the advice of a bat specialist is obtained**

**The Health & Safety Executive issues clear guidelines to tree workers. All workers should be certified competent for the operation they undertake and carry adequate Public Liability Insurance.**

No.	Site	Tree / Group No.	Species	Height (m band)	Dia @ 1.5m (mm band)	Crown spread (m)	Age Class	Target	Risk Zone	Condition	Comments and Observations	Action	Priority	Timescale
1	Cricket Ground	1281	Birch	10-15	300-450	4		Dead	H	Dead	Dead tree	Fell	High	Within 3 months
2	The Lowe	85	Oak	20+	1000+	9	M	H	F	F	Die back in upper canopy; lapsed pollard; large diameter dead wood; ivy at base	Remove dead wood; strip ivy from base to ensure no hidden defects	Medium	Within 12 months
3	The Lowe	83	Oak	20+	1000+	9	M	H	F	F	Minor dead wood; ivy	Strip ivy to ensure no hidden defects; remove dead wood over footpath and adjacent garden	Medium	Within 12 months
4	Cricket Ground	68	Horse chestnut	15-20	600-1000	6	M	H	F	F	Minor bark necrosis at base; possible early bleeding canker; branches touching overhead	Prune to clear wires	Medium	Within 12 months
5	St Mary's Church	000309	Beech	20+	1000+	10	M	H	F	Poor	Reduced canopy; Ganoderma fruiting bodies; stem bleeds; fresh fruiting bodies of Kretzschmaria deusta at base; brittle fracture risk	Monolith (risk reduction)	Medium	Within 12 months
6	Diss Park	T1	Lime / Sycamore	20+	600-1000	6	M	Roadside	F	Good	Large roadside trees; regular maintenance; minor dead wood typical of species	Continue general maintenance	Medium	Within 12 months
7	Diss Park	T2	Lime / Sycamore	20+	600-1000	6	M	Roadside	F	Good	Large roadside trees; regular maintenance; minor dead wood typical of species	Continue general maintenance	Medium	Within 12 months
8	Diss Park	T3	Lime / Sycamore	20+	600-1000	6	M	Roadside	F	Good	Large roadside trees; regular maintenance; minor dead wood typical of species	Continue general maintenance	Medium	Within 12 months
9	Diss Park	T4	Lime / Sycamore	20+	600-1000	6	M	Roadside	F	Good	Large roadside trees; regular maintenance; minor dead wood typical of species	Continue general maintenance	Medium	Within 12 months
10	Diss Park	T5	Lime / Sycamore	20+	600-1000	6	M	Roadside	F	Good	Large roadside trees; regular maintenance; minor dead wood typical of species	Continue general maintenance	Medium	Within 12 months
11	Diss Park	T6	Lime / Sycamore	20+	600-1000	6	M	Roadside	F	Good	Large roadside trees; regular maintenance; minor dead wood typical of species	Continue general maintenance	Medium	Within 12 months
12	Diss Park	T7	Lime / Sycamore	20+	600-1000	6	M	Roadside	F	Good	Large roadside trees; regular maintenance; minor dead wood typical of species	Continue general maintenance	Medium	Within 12 months
13	Diss Park	33	Lime	20+	1000+	7	M	M	F	Fair	Reduced canopy; dead wood typical of species; epicormic growth	Remove epicormic growth to ensure no defects are hidden	Medium	Within 12 months
14	Denmark Street	49	Ash	15-20	300-450	3	EM	Road / highway	F	Fair	Roadside branches becoming low over highway	Raise canopy over highway to give clearance of 5m	Medium	Within 12 months
15	Sports Ground	151	Poplar	15-20	1000+	3	M	H	F	Poor	Topped tree; significant re-growth; multiple fruiting bodies; sounding indicates severe decay	Fell	Medium	Within 12 months
16	Sports Ground	154	Poplar	15-20	1000+	3	M	H	F	Poor	Topped tree; significant re-growth; weak attachments; hornet moth exit holes next to footpath	Re-pollard	Medium	Within 12 months
17	Sports Ground	158	Poplar	15-20	1000+	3	M	H	F	Poor	Topped tree; significant re-growth; multiple fruiting bodies; severe decay; leaning towards	Fell	Medium	Within 12 months
18	Sports Ground	191	Poplar	15-20	1000+	3	M	M	F	Poor	Topped tree; significant re-growth; sounding indicates severe decay	Fell	Medium	Within 12 months
19	Council Offices	612	Ash	5-10	150-300	3	EM	H	F	Fair	No significant defects; possible early signs of ash dieback	Monitor for signs of ash dieback	Medium	Within 12 months
20	Allotments	H1	Cypress hedge	5-10	150-300	2	EM	H	F	Good	Topped and clipped hedge	Continue annual maintenance	Medium	Within 12 months
21	Anglia Gardens	T1	Horse chestnut	10-15	600-1000	5	M	H	F	Fair	Previously reduced tree; minor dead wood; currently meeting statutory clearances over path/footpath	Inspect annually to ensure clearances are being met	Medium	Within 12 months
22	Cemetery	324	Lime						M	Yearly Maintenance	Cyclical pollarding	Medium	Within 12 months	
23	Cemetery	325	Lime						M	Yearly Maintenance	Cyclical pollarding	Medium	Within 12 months	
24	Cemetery	326	Lime						M	Yearly Maintenance	Cyclical pollarding	Medium	Within 12 months	
25	Cemetery	327	Lime						M	Yearly Maintenance	Cyclical pollarding	Medium	Within 12 months	
26	Cemetery	328	Lime						M	Yearly Maintenance	Cyclical pollarding	Medium	Within 12 months	
27	Cemetery	329	Lime						M	Yearly Maintenance	Cyclical pollarding	Medium	Within 12 months	
28	Cemetery	330	Lime						M	Yearly Maintenance	Cyclical pollarding	Medium	Within 12 months	
29	Cemetery	331	Lime						M	Yearly Maintenance	Cyclical pollarding	Medium	Within 12 months	
30	Cemetery	332	Lime						M	Yearly Maintenance	Cyclical pollarding	Medium	Within 12 months	
31	Cemetery	333	Lime						M	Yearly Maintenance	Cyclical pollarding	Medium	Within 12 months	
32	Cemetery		Trees as per map plan of Cemetery on Southern Side						M	Yearly Maintenance	Bases of trees along the southern boundary should continue to be kept clear to support ongoing inspection and early detection of any issues.	Medium	Within 12 months	
33	Cricket Ground	T124	Scots pine	10-15	300-450	3	M	H	F	F	Mechanical wounds on stem; longitudinal crack on northern side of stem	Monitor for signs of decline	Low	Within 3 years
34	Diss Park	20	Weeping willow	15-20	1000+	8	M	H	F	Fair	Pollarded tree; ivy covered stem	Consider stripping ivy to ensure no defects are hidden (cyclical re-pollarding not required at present)	Low	Within 3 years
35	Diss Park	39	Horse chestnut	15-20	1000+	10	M	M	F	Fair	Heavily reduced; potential for decay and weak attachments at reduction points; may require	Monitor (no works required at present)	Low	Within 3 years
36	Diss Park	40	Horse chestnut	15-20	1000+	10	M	M	F	Fair	Heavily reduced; potential for decay and weak attachments at reduction points; may require	Monitor (no works required at present)	Low	Within 3 years
37	Diss Park	46	Horse chestnut	5-10	300-450	4	EM	H	F	Poor	Stem bleeds likely bacterial bleeding canker; mechanical damage; likely to decline	Monitor	Low	Within 3 years
38	Denmark Street	50	Robinia	15-20	300-450	3	EM	Road / highway	F	Fair	Some dead wood	No immediate works (dead wood low priority)	Low	Within 3 years
39	Denmark Street	51	Elm	15-20	300-450	3	EM	Road / highway	F	Fair	Included in roadside group	No action stated	Low	Within 3 years
40	Denmark Street	52	Plum	15-20	300-450	3	EM	Road / highway	F	Fair	Included in roadside group	No action stated	Low	Within 3 years
41	Denmark Street	53	Birch	15-20	300-450	3	EM	Road / highway	F	Fair	Included in roadside group	No action stated	Low	Within 3 years
42	Sports Ground	161	Poplar	20+	1000+	3	M	M	F	Poor	Topped trees; significant regrowth; weak attachments; hornet moth exit holes next to footpath	Re-pollard in next 5-7 years	Low	Within 3 years
43	Sports Ground	162	Poplar	20+	1000+	3	M	M	F	Poor	Topped trees; significant regrowth; weak attachments; hornet moth exit holes next to footpath	Re-pollard in next 5-7 years	Low	Within 3 years
44	Sports Ground	163	Poplar	20+	1000+	3	M	M	F	Poor	Topped trees; significant regrowth; weak attachments; hornet moth exit holes next to footpath	Re-pollard in next 5-7 years	Low	Within 3 years
45	Sports Ground	164	Poplar	20+	1000+	3	M	M	F	Poor	Topped trees; significant regrowth; weak attachments; hornet moth exit holes next to footpath	Re-pollard in next 5-7 years	Low	Within 3 years
46	Sports Ground	165	Poplar	20+	1000+	3	M	M	F	Poor	Topped trees; significant regrowth; weak attachments; hornet moth exit holes next to footpath	Re-pollard in next 5-7 years	Low	Within 3 years
47	Sports Ground	206	Poplar	20+	1000+	3	M	M	F	Poor	Topped trees; significant regrowth; weak attachments; hornet moth exit holes next to footpath outside site	Re-pollard in next 5-7 years	Low	Within 3 years
48	Sports Ground	207	Poplar	20+	1000+	3	M	M	F	Poor	Topped trees; significant regrowth; weak attachments; hornet moth exit holes next to footpath outside site	Re-pollard in next 5-7 years	Low	Within 3 years
49	Sports Ground	209	Poplar	20+	1000+	3	M	M	F	Poor	Topped trees; significant regrowth; weak attachments; hornet moth exit holes next to footpath outside site	Re-pollard in next 5-7 years	Low	Within 3 years
50	Sports Ground	212	Poplar	20+	1000+	3	M	M	F	Poor	Topped trees; significant regrowth; weak attachments; hornet moth exit holes next to footpath outside site	Re-pollard in next 5-7 years	Low	Within 3 years
51	Sports Ground	229	Poplar	20+	1000+	3	M	M	F	Poor	Topped trees; significant regrowth; weak attachments; hornet moth exit holes next to footpath outside site	Re-pollard in next 5-7 years	Low	Within 3 years
52	Sports Ground	230	Poplar	20+	1000+	3	M	M	F	Poor	Topped trees; significant regrowth; weak attachments; hornet moth exit holes next to footpath outside site	Re-pollard in next 5-7 years	Low	Within 3 years
53	Sports Ground	231	Poplar	20+	1000+	3	M	M	F	Poor	Topped trees; significant regrowth; weak attachments; hornet moth exit holes next to footpath outside site	Re-pollard in next 5-7 years	Low	Within 3 years
54	Sports Ground	232	Poplar	20+	1000+	3	M	M	F	Poor	Topped trees; significant regrowth; weak attachments; hornet moth exit holes next to footpath outside site	Re-pollard in next 5-7 years	Low	Within 3 years
55	Sports Ground	233	Poplar	20+	1000+	3	M	M	F	Poor	Topped trees; significant regrowth; weak attachments; hornet moth exit holes next to footpath outside site	Re-pollard in next 5-7 years	Low	Within 3 years
56	Sports Ground	262	Rowan	0-5	0-150	2	L	-	-	Dead	Dead/dying	Fell	Low	Within 3 years



## DISS TOWN COUNCIL

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Report Number:  
**03/2627**

Report to:	Assets & Infrastructure Committee
Date of Meeting:	8 <sup>th</sup> April 2026
Authorship:	Facilities & Buildings Manager
Subject:	Mere Boardwalk & Gardens

### Boardwalk & Garden Maintenance

1. Now that the weather is improving, we have returned to the boardwalk to carry out essential maintenance work. This includes clearing moss, rubbing down surfaces, and preparing the wood for staining as soon as conditions allow.
2. With the assistance of George, who has been restoring the floating planters by cutting back overgrown vegetation and removing damaged and / or deteriorated units (in addition to the garden maintenance contract via the Diss Community Woodland Project, the area is already beginning to look much improved and ready for the new season.

### Anti-Social Behaviour & Opening Times

3. Over the past few months, we have received several reports from new neighbours regarding antisocial behaviour occurring both during the day and at night on the platforms and within the gardens. This includes bad language, urinating, smoking, drinking and litter. Naturally usage increases in the lighter evenings and during the school holidays.
4. Currently, arrangements are in place for T W Gaze to close the gates when they leave during weekday evenings (approx. 5.30pm), with Photo Elite assisting at weekends when possible, and the Clerk occasionally helping as well.
5. However, since the clocks have gone forward and closing times are set at 7pm (also on new signage), this has created uncertainty around who is responsible for locking up. There is concern that antisocial behaviour may increase during the summer months if the gates are not consistently secured. There is evidence of usage of the site even with the main access gates to the car park are locked although it generally restricts access via two wheels.
6. This was not an issue last year, as we had arranged parking for the tenant in the neighbouring flat in exchange for locking up each night. Unfortunately, that tenant has since moved on, and this arrangement is no longer in place.

### Conclusion

7. To minimise further incidents of antisocial behaviour and to maximise the safety and presentation of the area during the busy summer period whilst allowing reasonable access for residents and visitors to enjoy the public space, a clear and consistent gate-closing arrangement needs to be agreed upon.

8. This may involve adjusting closing times to align with normal working patterns, securing the gates when the last person leaves and updating the signage accordingly or formally appointing a responsible individual(s) to lock up each evening and at weekends. Establishing a reliable solution now will help maintain the improved appearance of the boardwalk and provide reassurance to neighbouring residents as we move into the new season.

**Recommendation**

To approve a Council Offices gate closing arrangement to maximise the enjoyment, safety and presentation of the boardwalk and gardens whilst minimising anti-social behaviour during the summer months.



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Report Number:  
**04 / 2627**

Report to:	Assets & Infrastructure Committee
Date of Meeting:	8 <sup>th</sup> April 2026
Authorship:	Administrator Cemetery Lead
Subject:	Grave Digging - Future Arrangements Following Contractor Notice

### Introduction

1. The Council's long-standing grave digging contractor has formally provided six months' notice to terminate his contract, concluding on 13<sup>th</sup> July 2026. Officers have undertaken a review of future options to identify a sustainable and efficient model for future grave digging arrangements.
2. Currently, the Council directly contracts a grave digger, coordinates bookings, manages payments and oversees service standards. Research indicates funeral directors typically prefer to appoint their own grave diggers, making our current model administratively burdensome.

### Proposal Benefits & Financial Implications

3. From 14<sup>th</sup> July 2026, it is proposed that funeral directors supply their own grave diggers. The Council will continue charging its standard burial fees, while funeral directors will pay their grave diggers directly. The Facilities & Buildings Manager will oversee compliance with Council regulations, and grave diggers must provide Public Liability Insurance and a suitable Risk Assessment & Method Statement (RAMS). The Council will retain the gravedigging administration fee to cover the time required for grave marking and the review of associated RAMS.
4. The change will reduce administrative workload, eliminate contract management, align with industry practice, improve workflow efficiency, and uphold standards through reputation-based accountability and Council oversight.
5. There are no additional costs to the Council. The change may reduce staff administration time and removes the need for future procurement.

### Risks and Mitigations

6. Risks include variable digging standards and inexperienced contractors. Mitigations include requiring RAMS and insurance, monitoring by the Facilities & Buildings Manager, and retaining the authority to refuse unsuitable contractors.

### Recommendation

To approve the transition to funeral-director-appointed grave diggers at Diss Cemetery from 14<sup>th</sup> July 2026, with required evidence of insurance and RAMS.



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Report Number:  
**05 / 2627**

Report to:	Assets & Infrastructure Committee
Date of Meeting:	08.04.26
Authorship:	Office Administrator
Subject:	Shelfanger Road Development – Street Naming Clarification

### Introduction

1. South Norfolk Council (SNC) has confirmed the street names for the Shelfanger Road development (Appendix A).
2. The Town Council became aware that “Neve Close” was included within the approved street naming schedule for the Shelfanger Road development.
3. Concerns were raised that the surname “Neve” could be misinterpreted locally due to the historical notoriety of Ethel Neve, a former Diss resident associated with the Dr Crippen case.

### Clarification from South Norfolk Council

4. SNC confirmed that the street name refers to Jean Neve (née Rudd), a former local landowner.
5. SNC advised that the name complies with their street naming policy and will proceed as approved.

### Contextual Information on Street Name Plates

6. To reduce the risk of misunderstanding, the Town Council asked whether a brief contextual descriptor could be included on the street sign to clarify that the name commemorates Jean Neve.
7. SNC advised that the developer is responsible for the initial provision of street name plates and that, if additional text is incorporated into their own sign design, any future replacement costs for extra lettering would fall to the Town Council. This would probably be once every 20-25 years.
8. The developer (Norfolk Homes) was therefore contacted to explore options.

## Quotation and Options

9. Norfolk Homes sought a quote for signage, which can be viewed at Appendix B, from their supplier (Standard Signs & Traffic Systems Ltd).
10. The quotation indicates:
  - A standard South Norfolk specification street name plate: £168.35
  - A separate dedicated sign (to be installed beneath the SNC sign), including text referencing Jean Neve: £199.37
  - Delivery charge: £40.00
  - Total (incl. VAT): £489.26
11. SNC has indicated a preference for any dedication to be provided on a separate sign, rather than incorporated into their own plate.

## Wider Context – Other Street Names

12. Members have also noted that other approved street names within the development (e.g. Betjeman, Wilson, Observer, Well) have specific local or historical relevance that may not be immediately apparent from the name alone.
13. The Committee may therefore wish to consider whether the approach taken for *Neve Close* should also be applied more widely across the development however this may set a precedent for new developments.

## Policy Context

14. Norfolk Homes advised that SNC has recently changed its approach to street naming, with developers generally restricted to surname-only naming, whereas forenames were previously permitted.
15. This change may increase the potential for ambiguity, particularly where surnames have more than one historical association.

## Committee Consideration

Members are asked to CONSIDER the quotation provided and determine whether the Town Council wishes to proceed with the installation of a separate dedication sign for *Neve Close* (at a future cost of approx. £200 + inflation in 20+ years) and whether similar contextual signage should be explored for other street names within the Shelfanger Road development.



# Quotation

Quote No : 9058786  
 Customer: Norfolk Homes Ltd  
 Request Date : 26/03/2026  
 Quote Ref : REVISED 27.03.26  
Delivery Address:

Please reference Quote No. on your PURCHASE ORDER if you are not using the method below

**Additional information:**

**PLEASE NOTE: Due to 'Metal' price instability, Standard Signs & Traffic Systems Ltd reserve the right to requote at any point from quotation to point of order.**

**This quotation is valid for a maximum of 7 days**

**Clips and caps are NOT included as standard, these must be ordered separately. If you would like the quote to include these items, please ask a member of our sales team.**

**Product Description Key**

S/S - Single-Sided. D/S - Double-Sided. E/M - End-Mounted. W/E - Welsh Above English. CH - Channel/Rail. PO - Plate Only (no channel). I/F - In Frame. SAP - Self-Adhesive Patch.

Page 1 of 1

Quantity	Product Description	Unit Price	Total
1	STREET NAME PLATE - SOUTH NORFOLK SPEC: DIEPRESSED PLATE C/W PLASTIC  POSTS NEVE CLOSE	168.35	168.35
1	STREET NAME PLATE - SOUTH NORFOLK SPEC: DIEPRESSED PLATE C/W PLASTIC  POSTS SPECIAL- NEVE CLOSE DEDICATED TO JEAN NEVE (NEE RUDD) DEDICATED & DEVOTED TEACHER AND COMMUNITY * 2 PLATES	199.37	199.37
1	DELIVERY CHARGE	40.00	40.00
1	LEAD TIME 4-5 WEEKS	0.00	0.00

Total Net Amount : £407.72  
 Carriage : £0.00  
 Total VAT Amount : £81.54  
 Total : £489.26

If you would like to go ahead with the order, please complete the following and return by email to [Redacted]

Print:

Signature:

Date:

Purchase Order:

**IMPORTANT:** If you have not requested delivery at the time of quote we will assume you will be collecting your order. If you need your order delivered after the quote is complete a delivery charge will be added to your order unless we have specified no charge. If clips, caps, or any other accessories are not listed on the quote, they have not been quoted for as they are only quoted on request.

Please note:

- \* Whilst every effort is made to be accurate, it is your responsibility to check all details as Standard Signs do not accept any liability for errors.
  - \* Standard Signs will draw bespoke signs for approval on receipt of an order. Please note is there is any size difference between customer drawings and Standard Signs drawing we will re-quote
  - \* Post are quoted in standard Galvanized finish without BITUMEN paint root unless specified **(Please let us know if this is required).**
- Any queries please do not hesitate to contact us, we are more than happy to help.**

**From:** George  
**Sent:** 23 March 2026 21:43  
**To:** Sarah Richards <sarah.richards@diss.gov.uk>  
**Subject:** Re: Fw: SNC

Hi Sarah,

Thank you for your email! I remember hearing about this idea for Cherry trees back when it was first thought of a couple of years ago (possibly even longer ago, as this was definitely when I was still on DTC).

The idea to line Victoria Rd with trees sounds lovely, but under some scrutiny it quickly presents issues. Most of Victoria Rd away from the Park is either pavement, roadway entrances, business premises or dropped kerbs. The amount of landscape surveys, liaising with various Victoria Rd stakeholders including infrastructure bodies and Highways, initial expense of planting and long term maintenance costs (Cherries can require a lot of remedial pruning and have very hard wood to process) make the project impossible to quantify both in terms of cost and time commitment.

Ornamental Cherry trees are particularly vulnerable to disease and dieback due to primarily being propagated by grafting (the same process used for our roses at Whartons) and many varieties have shallow but thick and wide spreading root systems, which can cause considerable damage if planted near any hard surfaces such as pavements. Yes they are pretty, but their blooms only typically last a couple of weeks a year at best and some varieties can develop large fissures of leaking sap, which can be both messy and unpleasant to look at as the tree appears diseased. I've planted an avenue of Cherry trees myself in Diss already, around the Rackham memorial stone on Fair Green. They are far more suited to a location such as this, on parkland away from any drives or paths, but for a roadside avenue they are generally a poor choice.

The suggestion I gave in reply to this re. planting trees on Victoria Rd a couple of years ago, was to approach households or businesses that have suitable frontage along Victoria Rd to accommodate a small tree, and offer each one a sponsored tree for them to grow and maintain themselves. This greatly reduces the number of practical issues that can arise from planting directly by the road, but could go some way towards increasing the number of trees along the road. The species I suggested for this idea at the time was Hawthorn, another blossoming species, but instead a native one with greater biodiversity value, suitability to our climate and lower maintenance costs.

Even pursuing this project however would be a lot of cost and time outlay with no measurable benefits to tourism I can see (albeit an observable improvement to biodiversity). Japan has a long association with Cherry trees, which I'm certain goes hand-in-hand with all its other attractions of historical value. In isolation I struggle to see how Cherry trees alone would draw people to visit Diss, let alone Victoria Rd, most

of which is a distance away from the Town Centre. I'm also sure Japan's Ministry of Tourism is better equipped to manage all its trees, whilst DTCs Tree Register likely already takes up enough time without introducing intensively bred ornamentals to the mix. Services and attractions such as any potential DYCC site building, or the upcoming Leisure Centre, or the Visit Diss website are more likely to be bigger magnets into town than Cherry tree planting.

I'm obviously always in favour of new tree-planting, but in my opinion there are plenty of spaces in Council-owned sites where planting of native low-maintenance trees would be the better investment in green infrastructure and biodiversity and even tourism. The grant cited in the email requires match funding so there should really be a stronger business case for any scheme funded by it than planting Cherry trees by the road. Roydon Parish Council are looking to use the same grant to purchase roses to replace now dead ones in the entrance to Roydon churchyard, at a total cost of less than £100. A more sensible use of the grant in my opinion.

If you would like me to put together a small proposal to plant something on a Council site using this grant, I have plenty of ideas I could start from. Please feel free to cite any of this email or the information I have provided in your reply.

Kind Regards,

George

On Monday, 9 March 2026 at 15:05:48 GMT,

Hi Sarah,

You may recall that a couple of years ago we made a suggestion to plant cherry trees along both sides of Victoria Road. I still think this would have a significant impact even though blossom time is limited. Japan has built a whole section of its Tourist Industry on it!

My email is prompted by Kim Carsok's Facebook post. I don't know if you are aware of this but SNC seem willing to match fund.

Alternatively (or as well as?) you might be having your own thoughts for town centre planting?

**Diss Heritage Trust**

Here's the application form

<https://orlo.uk/lkGal>

I've had a think about possible uses for the Pride in Bloom grant, particularly trying to relate it to a compromise with the Heritage Trust's original suggestion. Please see attached a generated concept image for up to five Flagpole-Cherry trees to be planted along the northern pathway on Rectory Meadow.

These Cherries are known as Prunus amonagawa and are sold at Sandy Lane for £29.99 each on their most recent stocklist. The advantage these Cherries these have over others is that their roots do not spread in a harmful manner and they grow no wider than 6ft across, instead growing upwards to a medium sized column.

This scheme in my opinion would take into account the suggestion but instead use it to further enhance a Council-owned green space in a non-intrusive way, as no households would be affected by the trees at full size. If the Cherries were planted at an equal distance from both the path and the boundary of Rectory Meadow, then they would have more than enough room to reach their final size.

Watering would be a consideration, but as the team will already have to keep an eye on the new trees and hedge along the new fenceline anyway, I can't see why they couldn't be incorporated into that.

The deadline for Pride in Bloom applications is the 19<sup>th</sup> of April.

*Clerk comment - given the low value of the grant, it may be better to utilise CIL funds than spend the time completing the application form unless we could add costs for boardwalk planting and more trees for gardens to the grant bid to make it worthwhile.*

George



# RAIL STATION BUS LINK & ACTIVE TRAVEL CONNECTIVITY

## Feasibility Study Summary Report

**Committee:** Assets & Infrastructure Committee

**Purpose:** For consideration

**Report author:** Colin West, Administrator (summary based on Norfolk County Council feasibility study)

**Source document:** *Active Travel Route Feasibility Study – Diss Railway Station*, Norfolk County Council (Final draft approved March 2026)

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## 1. Purpose of Report

This report summarises a Norfolk County Council (NCC) feasibility study commissioned using funding from Greater Anglia's Customer and Community Improvement Fund 2025. The study examines opportunities to improve walking, wheeling, cycling and related public transport connectivity between **Diss railway station** and key destinations across the town, including residential areas, employment sites, schools and the town centre.

The item is presented **for consideration** to enable Members to:

- understand the scope and findings of the study;
  - consider its relevance to Diss Town Council priorities, assets and partnerships; and
  - note potential implications for future engagement with NCC, developers and transport providers.
- 

## 2. Background and Context

Diss railway station is a strategically important transport hub, being the **third most used rail station in Norfolk**, with over 615,000 passengers recorded in 2023/24. Recent improvements delivered by NCC and Greater Anglia have enhanced accessibility at the station itself, including revised bus access, disabled parking, EV charging and improved cycle facilities. Despite these upgrades, the study identifies that access *to and from* the station by active travel and bus remains constrained by fragmented routes, inconsistent infrastructure quality and limited wayfinding. Improving these connections supports:

- sustainable transport and multi-modal journeys;
- reduced reliance on private vehicles;
- public health and accessibility objectives; and
- planned growth in housing and employment around Diss and Roydon.

The study aligns with national and local policy, including Local Transport Plan 4, the Countywide Local Cycling and Walking Infrastructure Plan (LCWIP) and the Diss & District Neighbourhood Plan.

### 3. Scope of the Feasibility Study

The study focuses on two primary LCWIP routes connecting to Diss railway station:

- **Green Route (PR3)** – linking Willbye Avenue, Walcot Green and the eastern employment areas to the station via Nelson Road.
- **Orange Route (PR5)** – linking Diss railway station westwards through the town centre to Roydon.

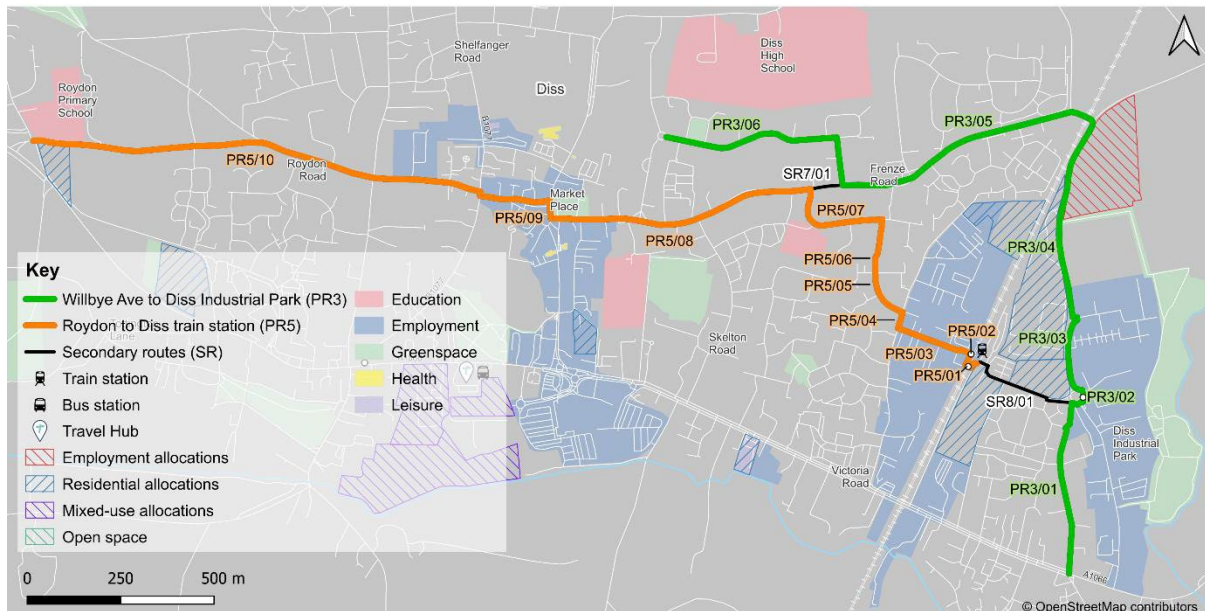
Two short secondary links are also assessed, providing direct connections between the main routes and the station.

The routes were assessed through site audits, policy review, accident data analysis and application of the Active Travel England Route Check Tool. Preliminary designs and high-level cost estimates were produced for measures considered viable.

### 4. Overview of Routes Assessed

**Figure 1: LCWIP routes connecting to Diss railway station**

*(Extracted from feasibility study – overview route map showing green and orange routes)*



The routes collectively connect:

- residential neighbourhoods;
- Diss town centre and the Heritage Triangle;

- Diss High School, infant and junior schools;
- employment areas including Diss Industrial Park; and
- the railway station and bus network.

Both routes currently score poorly for safety, cohesion and attractiveness, despite good levels of comfort and directness in some sections.

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## 5. Key Findings – Issues Identified

Across both routes, the study highlights recurring constraints:

- **Discontinuous footways** and narrow pavements, particularly near schools and on Frenze Road;
- **Limited safe provision for cycling**, especially at busy junctions and narrow streets;
- **Barriers to accessibility**, including chicane barriers, lack of dropped kerbs and tactile paving;
- **Inconsistent wayfinding**, particularly for routes to the railway station and cycle parking;
- **Junction safety concerns**, notably at Denmark Street / Roydon Road and Vince's Road.

Accident data recorded 24 pedestrian or cyclist casualties in Diss between 2020–2024, reinforcing the need for targeted safety improvements.

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## 6. Summary of Proposed Interventions

The study proposes a mix of **low-cost, deliverable measures** and **larger, longer-term schemes**, including:

- improved wayfinding signage to and from Diss railway station;
- dropped kerbs, tactile paving and removal of restrictive barriers;
- accessibility upgrades to bus stops near the station and along routes;
- additional and better-located cycle parking;
- feasibility work on crossings and junction improvements at key locations;
- consideration of reduced speed limits where evidence supports this.

## Figure 2: Illustrative scheme proposals – station access and immediate links

*(Extracted diagram showing proposals around Diss railway station, Gilray Road and Vince's Road)*



Low-cost measures are identified as being at a stage suitable for bidding for capital funding, while more complex schemes require further traffic, safety or environmental assessment.

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## 7. Relationship to Bus–Rail Integration

The study recognises the importance of bus access to Diss railway station, particularly following the reconfiguration of the station car park and bus access from Nelson Road. Proposed improvements support:

- safer pedestrian access between bus stops and station entrances;
- improved accessibility for wheelchair users and those with mobility impairments;
- clearer wayfinding between bus services, platforms and cycle facilities.

While bus service provision itself is outside the scope of the study, the infrastructure proposals aim to improve the effectiveness of existing and future bus–rail interchange.

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## 8. Delivery, Funding and Constraints

NCC is identified as the lead authority for delivery. Key considerations include:

- reliance on **external funding**, including future active travel and rail-related capital programmes;
- the role of **Section 106 and Section 278 developer contributions**, particularly around Walcot Green and growth sites;
- environmental and conservation constraints within the town centre and Local Gap;
- the need for ongoing maintenance funding for any new infrastructure.

Some proposals, including improvements at Diss railway station itself and along Walcot Green, are recommended to be revisited once adjacent development sites come forward.

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## 9. Implications for Diss Town Council

While Diss Town Council is not the delivery authority, the study has several implications for the Council's strategic role:

- supporting engagement with NCC on priorities affecting town assets and users;
- informing responses to planning applications where transport contributions are relevant;
- advocating for improvements that enhance access to the town centre, schools and Council-owned facilities;
- considering how wayfinding, public realm and seating proposals align with existing Council assets.

### Figure 3: Illustrative route issues and opportunities (town centre section)

*(Extracted image highlighting constraints and opportunities within the Heritage Triangle area)*



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## 10. Conclusion

The feasibility study provides a comprehensive, evidence-based assessment of active travel and station connectivity in Diss. It identifies a clear set of practical, phased improvements that would enhance safety, accessibility and integration between rail, bus and local destinations.

Members are invited to **consider** the contents of this report, the relevance of the study to Diss Town Council priorities, and the potential role of the Council in supporting or influencing future delivery alongside Norfolk County Council and other partners.

Dear Parish / Town Clerk

Please forward this correspondence to your Chairman and Councillors

As Chairman of Norfolk Ramblers I am writing to you concerning Rights of Way and Footpaths in your Parish. You may know that Ramblers endeavour not only to lead walks but help to keep the Rights of Way and footpaths open and in an accessible condition for all to enjoy. Responsibility for maintaining these is shared between the landowner and Norfolk Highways but more and more paths are becoming difficult to walk, which then results in further decline and use. The Norfolk Highways budget for maintain paths is also diminishing. Ramblers do sterling work with their volunteers who undertaking smaller maintenance issues.

It is well documented that walking is a good, easy to access, and inexpensive way of maintaining fitness and good physical and mental health for all age groups and Norfolk Ramblers are proposing that each Parish has a documented audit of their paths and Rights of Way, which can be accessed by any member of the public from the minutes published on the Parish website. Each Parish Council should have either an appointed footpath warden or a Councillor who is responsible for this facility. It would be helpful to both residents and those planning walks from further afield if a detailed audit of the state of the paths could be published as a Report at the Annual Parish Meeting, or more frequently if you wish. Attached is a copy of part of a report from a local Parish Council, prepared for an Annual Parish Meeting which shows 'best practice'. An annual audit enables any defects or problems to be reported to Norfolk Highways, or to the landowner, and hopefully resolved before paths become overgrown or inaccessible through neglect, wilful obstruction, lack of signage etc.

If you are unsure of how the footpaths are numbered on the Rights of Way Definitive Map for your Parish, or how to report defects to Norfolk Highways, or who is responsible for what, please get in touch. I will be pleased to help.

Your co operation with this suggestion will hopefully benefit your residents, as well as visitors to your Parish, and will add to the enjoyment of the Norfolk countryside for all.

If you are already completing and publishing a comprehensive footpath audit on your Parish website similar to the one attached, please ignore this correspondence, and thank you.

Thank you

Kind regards

Richard May

Area chair, Norfolk Area Ramblers

## **Parish Footpath and Rights of Way Annual Report Audit Exemplar**

**Footpath No. 9** (Kemp's Corner to Footpath No. 13). **Checked. Kemps Rd End, Drainage ditch bridge rotted. Footpath blocked by paddock fencing. Finger Post, Way marker discs and additional posts required. NCC ENQ90020\*\*\*\* Two new bridges in place 200m from Kemps Rd. Also two new Bridges in place 200m before FP13.**

**Footpath No. 13** (Road leading to Old Hall farm to Parish Boundary/ FP9). **Checked OK.**

**Footpath No. 14** (Footpath No. 13 to Parish Boundary). **Checked OK.**

**Footpath No. 15** (Village Street to Kemp's Road). **Checked OK. No access to Kemps Rd, follow FP16 to Kemps Rd.**

**Footpath No. 16** (Kemp's Road to Footpath No. 15). **Checked OK. Kemps road post loose. Now fixed level, cemented in**

**Footpath No. 17** (Station Road to Parish Boundary) **Checked OK. Stile too high, new kissing gate requested. New Kissing gate installed.**

**Footpath No. 18** (Station Road to Semere Lane. **Checked, Finger Post knocked out laying on floor. Reported to NCC, ENQ90027\*\*\*\* Now fixed, re-fitted Semere lane end. Station road end post cemented back in.**

**Footpath No. 19** (The Beeches to Doctor's Lane). **Checked. New post beeches road end now missing ??**

**Footpath No. 20** (Norwich - Harleston Road to Doctor's Lane). **Post Loose. Post cemented back in.**

**Footpath No. 21** (South Green to Parish Boundary). **Checked OK. Post loose. Will need replacing. Reported to NCC, ENQ90027\*\*\*\***

**Footpath No. 22** (South Green to Parish Boundary). **Post Loose. Post cemented back in.**

**Footpath No. 23** (Garlic Street to road leading to South Green). **Checked OK.**

**Footpath No. 24** (Garlic Street to Parish Boundary). **Checked, New post required, Reported to NCC, ENQ90027\*\*\*\*. New post at start, and way marker post fitted.**

**Footpath No. 25** (Footpath No. 17 to Semere Lane) **Post leaning over. Post re-fitted.**

Committee	Minute Ref	Subject	Action	Assigned to	Timescale	Comments or further action
Assets & Infrastructure	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	Initial meeting with new solicitor held last week and solicitors being assigned to the various tasks including lease reviews.
	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	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	Initial meeting with new solicitor held last week and solicitors being assigned to the various tasks including lease reviews.
	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. No update.
	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. Chased an update. No response.
	INF0924/11	MEMBER FORUM	The Facilities & Buildings Manager would be asked to ensure the boardwalk is inspected annually.	F&B Manager	31.03.25	Update requested.
	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
	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	Project complete.
	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	30.01.26	On agenda.
				FBM	31.03.26	Scheduled for end of April.
	AIE1125/11	Corn Hall	to contribute 50% towards the costs of replacing the emergency lighting at Diss	FBM	31.03.26	Awaiting update following meeting with Ops Manager.
	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/Clerk	As Required	No update.
	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	On agenda.
	AIE0126/07	Park	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.	FBM/Clerk	31.03.26	Completed.
	AIE0126/07	Park	to accept and implement the revised Park Terms and Conditions.	Clerk/Admin	Immediately	Completed 12.02.26 by MH & CW
	AIE0126/07	Park	c) Members noted that the Park Kiosk tenant has terminated his license & the cupboard will be cleared of all equipment.	FBM	08.04.26	Completed.
	AIE0126/08	Heritage Wildlife Garden	to approve the Memorandum of Understanding between Diss Town Council & the Diss Community Woodland Project regarding the ongoing management of the Heritage Garden.	Clerk	Immediately	Completed.
	AIE0126/08	Heritage Wildlife Garden	to approve the proposal to reduce the number of boardwalk planters to protect the boardwalk and ease ongoing maintenance.	FBM	31.03.26	Update on agenda.
	AIE0126/08	Heritage Wildlife Garden	to approve the proposal to introduce aquatic plants on the Park in light of 11b and increase biodiversity.	FBM	31.03.26	Completed.
AIE0126/09	Sports Ground Pavilion 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.	FBM	31.03.26	Awaiting further investigation	
AIE0126/10	Property Flood Resilience Scheme	to align the Council's responses with Roydon Parish Council.	Clerk/Admin	Immediately	Form completed and sent 12.02.26 CW	
AIE0126/11	Shelfanger Street Lighting	to assume responsibility for new streetlighting on the Shelfanger Road housing development with design plans being presented to a future meeting.	Admin/Clerk	Immediately	Form completed and sent 12.02.26 CW. Proposed lighting scheme will be considered by April Full Council meeting	
AIE0126/14	Member Forum	Councillor Robertson gave his apologies for the next Full Council meeting.	Admin	Immediately	Noted CW	
AIE0126/15	Date of Next Meeting	The Chair gave her apologies for this meeting.	Admin	Immediately	Noted CW	