



COMMITTEE MEMBERSHIP:

Councillors: D. Collins, S. Kiddie, A. Kitchen, K. Murphy (ex-officio)
S. Olander (Chair & ex-officio), R. Peaty, L. Sinfield, E. Taylor,
J. Welch

FOR INFORMATION:

S. Browne, M. Gingell, J. Robertson
Town Clerk, Deputy Town Clerk

Diss Express

DISS TOWN COUNCIL

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

Telephone: (01379) 643848

Email: towncouncil@diss.gov.uk

TOWN CLERK

Mrs S Villafuerte Richards (CiLCA)

Our ref: INF. 24.01.24

Date: 18 January 2024

NOTICE OF MEETING

Dear Members of the Public and Press,

You are cordially invited to attend a meeting of the **Infrastructure Committee** to be held in the **Council Chamber at Diss Corn Hall** on **Wednesday 24th January 2024** at **7.15pm** to consider the business detailed below.

Town Clerk / Chief Executive Officer

AGENDA

- 1. Apologies**
To receive and consider apologies for absence.
- 2. Nomination of Substitute Representatives**
To note nominated substitute representatives attending in place of those who have sent their apologies.
- 3. Declarations of Interest ¹ and Requests for Dispensations**
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 Infrastructure Committee held on 18th October 2023 (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 (*members of the public are entitled to speak for a maximum of three minutes*).
- 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. Residents Parking Scheme**
To receive a verbal update on the Residents Parking Scheme following the second stakeholder group meeting.
- 8. Green Corridors**
To receive a verbal update regarding developing more green corridors in Diss as part of the Council's green agenda.
- 9. Railway Station Access**
To receive a verbal update regarding the near completion of the railway station access / egress project including consideration of another westbound bus stop near Station Road on the A1066.
- 10. Post Office Consultation**
To consider the responses received regarding the Post Office consultation and the banking hub (herewith).
- 11. Roydon Primary School Consultation**
To consider a response to Roydon Primary School's consultation regarding a proposal to establish a 16 place Specialist Hub of Inclusion Practice (details herewith).
- 12. Items for Noting**
 - a) Kingshead Yard – to note that the owner(s) plan to re-instate a car park on the Kingshead Yard temporarily and from February 2024 until they are able to develop the site.
 - b) Flooding on Burston Road – to note that due to flooding issues on the Burston Road concerning properties located in Diss, Burston & Shimpling Parish Council whose residents are predominantly affected, will be contacting the landowner and relevant authorities to find a solution (copy details herewith).
 - c) Progress Report – to note progress on decisions made at the last meeting (copy herewith).
- 13. Member Forum**
To consider information or issues relevant to this committee from members for brief discussion, action or inclusion on a future agenda.
- 14. Date of Next Meeting**
To note that the next meeting of the Infrastructure Committee is scheduled for 24th April 2024.

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 on our website.

DISS TOWN COUNCIL

MINUTES

DRAFT

Minutes of the meeting of the **Infrastructure Committee** held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 18th October 2023** at **7.15pm**.

Present: Members: D. Collins
S. Kiddie
A. Kitchen
K. Murphy (ex-officio)
S. Olander (Chair / ex-officio)
R. Peaty
L. Sinfield
E. Taylor (ex-officio)
J. Welch
J. Wooddissee (Vice-Chair)

In attendance: Sarah Villafuerte Richards (Town Clerk/Chief Executive Officer)
Cllr G. Waterman

INF1023/01 APOLOGIES
There were none.

INF1023/02 NOMINATION OF SUBSTITUTE REPRESENTATIVES
There were none.

INF1023/03 DECLARATIONS OF INTEREST¹ AND REQUESTS FOR DISPENSATIONS

Minute No.	Councillors Name	Personal/Other Interest	Pecuniary Interest	Reason
INF1023/09	A. Kitchen	X		This councillor lives on one of the roads put forward for the Residents Parking Scheme.

INF1032/04 MINUTES OF THE LAST MEETING
It was

RESOLVED: That the minutes of the meeting of the Infrastructure Committee held on 26th July 2023 were a true record and were duly signed by the Chairman.

INF1023/05 PUBLIC PARTICIPATION
There were no members of the public in attendance.

INF1023/06 ITEMS OF URGENT BUSINESS
There were no items of urgent business.

The following items were brought forward to allow councillor Waterman to speak on the items before departing thereafter.

INF1023/07 GREEN CORRIDORS
Members received an update (report reference 28/2324 referred) regarding developing more green corridors in Diss as part of the Council's green agenda. Cllr Waterman has surveyed the town, received some suggestions from members that can be added and has identified a few areas where the biggest difference could be made. If the project is taken forward correctly, it shouldn't be too costly or resource intensive. Flexibility will be required regarding planting dates due to weather and the work should be monitored and publicised. It was also noted that consultation with stakeholders is key so there is a holistic approach.

This includes collaboration with the Diss & District Neighbourhood Plan members as works will cross parish boundaries. There were recommendations for how to optimise cutting and planting certain species to attract wildlife. The mound on the mini roundabout connecting Denmark St & the A1066 by the Park hotel was identified as a potential site and it is understood to be Norfolk County Council owned. It was

RESOLVED: To appoint an action group of councillors Peaty and Welch from the Infrastructure committee and representatives from appropriate Steering Groups including Quaker Wood, Frenze Beck, Fair Green, the Diss & District Neighbourhood Plan and neighbouring parishes to assess the options for improving Diss' Green Corridor Network and draft a plan for implementation.

(Action: JW / RP; by 31.05.24)

INF1023/08

BIODIVERSITY POLICY

Members considered a new Biodiversity policy (report reference 29/2324 referred) required by the strengthened Environment Act 2021 and as part of the Council's green agenda for future adoption by the Executive committee. There was discussion regarding the requirement for a balance between maintenance and maximising biodiversity / cost reduction for example, from a wildlife perspective it would be best not to trim around the memorial stones at the Cemetery and to use any cut branches for wildlife. It was noted that there is a wildlife management plan for the Cemetery and this could be reviewed in light of proposed Cemetery extension including wildflower area. Installing bat, bird and bee boxes around the edge of the Mere should be easy to implement and low cost particularly through engagement with local organisations, volunteers and schools. It was agreed that managing expectations, a planned approach with other stakeholders and publicity is essential. It was

RESOLVED: To recommend the adoption of the Biodiversity policy with two amendments to the Executive Committee and to consider an action group to take it forward.

(Action: Clerk; by 30.11.23)

MEMBER'S FORUM

Cllr Waterman updated members on his changing work and personal commitments, requiring him to spend much more of his time at work due to a promotion. He has therefore decided to step down from his role as councillor from the end of November so he can focus on other aspects of his life. He will still continue to support the Council as much as he can e.g. leading on the litterpicking group, acting as Dinsdale and he would still like to be involved in event planning and other projects relevant to his skillset. Since joining the Council in September 2022, he has fully committed to the councillor role and does not feel he would be able to give it the time it deserves to carry out the role as effectively. Cllr Waterman was thanked for his considerable contribution to the Town Council over the past year with very best wishes for his future.

(Action: KM to conduct exit interview; by 30.11.23)

It was noted that the Diss & District Neighbourhood Plan has now been fully adopted by South Norfolk District Council with Mid Suffolk & Babergh Council about to consider it.

There was a request to re-do the disabled bay markings on St Nicholas St.

(Action: Clerk to report to NCC; immediately)

INF1023/09

RESIDENTS PARKING SCHEME

Members received a verbal update on the Residents Parking Scheme following the first stakeholder group meeting with the three local authorities yesterday. It was noted that the project was first initiated in 2018 but Diss had to await project completion in Trowse & Cringleford and can benefit from that experience. Discussions centred around priority areas with the town centre including Mere St & the Triangle being number one due to the frequent reports of illegal parking. Norfolk County Council's (NCC) legal team is checking to see what can be achieved within the current Traffic Regulation Order. A third Enforcement Officer has been agreed by South Norfolk District Council. Potential displacement will be considered from the centre of Diss outwards, funding is available via NCC, re-positioning of planters and other street furniture will likely be a feature alongside quick wins from the Mere St pedestrianisation project.

INF1023/10 BUDGET

Members considered budget requirements for the Infrastructure committee (report reference 30/2324 referred). It was

RESOLVED: To approve a budget allocation of £14,500 for Infrastructure committee related projects as set out in the Appendix and subject to change.

(Action: RFO; immediately)

INF1023/11 ITEMS FOR NOTING

- a) CCTV – Members noted that the Cemetery chapel was broken into weekend of 7th October with up to an estimated £5k of equipment stolen. An insurance claim will be submitted and CCTV for his site and particularly the Chapel will be investigated with a cost proposal to the appropriate committee.
- b) CIL Funds – Members noted that the Council will be in receipt of an additional £48,734.05 of Community Infrastructure Levy funds on 30th October totalling £111,638 in Earmarked Reserves.
- c) Strategic Plan – Members noted that an update regarding the Council’s Strategic Plan will be presented to the next Full Council meeting.
- d) Progress Report – Members noted progress on decisions made at the last meeting.

INF1023/12 MEMBER FORUM

Members considered information and issues relevant to this committee for brief discussion, action or inclusion on a future agenda. Given the recent incident near Hughes on the A1066, it was suggested that a safety audit of the area should be undertaken with potential improvement to barriers. It was also noted that signage on the Denmark St roundabout is barely visible due to tree growth, Waveney Park residents cannot get down Stuston Road due to parked cars (enforcement issue) and 70 new electric buses will be used in Norwich with the older buses being relocated to rural areas.

(Action: Clerk; by 18.01.24)

INF1023/13 DATE OF NEXT MEETING

Members noted that the next meeting of the Infrastructure committee is scheduled for 24th January 2024.

Meeting Closed at: 9pm.

Chairman: Councillor Olander

**TOWN CLERK**

Mrs S Villafuerte-Richards

DISS TOWN COUNCILCouncil Offices, 11-12 Market Hill,
Diss, Norfolk, IP22 4JZ.

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Email: towncouncil@diss.gov.ukWeb: www.diss.gov.uk

Facebook: @DissTC

Twitter: @DissTownCouncil

Allison Wallace
Network Provision Manager
Post Office Limited

05 January 2024

Ref: Diss Post Office proposed move

Dear Sir/Madam,

We are writing to you on behalf of the residents of Diss and surrounding parishes regarding the news that The Post Office is considering the relocation of its current POCL Branch.

The proposed new premises of 5 Mere Street is situated in a pedestrian area with vehicles only allowed to load and unload. This together with a full road closure from Market Place to the junction of Chapel St and Mere St on Fridays to accommodate our weekly market day means that access will be problematic.

The current location has customer parking provided on site where the proposed site does not. It also provides easy access for Royal Mail to perform multiply collections daily, which will be lost if the branch moves.

The reduction in floor space of the proposed branch will result in longer queues and collection and delivery issues for service providers. There are also concerns that there is no rear access to the branch if the Mere St access is inaccessible.

These space constraints in much smaller premises will present challenges for users. Longer queues will lead to customer frustrations and if numbers remain as per the current site, they will not fit within the proposed branch.

As a community, we feel that the current site is the best option for Diss, and the surrounding parishes and it is proposed that the current owner/provider negotiate to remain where it is currently situated.

The Market Place site is the focal point of the town and to lose this former 'Crown' Office should not be allowed to happen as The Post Office does a lot more than is described in this current consultation.

It has been proven in other towns where a POCL Branch has closed or downsized that footfall in those places dropped and the local shops and businesses suffered because of those closures or moves.

Our newly crowned King has even stated that the Pub and Post Office is the hub of any town or village and to lose those is a sad day for commerce as a whole.

Given the recent closure of two banks in Diss and announcement of a further three closures before March 2024, we feel there is an opportunity to consider the Post Office as an ideal site for a combined banking hub.

Your own website at [Banking Hubs | Post Office](#) provides information on potential next steps should banks close in towns when there is a POCL branch in the same place.

It suggests that the banks should endeavour to have one day a week in a POCL Branch to provide face to face services to the local community. While the UK transitions to digital services, lots of customers still need or prefer to bank face to face. This would allow each bank to operate for one day a week in the branch alongside the post office services. These services would be lost if the current branch moves to a smaller premises. A Banking Hub would offer a convenient, sustainable, shared solution that brings Post Office cash services and Community Bankers together in one place.

Has a feasibility study been carried out to see if the current branch meets the criteria to become a Banking Hub?

We have contacted LINK to understand if they have identified a need for access to cash and banking services to meet local demand following bank branch closures in the community.

It is also our view that the consultation materials contain far too little information and do not provide an appropriate level of detail about our branch proposal.

We look forward to hearing your responses to our comments in due course.

Yours Sincerely,

A handwritten signature in black ink, appearing to read 'S. Villafuerte-Richards', written in a cursive style.

Mrs Sarah Villafuerte-Richards
Town Clerk / CEO

Sarah Richards

From: Comments <comments@postoffice.co.uk>
Sent: 16 January 2024 12:12
To: Sarah Richards
Subject: RE: Diss Town Council's comments on Diss Post Office proposed move.
Attachments: Diss IP22 4AA - Proposal Letter.pdf

Dear Mrs Villafuerte-Richards

Thank you for your letter on behalf of Diss Town Council to Allison Wallace regarding the relocation of Diss Post Office. As a member of the National Consultation Team, I have been asked to respond to you on Allison's behalf.

We recognise the Council's concerns about the proposed move of the branch to 5 Mere Street. With regards to a Banking Hub for Diss, decisions about where to open Banking Hubs are made by LINK, and further information is available on their website [LINK / Is your query about a request for a Banking Hub?](#)

With regards to the temporary/short term situation, I have attached a copy of the letter that was emailed to Diss Town Council on 24 November 2023. In the letter we explained that the Post Office is operating from the current premises on a short-term basis, and that the proposed move to a permanent location with a new postmaster will secure a sustainable service for our customers in Diss. As our overriding priority is to secure Post Office services for Diss for the longer term, we have proposed moving this branch to a new location with a permanent new postmaster, which would be a more sustainable solution.

The local public consultation for Diss Post Office ended on 5 January 2024 and all comments expressed during the consultation period, including yours particularly those about parking and space, will be fully considered before a decision is made. Once a final decision is taken on this proposal we will let you and other local representatives know. Customer information posters will be displayed in the current branch at that time and details will also be published on our website www.postofficeviews.co.uk

Thank you for taking part in our local public consultation for Diss Post Office.

Yours sincerely

Joy Ghatt
Consultation Team Support
National Consultation Team

1st Floor Admin, 2 Headstone Drive,
Harrow, HA3 5QL

07715618621

Postoffice.co.uk



From: Sarah Richards <sarah.richards@diss.gov.uk>
Sent: 05 January 2024 20:19
To: Comments <comments@postoffice.co.uk>
Subject: Diss Town Council's comments on Diss Post Office proposed move.
Importance: High

Caution: This email has been sent by an external contact. Please take care when clicking links or opening attachments. When in doubt, please use the "Report Phishing" button.

Dear Allison

Please find attached Diss Town Council's comments on Diss Post Office's proposed move from its current location on the Market Place to 5 Mere Street.

I look forward to hearing from you.

Kind regards
Sarah Villafuerte-Richards
Town Clerk / Chief Executive Officer

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

Tel/Fax: 01379 643848 (Ext: #209)

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Sarah Richards

From: Luca Farolfi <lfarolfi@link.co.uk>
Sent: 16 January 2024 16:56
To: Sarah Richards
Subject: RE: The Form 'Contact Us' was submitted - LI1072

Good afternoon,

Thanks for your enquiry regarding Diss.

LINK assessed the community prior to the closure(s) being announced publicly and as there will be a HSBC bank branch left in the town, we are unable to recommend any additional cash solution.

You can find further information about our assessment here <https://www.link.co.uk/initiatives/bank-branch-closures/>

Rest assured, if HSBC makes the decision to leave the community, we will re-assess the town's needs and publish our recommendation accordingly.

Please let me know if you have any further questions or queries.

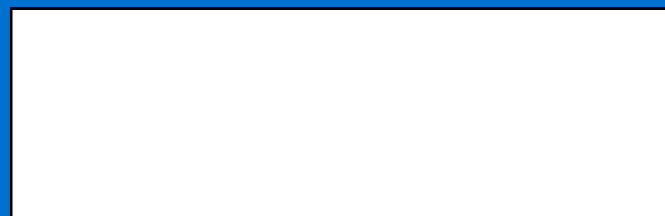
Kind regards,

Luca Farolfi
Access to Cash Consultant

E: lfarolfi@link.co.uk



From: info@link.co.uk <info@link.co.uk>
Sent: Tuesday, January 16, 2024 12:51 PM
To: Info <info@link.co.uk>
Subject: The Form 'Contact Us' was submitted



LINK Form Submission

This email has been generated through a form submission on link.co.uk.

Form Results

Name

Sarah Villafuerte-Richards

Phone number

01379643848

Email address

sarah.richards@diss.gov.uk

Message

Hi. Could you please confirm the outcomes of the review of banking requirements in Diss following the recent bank closures and confirm whether or not a follow up review will take place given the announcement of a further two banks closing before end of March 2024?

Please check the box below to confirm that you agree to our use of your data submitted above in direct relation to resolving your query

True

CATPCHA

LINK Group

You have been sent this email by the LINK Group. The LINK Group consists of:

- Link Scheme Holdings Ltd ("**LSHL**"), a company registered in England with company number 10535808 whose registered office is at RSM Central Square, 5th Floor, 29 Wellington Street, Leeds, West Yorkshire, United Kingdom, LS1 4DL; and
- Link Scheme Ltd ("**LSL**"), a company registered in England with company number 08774124 whose registered office is at RSM Central Square, 5th Floor, 29 Wellington Street, Leeds, West Yorkshire, United Kingdom, LS1 4DL. LSL is the operating subsidiary of LSHL.

Any views expressed by an individual in this email do not necessarily reflect the views of the LINK Group. This message and any attachments have been scanned for viruses prior to leaving the LINK Group network; however, the LINK Group does not guarantee the security of this message and will not be responsible for any damages arising as a

Sarah Richards

From: Cllr Jane Jennifer <cllr.jane.jennifer@roydon-southnorfolk-pc.gov.uk>
Sent: 18 January 2024 09:34
To: Simon Olander
Cc: Kieran.Murphy@southnorfolkandbroadland.gov.uk; Sarah Richards; David Burn; Trevor; RPC: Paul Curson; RPC: Emma Chandler
Subject: Re: Fw: School organisation proposal; Roydon Primary School

Hello Simon

Many thanks for copying us into your email.
Please note RPC's new email addresses (but do use our old ones when you're in a rush!).

We will have the Roydon School consultation on our RPC agenda for our meeting on 30/1. Perhaps DTC & RPC can keep each other informed of comments?

Just briefly (sorry, in a bit of a hurry!) ... If we're talking about the same open field opposite Roydon School, despite appearances it's no longer just an open field: it's either DDNP8, Roydon's allocated site for 25 houses, or the remaining Local Gap between Roydon and Diss settlement boundaries.

Thanks. Let's keep in touch.

Jane

On 18 Jan 2024 09:24, jane.jennifer@yahoo.co.uk wrote:

----- Forwarded message -----

From: "Simon Olander" <councillorOlander@diss.gov.uk>
To: "Kieran Murphy" <Kieran.Murphy@southnorfolkandbroadland.gov.uk>
Cc: "Sarah Richards" <sarah.richards@diss.gov.uk>, "Jane Jennifer" <jane.jennifer@yahoo.co.uk>, "Trevor Ault" <trevorault@hotmail.co.uk>, "Paul Curson" <pjcurson@hotmail.co.uk>, "David Burn" <ddnp@diss.gov.uk>
Sent: Thu, 18 Jan 2024 at 9:10
Subject: Re: School organisation proposal; Roydon Primary School
Morning Kieran,

Thanks for this, disappointed that we were not directly written to for the reasons you stated.

I have briefly discussed this with parents from work who's children go to RPS, their major concern is the infrastructure pressures that the school already presents without this additional growth to services provided in Diss.

The other more pressing concern which is present now and may get worse is the highways impact on extending this school.

We have already had documented the parking and pick up issues on Old High Rd daily and I think that issue needs to be addressed now as it then impacts on Roydon Rd in Diss.

A solution would be to suggest an overflow car park opposite the school which is currently an open field, Roydon PC may also share our concerns on that (copied in).

Sarah, does this need to be aired on next weeks Infrastructure Committee?

Regards

*Cllr Simon Olander
Council Leader
Diss Town Council*

Sent from my iPhone 14 Plus

This email and any files transmitted with it are confidential and may be legally privileged and are intended solely for the use of the individual or entity to whom they are addressed. If you are not the intended recipient, any use, disclosure, copying or forwarding of this email and/or its attachments is unauthorised. If you have received this email by mistake please notify the sender immediately before deleting it.

On 16 Jan 2024, at 10:18, Kieran Murphy
<Kieran.Murphy@southnorfolkandbroadland.gov.uk> wrote:

Hi Both,

Not sure if you have been made aware of this so I thought I would forward it to you, I know it is in Roydon but a fair amount of Diss Citizens go to Roydon Primary so it may be worth sending a DTC response? I am going to the drop in session tomorrow and will feedback then.

Kind Regards,

K.F.Murphy

Cllr Kieran Murphy

Councillor for Diss and Roydon Ward

South Norfolk Council

Kieran.Murphy@southnorfolkandbroadland.gov.uk

From: Caroline Money <caroline.money@norfolk.gov.uk>

Sent: 08 January 2024 13:47

To: Caroline Money <caroline.money@norfolk.gov.uk>
Subject: School organisation proposal; Roydon Primary School

Dear colleague

I am writing to inform you of a school organisation consultation published today.

We are proposing to establish a 16 place Specialist Hub of Inclusion Practice at Roydon Primary School, from 1 September 2025.

I have attached a copy of the consultation document, which will be distributed to all parents, staff and stakeholders from today.

With best wishes

Caroline

Caroline Money, School Organisation Manager

Education, Infrastructure & Partnerships

Tel: 01603 228828

Lower Ground, County Hall, Martineau Lane, Norwich NR1 2DH

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Consultation on a proposal to establish a 16 place Specialist Hub of Inclusion Practice (SHIP), at Roydon Primary School, Diss from 1st September 2025.

Our proposal

Norfolk County Council would like to hear your views on our proposal for Roydon Primary School, Manor Road, Roydon, Diss, Norfolk IP22 5QU, to **establish** a 16 place Specialist Hub of Inclusion Practice (SHIP) from 1 September 2025.

We appreciate that children and young people with complex needs can struggle to engage with learning and cope in a classroom without additional strategies and interventions. A Base can support children to overcome their barriers to learning, to be better able to cope and to be re-integrated into a mainstream setting, in which they can achieve their potential.

The Base will be managed by the Headteacher and governing body at Roydon Primary School. It will offer 8 places for Key Stage 1 and 8 places for Key Stage 2.

This has been identified in Norfolk's Local First Inclusion Programme as a priority for development. The places will be allocated through Norfolk County Admissions processes will grow up to full capacity through this admissions process.

What are the benefits of this proposal?

The main driver for Norfolk County Council and the governors at Roydon Primary School, is to meet the increased demand for specialist educational provision within our area, to best meet the needs of our most vulnerable learners. We feel our proposal would benefit children and young people because it will:

- support more students with special education needs and disabilities to be educated and thrive in their local school and community;
- enhance students' progress by effectively meeting their individual complex needs;
- help facilitate better access to the curriculum and support students to achieve their potential;
- ensure that needs can be met locally avoiding the need for students to spend unnecessary time travelling to an appropriate school further away. This is better for young people and saves the taxpayer money in transport costs;
- increase the availability of places to meet the needs of students with SEND;
- address identified geographical, and age and phase gaps in SRB provision as identified in Norfolk's SEND Strategy;
- support the sharing of complex need expertise and good practice as part of our school.

There are several considerations that Norfolk County Council takes into account when considering changes to organisations of schools. These include school

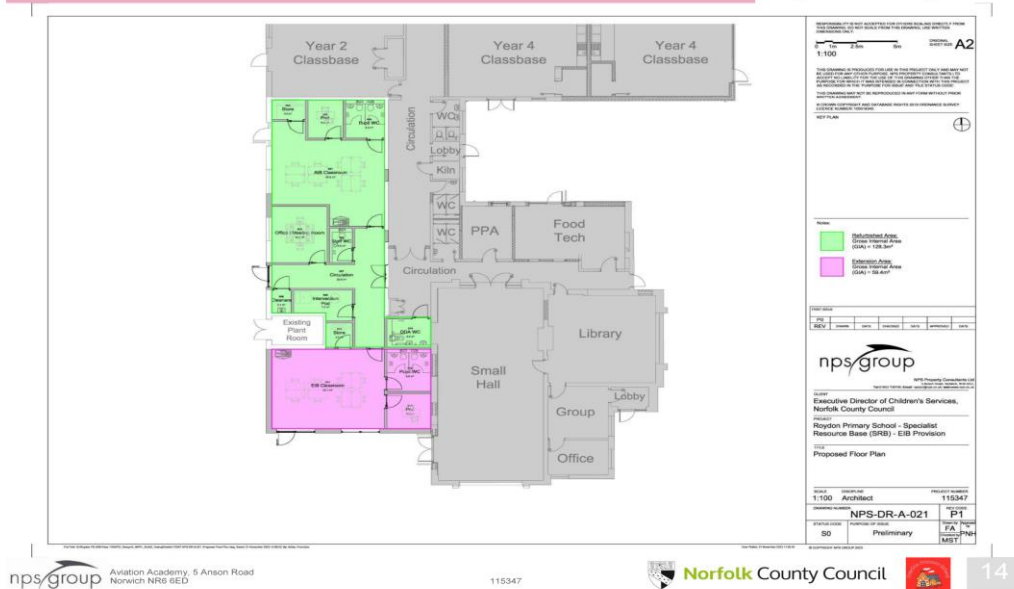
leadership, performance, impact on the community, diversity of provision, need for places, travel, early years provision and special education provision. The overall driving force is to ensure any change is in the best interest of children's education and achievement.

Where will the base be located?

This base will be located in the old part of the school building, see diagram below, and will include a small extension, as well as remodelling and refurbishing existing spaces to provide two classrooms, flexible spaces and access to toilets along with its own dedicated entrance and secure external play areas.

6.0 Options Appraisal - Proposed Floor Plan

Roydon Primary School



Capital costs

All capital costs for the capital programme will be funded from Norfolk County Council's Local First Inclusion Programme, to ensure there is an enabling environment.

How can you have your say?

We will be holding a drop-in event where you can come and find out more about this proposal:

- Wednesday 17 January 2024, 2.15 – 3.15pm at Roydon Primary School

If you are unable to attend these events but would like to comment on our reorganisation proposals please:

- access our online survey: <https://norfolk.citizenspace.com/childrens-services/roydon>
- complete the attached form and hand it to the school office
- or email schoolreview@norfolk.gov.uk

We need all responses by 12 noon, 16 February 2024.

What happens next

The Local Authority as the Decision-Maker, will review all the comments made during this consultation and decide whether to proceed to the statutory public notice stage for this proposal.



Consultation on proposed changes to Roydon Primary School, Diss

Let us know what you think of our proposal

How far do you agree or disagree with our proposal to establish a 16 place Specialist Hub of Inclusion Practice, from 1 September 2025? Please tick a box.

Strongly agree

Agree

Neither agree or disagree

Disagree

Strongly disagree

Why do you say this? Please write in the box below.

Are there any other comments or suggestions you would like to make to help us with this decision and in planning for the future provision of the children? Please write in the box below.

We would like to hear from many different people as your views help us to decide whether or not we make these changes. We will also use any personal information to understand how different groups of people feel about our proposal to establish a 16 place Specialist Hub of Inclusion Practice at Roydon Primary School.

We will process any personal information we receive from you in line with the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679), the Data Protection Act 2018 and Norfolk County Council's data protection policy and guidelines. This means that Norfolk County Council will hold your personal data and only use it for the purpose for which it was collected, being this consultation.

We won't identify individuals when reporting back our findings and under our record management policy we will keep this information for five years. We will also, under normal circumstances, not pass your personal data on to anyone else. However, we may be asked under access to information laws to publish or disclose some, or all, of the information you provide in response to this consultation, including any personal information. We will only do this where such disclosure will comply with such relevant information laws which include the Freedom of Information Act 2000, the Data Protection Act 2018 and the Environmental Information Regulations 2004.

Please tell us who you are, (tick all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Pupil | <input type="checkbox"/> School governor |
| <input type="checkbox"/> Parent / Guardian | <input type="checkbox"/> Local resident |
| <input type="checkbox"/> Member of the Parent Teacher Association | <input type="checkbox"/> Local business |
| <input type="checkbox"/> Member of staff | <input type="checkbox"/> Local sports group |
| | <input type="checkbox"/> Local community group |

Other (please specify): _____

At which school? _____

What is your postcode? _____

Your views will help us decide if this proposal goes ahead. You can tell us your views by returning this completed form to:

- Accessing our online survey: <https://norfolk.citizenspace.com/childrens-services/roydon>
- Your school office
- Emailing schoolreview@norfolk.gov.uk

This consultation ends at 12 noon, 16 February 2024

RE: Heavy flooding on Diss Rd from Burston

Good evening Simon,

Many thanks for your email response to my queries relating to the flooding along Diss Road west of Wolsey Bridge.

Looking at the parish boundaries on the Parish Online mapping website, it does appear that DTC and The Heywood boundaries run down the centre of the Diss Road; however I think it will be found that the source of the flooding that occurs here is from the land to the south of the Diss Road (i.e. within DTC boundary) which is mostly higher than the road level. We believe this land is owned by Thelveton Estates who purchased Walcot Hall Farm some years ago. The attached map extract shows the relevant boundaries with Burston & Shimpling' boundary terminating at the bottom of Durbidges Hill. Wolsey Bridge lies just to the south of Wolsey Bridge Farm.

As far as taking this forward I am more than happy to speak with the landowner of the fields as we have a very good working relationship with Thelveton Estates who own the majority of land within our parish. We also have a good working relationship with the local highways officer for South Norfolk through the various highways issues we raise with them related to roads within the parish. Likewise with the NCC flood mitigation people. We have not had the need to speak with the EA as any dealings we have with them is via the local drainage board (WLMA). If you have a contact that would be useful.

If the parish is to move this matter forward I think we would need to have the backing of DTC, especially when talking to the landowner and NCC. I'm not sure the EA would look to get involved with simple ditch clearing and probably only if work was needed to the main stream that runs under Wolsey Bridge. Also from our experience with Highways they don't seem to take any responsibility for the clearance of ditches, relying on landowners to sort these out.

As the parish council do not wish to be seen as acting outside our parish boundaries without some form of authorisation from DTC, we would need to have your agreement that we can do this without incurring any backlash from DTC. If you are able to give this then the parish council can make a decision on

whether we should lead on trying to get some resolution to the flooding problems on Diss Road.

Look forward to hearing from you.

Regards
Keith Cowley
Burston & Shimpling Parish Council



Parish



Item 12b



Progress Report

Item 12c

Committee		Subject	Action	Assigned to	Timescale	Comments or further action
	FC1223/12					
Infrastructure	INF0723/09	RESIDENTS PARKING SCHEME	To approve the list of stakeholders to invite to the initial meeting to consider strategic long-term solutions to the current parking management and traffic congestion problems in Diss.	Town Clerk/ CEO	by 01.09.23	On agenda
Infrastructure	INF0119/09	Town Centre Signage	Draft town map designs are being mocked up as replacement inserts for the map boards around the town, overlays are being considered for the highways signage on approaches to the town to highlight Diss as an historic market town & a review of the traffic survey results and car parking usage statistics should help to determine directional signage.	Clerk	end July 2021	Review requirement for this project during strategic planning.
Infrastructure	INF0123/09	Public Realm Art Project	To support in principle the large-scale artwork and appoint councillors Collins, Sinfield, and Waterman to work alongside the Clerk and the designer to consider possible locations and design ideas.	DC / LS/ GW / Clerk	30.03.23	Designer now ready to start Diss project and is starting by doing a call out to premises owners for permissions to free artwork on their wall. After the walls have been identified, designer, with support from DTC and Bud Studio will put in an Arts Council bid to get funding for the project with the hope of starting early 2024. No update.
Infrastructure	INF0123/10	Land on Denmark Lane	To appoint a working group of councillors Sinfield, Waterman and Welch to work with the Clerk to further consider the requirements and proposal regarding the purchase of the small triangle of land on Denmark Lane for eventual presentation to Full Council.	LS / GW / JW / Clerk	30.03.23	Quaker Wood interested in exploring the opportunity of the land at Denmark Lane. QW reps are now talking to the landowner.
Infrastructure	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	31.12.23	This will be scheduled for Spring 2024 / in line with review of green corridors.
Infrastructure	INF1023/07	Green Corridors	To appoint an action group of Councillors Peaty and Welch from the Infrastructure committee and representatives from appropriate steering groups including Quaker Wood, Frenze Beck, Fair Green and Diss & District Neighbourhood Plan and neighbouring parishes to assess the options for improving Diss Green Corridor Network and draft a plan for implementation.	JW/RP	31.05.23	<p>On agenda and George will provide update. AG met & decided that the easy sites to address immediately are those under council ownership.</p> <p>Cricket Ground. There are areas on both West and East sides of the Rectory Field that could be improved. This raises the question about the relative responsibilities of landlord and tennent regarding maintenance of the field.</p> <p>Mere Park. There is scope for improvement of the area in the North East of the Mere Park that is currently left unmown for most of the year. George has a quantity of wild flower seed, some of which could possibly used here. There are areas around the trees along the Southern Park Road boundary where consideration could be given to setting mowers to a higher level of cut. Neither of these should have any cost implications. George will also investigate a source of bat boxes to put on some of the trees in the park.</p> <p>DYCC - Trial seeding of wildflowers on the verge here has already been agreed.</p> <p>Further work involves surveying areas such as alongside footpaths and roadsides that are not under council ownership, and contacting owners to discuss improvements.</p> <p>Consider biodiversity policy, wildflower planting & planting of additional 6 trees in project.</p>
Infrastructure	INF1023/08	Biodiversity Policy	To recommend the adoption of the Biodiversity policy with two amendments to the Executive Committee and to consider an action group to take it forward	Clerk	30.11.23	Done and approved by Executive at Dec meeting. As resolved, the Green Corridor Network Action Group are to consider the implementation of the biodiversity policy specifically items b-d, f-l & k.
Infrastructure	INF1023/10	Budget	To approve a budget allocation of £14,500 for Infrastructure committee related projects as set out in the Appendix and subject to change.	RFO	Immediately	Completed and precept request sent to District Council.

Progress Report

Committee	Subject	Action	Assigned to	Timescale	Comments or further action
Infrastructure	FC1223/12 INF1023/13	Member Forum Given the recent incident near Hughes on the A1066, it was suggested that a safety audit of the area should be undertaken with potential improvement to barriers. It was also noted that signage on the Denmark St roundabout is barely visible due to tree growth, Waveney Park residents cannot get down Stuston Road due to parked cars (enforcement issue).	Clerk	18.01.24	The damaged pedestrian barriers have been ordered and will be replaced as soon as they are in stock. The barrier arrangement is standard for the location - NCC would not make any changes to the existing arrangement. Officer has inspected signage on the approach to the rnb from Park Road and has written to the landowner with a request that they trim their trees so that they do not encroach onto the Highway and obscure the signs. Parking Enforcement team notified of parked car issue along Stuston Road. Response awaited. Stuston Road also added to list to be considered as part of Residents Parking Scheme.