



TOWN CLERK
Miss Sarah Richards

DISS TOWN COUNCIL
Council Offices, 11-12 Market Hill,
Diss, Norfolk, IP22 4JZ.
Telephone/Fax: (01379) 643848
Email: towncouncil@diss.gov.uk

Please ask for: Miss Sarah Richards
Our ref: INF 27.07.22
Date: 26 July 2022

NOTICE OF MEETING

Dear Members of the Public and Press,

You are cordially invited to attend a meeting of **Infrastructure Committee** to be held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 27th July 2022** at **7.15pm** to consider the business detailed below.

Town Clerk

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 8th June 2022 (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. **Strategic Plan**
 - a) To consider a report (reference 15/2233 herewith) regarding an update on progress towards improving town cleanliness.
 - b) To note the update on the Diss & District Neighbourhood Plan (copy herewith).
8. **Pedestrianisation of Mere Street**
To receive a report (ref 16/2223 herewith) regarding an update on the Traffic Regulation Order proposals for pedestrianizing Mere Street.

- 9. Parish Partnership Bid**
 - a) To receive an update regarding the 2021-22 Parish Partnership Bid regarding the Public Right of Way between Walcot Green and Burston Road (report reference 17/2223 herewith refers).
 - b) To appoint an action group to work with community representatives to consider possible Parish Partnership Bid projects for 2022-23 (copy details herewith).
- 10. Illegal Parking**

To receive an update regarding the illegal parking in the Heritage Triangle (copy herewith).
- 11. Residents Parking Scheme**

To receive an update regarding the residents parking scheme (copy herewith).
- 12. Cemetery**

To receive a verbal update on the Cemetery Chapel roof replacement works and consider the ecologist's report and recommendations (copy herewith).
- 13. Items for Noting**
 - a) Norwich Western Link – to note an update regarding the Norwich Western Link scheme (copy details herewith).
 - b) B1077 – to note Norfolk County Council's Network Safety Team's proposals for addressing pedestrian safety concerns on the B1077 / Shelfanger Road (copy details herewith).
 - c) Vinces Road junction improvement scheme – to note that a pedestrian crossing facility will be installed as part of the Vincles Road junction improvement scheme (copy details herewith).
 - d) Progress report – to note progress on decisions made at the last meeting (copy herewith).
- 14. Member Forum**

To consider information or issues relevant to this committee from members for brief discussion, action or inclusion on a future agenda.
- 15. Date of Next Meeting**

To note that the next meeting of the Infrastructure Committee is scheduled for 25th October 2022.
- 16. Public Bodies (Admissions to Meetings)**

To consider a resolution under the Public Bodies (Admissions to Meetings) Act 1960 and Standing Orders 3d to exclude members of the public and press in order to discuss the following item which is properly considered to be of a confidential nature.
- 17. IT Infrastructure**

To consider a confidential report (ref 18/2223 herewith) regarding a review of the Council's IT supplier.

| COMMITTEE MEMBERSHIP: | FOR INFORMATION: |
|---------------------------------|-------------------|
| Councillors: | Town Clerk |
| D. Collins | Deputy Town Clerk |
| S. Kiddie | |
| A. Kitchen | S. Browne |
| S. Olander (Chair) (ex-officio) | M. Gingell |
| E. Taylor (ex-officio) | K. Murphy |
| J. Welch | R. Peaty |
| J. Wooddissee (Vice-Chair) | J. Robertson |
| Vacancy | |
| Vacancy | Diss Express |
| | Diss Mercury |

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

DRAFT MINUTES

Minutes of the meeting of the **Infrastructure Committee** held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 8th June 2022** at **7.15pm.**

Present: Members: S. Kiddie
A. Kitchen
S. Olander (ex-officio & Chair)
E. Taylor (ex-officio)
J. Welch
J. Wooddissee (Vice-Chair)

In attendance: Sarah Richards, Town Clerk
Councillors K. Murphy & R. Peaty
No members of the public

INF0622/01 **ELECTION OF CHAIRMAN**

Members considered a Chairman of the Infrastructure committee for the mayoral year 2022-23. It was

RESOLVED: to elect councillor Olander as the Chairman of the Infrastructure committee for the mayoral year 2022-23.

INF0622/02 **APOLOGIES**

Apologies were received and accepted from councillors Collins and Warren. It was noted that councillor Valori has, with regret, resigned from Diss Town Council. Members were advised that she has really enjoyed working with everyone but feels she should step aside and allow someone else to take the important community role on and make the most of it to benefit the town given her existing extensive family and charitable commitments alongside full-time job.

(Action: DepClerk to inform SNC & promote vacancy; after 7 July)

INF0622/03 **ELECTION OF VICE-CHAIRMAN**

Members considered a Vice-Chairman of the Infrastructure committee for the mayoral year 2022-23. It was

RESOLVED: to elect councillor Wooddissee as the Vice-Chairman of the Infrastructure committee for the mayoral year 2022-23.

INF0622/04 **NOMINATION OF SUBSTITUTE REPRESENTATIVES**

Members nominated substitute representatives' councillors Murphy & Peaty attending in place of councillors Collins & Warren who sent their apologies.

INF0622/05 **DECLARATIONS OF INTEREST¹ AND REQUESTS FOR DISPENSATIONS**

| Minute No. | Councillors Name | Personal/Other Interest | Pecuniary Interest | Reason |
|------------|------------------|-------------------------|--------------------|---|
| INF0622/10 | S. Kiddie | | x | This councillor runs a shop in Mere Street affected by this proposal. |
| INF0622/10 | S. Olander | | x | This councillor works at a premises on Chapel St affected by this proposal. |

INF0622/06 **MINUTES OF THE LAST MEETING**

It was

RESOLVED: That the minutes of the meeting of the Infrastructure Committee held on 23rd February 2022 were a true record and were duly signed by the Chairman.

INF0622/07 PUBLIC PARTICIPATION

There were no members of the public in attendance.

INF0622/08 ITEMS OF URGENT BUSINESS

There were none.

INF0622/09 STRATEGIC PLAN

Members considered the progress of the strategic plan. It was noted that District councillor Minshull is arranging a meeting with South Norfolk Council's lead waste officer regarding support with the town cleanliness objective. The appropriate resources are being considered as part of the staff restructuring proposals, which will be presented to the Executive committee in June prior to the July Full Council meeting. It was also agreed that some premises owners in the area are taking responsibility for cleaning their frontages.

(Action: Clerk / District Cllr Minshull; immediately)

INF0622/10 PEDESTRIANISATION OF MERE STREET

Members received an update regarding the TRO proposals for pedestrianizing Mere Street and considered the Town Council's response. The aim of the project is to make the town centre a better place to work and shop and thereby increase footfall to shops. This will include the removal of spurious signs, clearer signing to provide gateway at northern & southern end, which will be easier to enforce, timed loading for businesses and provision of cycle racks.

There was discussion regarding the proposed delivery slot between 6am and 11am, the requirement to manage the larger HGVs exiting via the Kingshead yard / Chapel St and to consult with the traders / delivery firms. It was also noted that the Mere St road surface is not sufficiently strong enough to take big deliveries, which is causing significant issues with the pavement and Victorian drain system.

Members discussed the requirement for increased enforcement and data has been requested from the District & County Councils.

A gate is proposed on Mere St beyond the car park which will prevent vehicular traffic from entering the pedestrianised area after 11am and this will enable emergency access. It was noted that these schemes have been effectively achieved in other parts of the country albeit Diss has its unique infrastructure.

It was agreed that early engagement with stakeholders is key to the project's success including involvement of the owner of the Kingshead Yard to address access to rear of properties in Mere St and improvements to the car park prior to follow up with South Norfolk Council as necessary and arranging a meeting with traders. It was

RESOLVED: to support the scheme as presented subject to a meeting with Mere St stakeholders.

(Action: Clerk; immediately)

INF0622/11 ITEMS FOR NOTING

- a) Community Infrastructure Levy funds – members noted the CIL payments made to the Town Council in the last 2 years. It was requested that the District Council is contacted regarding several CIL payments expected for developments taking place as this could amount to approximately £100k to put towards Infrastructure improvement projects in the town.
- b) Norwich Western Link – Members noted the update regarding the Norwich Western Link scheme.
- c) Progress report – to note progress on decisions made at the last meeting.

INF0622/12 MEMBER FORUM

Members considered information or issues relevant to this committee from members for brief discussion, action or inclusion on a future agenda. There was a question regarding the

responsibility for maintaining hedges along Roydon Road as they are encroaching on pathway making it difficult for families on route to school. It was agreed this would be mentioned to Roydon Parish Council as it could be conditioned as part of development.

Apologies were given by councillors Kiddie and Olander for the July meeting of Infrastructure.
(Action: Clerk; immediately)

INF0622/13 DATE OF THE NEXT MEETING

Members noted that the next meeting of the Infrastructure Committee is scheduled for 27th July 2022.

Meeting Closed at: 8.30pm.

Chairman: Councillor Olander



DISS TOWN COUNCIL

Council Offices, 11-12 Market Hill,
Diss, Norfolk, IP22 4JZ.
Telephone & Fax: (01379) 643848
Email: towncouncil@diss.gov.uk
Website: www.diss.gov.uk

Report Number:
15 / 2223

| | |
|------------------|----------------------------|
| Report to: | Infrastructure Committee |
| Date of Meeting: | 27 th July 2022 |
| Authorship: | Town Clerk |
| Subject: | Town Cleanliness |

Introduction

1. Following approval of the staff restructuring proposals by Full Council and confirmation of staffing resources, attentions have turned once again towards sourcing suitable equipment for addressing the town cleanliness objective.

Road tow bowser

2. The Maintenance Manager has sourced quotes for a road tow bowser, which is considered as the only way to adequately manage the watering of the 25 planters in the town centre (see plan at Appendix A) and provide the water to clean the birds mess from outside premises predominantly in Mere St.
3. The previously agreed method was to use a water container and pump on the back of the van but the pump regularly stopped working as it is not capable of managing the volume of water required.
4. The best purchase price of a road tow bowser (1200 litre capacity) is £4,125 + VAT excl. delivery (Appendix B). To ensure this option works well for the Council's needs, the same equipment will be hired later this month from a different supplier at a cost of £65 per month (excl. £70 delivery charge). This will see the Council through the remainder of the warmer summer months and determine whether the capacity is sufficient. N.B there is a 2000l version.
5. If the equipment works effectively and should it be required as a longer-term solution in addition to the street cleaner referred to below, it may be more cost-effective for the Council to purchase the road tow bowser.

Street cleaner

6. A street cleaner has been identified, which has been brought to site for a trial by the maintenance team and councillors and is considered to meet Diss' cleaning needs.
7. The Maxvac Maxwind MV1600 Electric Sweeper Machine is described as a robust electric sweeper that is small, agile & powerful and with no emissions (see it in action here - [Tenax MaxWind - Sidewalk sweeper - YouTube](#)).
8. The quote received to purchase the Maxvac totals £23,065 (see Appendix C). This includes an easy spray pressure washer, blowing kit, delivery, set up, training & an

annual maintenance of £1,300. A specification and further details can be found in Appendix D.

9. The funds set aside in Earmarked Reserves totals £35k so this model has come in well within the budget available.
10. An annual maintenance charge would need to be set aside after the first year of approximately £1,500 to cover any increases in charges plus the cost of bags.
11. It is proposed to store both this (and the road tow bowser) in the garage at the DYCC, which would mean that at least one of the vans would need to be parked outside the garages.
12. To trial the equipment over 3-6 months to confirm it is suitable for the tasks required before committing funds, Council would be charged £750 per month with an additional £250 delivery / training & collection fee for the same.
13. It has been confirmed by the supplier that the purchase price would be held as in point 8 until after a 3-month hire period and that they would waive the £250 delivery, set-up and training charge given it would have been previously paid for and training would not be required.
14. Several suppliers more local to Diss have been approached for comparison quotes and the only one to respond is quoting £2,500 more than Addex Group.

South Norfolk Council's cleaning schedule

15. I met with the Assistant Director for Community Services who oversees the depot last week to discuss the new street sweeping schedules following work undertaken to optimise routes to reduce costs and risk.
16. The District Council has 3 large and 3 mini sweepers. The large sweeper (costing approx. £150k) currently visits Diss every Tuesday morning. The mini sweeper (£60k) visits Diss at least once a fortnight depending on the street and will be on a different day of the week. I have suggested that this is on a Thursday so the town centre is cleaned in advance of the busy Friday / weekend.
17. A copy of the revised proposed schedule for Diss is awaited.
18. The District Council is interested in storing a sweeper in Diss to achieve their objective at point 15. Given DTC is short on storage space, it may be that the Norfolk County Council owned depot on Victoria Road could be an option.

Recommendation

To trial the Maxvac Maxwind MV1600 Electric Sweeper Machine for 3 months at a total of £2,750 from Addex Group allocated to Earmarked Reserves Street Cleaner and if suitable, purchase the same thereafter with allocation to the same cost code.

Market Place and Mere St Planters

Diss

R03

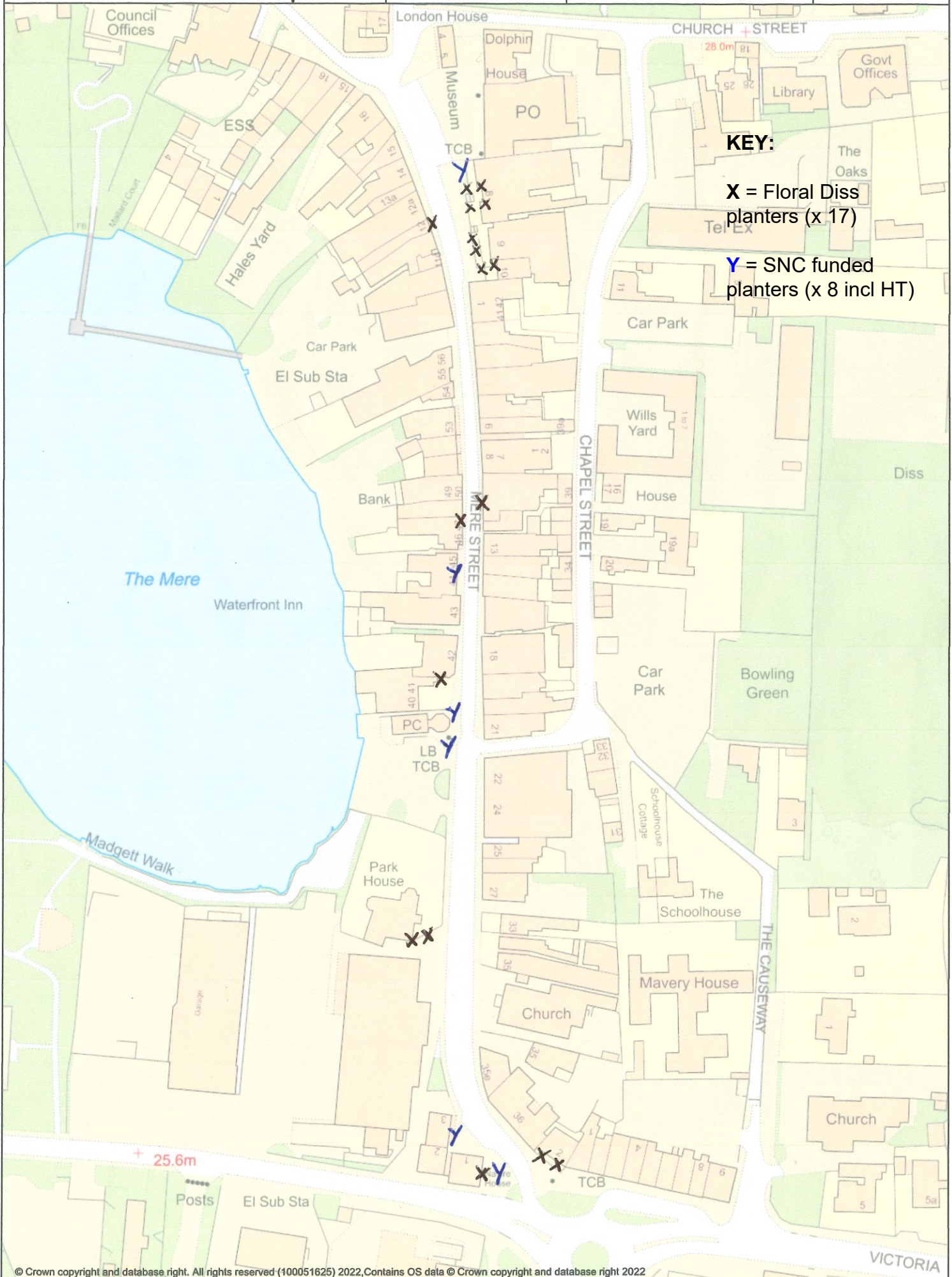
2 SNC PLANTERS IN HT

0 10 20 30 40m
Scale: 1:1500

Author: D. Master Profile

Date: 29/06/2022

ParishOnline



From: sales@tanks-uk.com
To: [Sarah Richards](#)
Subject: RE: 1200L Road Tow Bowser
Date: 20 July 2022 14:39:33

Hello Sarah,

Of course I can!

1200L Watering Bowser Consisting Of: Galvanised Highway Tow Chassis 1900KG to take 1200L tank
Length 3500mm Width 1800mm Height 1700mm inc. tank
Laden Weight 1900kg Unladen Weight 220kg ex. tank

- Fully galvanised Type Approved chassis fitted with leaf spring suspension axle.
- Full highway specification- parking brakes, plastic mudguards, lighting board.
- Heavy duty serrated jockey wheel at the front and rear prop stand.
- Fitted with a ball hitch.
- 2 235 x 65 wheels and tyres.
- Pump plate on drawbar with 1" Honda Watering Pump.
- 25m Watering Hose 3/4"
- Tank return with PRV
- Watering Handset.

Kind regards

Tara Darby,
Tanks-UK Sales Team



Blenheim House
Threxton Road Industrial Estate
Watton
Norfolk
IP25 6NG
01953 889231

info@tanks-uk.com

www.tanks-uk.com

www.linkedin.com/company/tanks-uk

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From: Sarah Richards <sarah.richards@diss.gov.uk>

Sent: 20 July 2022 14:04

To: sales@tanks-uk.com

Subject: FW: 1200L Road Tow Bowser

Importance: High

Dear Tara

I'm just following up on the enquiry below as my colleague Robert is on leave this week. Could you please provide me with a photo and specification for the model below? I need it by first thing tomorrow if at all possible as including the details in a report going to our members tomorrow.

Kind regards
Sarah Richards
Town Clerk

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

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

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From: Tara Darby <sales@tanks-uk.com>
Sent: 21 June 2022 11:28
To: Robert Ludkin <robert.ludkin@diss.gov.uk>
Subject: 1200L Road Tow Bowser

Good morning Robert,

It was lovely to speak with you earlier today.
I do hope we can help with your requirement of needing a watering bowser.

I have found that pump pressure is maximum 3.7 bar, which will be more than enough pressure for plant watering and spraying pavements for what is needed. I have been advised we could in fact offer you a hand gun and brush attachment, which could help with removal of bird mess.

We have actually got majority of components in stock, so I could comfortably advise lead time on this would be around 2 weeks.

Cost for this would be £4275 + VAT.

But as you are an organisation, I am happy to offer you a 1200L Road Tow bowser at £4125 + VAT.

As discussed on the phone, we can either arrange to have the bowser towed to yourselves at a cost to be confirmed or you can arrange to have it collected.

Kind regards
Tara Darby

Tanks-UK Sales Team



Blenheim House
Threxton Road Industrial Estate
WATTON, Norfolk
IP25 6NG
Office: 01953 889231
Direct Dial: 01953 665944
sales@tanks-uk.com
www.tanks-uk.com

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**Addex Group (Gatwick)**

Head Office & Accounts only Beacon Park,
228 Holme Lacy Road, Hereford, HR2 6BQ

Sales & Service Units 1-4 Croudace Yard
Lambs Green Road, Ruspur, RH12 4RQ

T 0845 0500 595 **F** 0845 0500 599

E sales@addex-group.com **W** addex-group.com

Acknowledgement

Your Order Date: 20/07/2022
Account No.: AD133264
Taken By: BenB
Your Ref.: TBC
Delivery Method: Addex Street Collectin
Anticipated Del'y Date: 22/07/2022
This Is Our Internal Order No **497978**
Please Quote It In All Correspondence

Please send Cheques Payable to 'Addex Group' to the Head Office address.
 BACS Payments to: HSBC Bank, Sort Code: 40 24 11, Acc/No:82068710

Invoice To:

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

Delivery To:

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

| Qty | Code | Description | Price | Unit | Line Saving | Line Total |
|---|------------------|--|-----------|------|-------------|------------|
| 1.0 | MV-MW1600-E | Maxvac Maxwind Sweeper, Electric Version, c/w Maintenance Free Batteries, Charger, Broom Holder, Side Flashing Lights, | 19,980.00 | Ea | 0.00 | 19,980.00 |
| 1.0 | MV-MW160-1000113 | Maxvac Maxwind/Smartwind-EH - Low Pressure Washer Kit c/w 22 Ltr Tank | 980.00 | Ea | 87.41 | 980.00 |
| 1.0 | MV-MW160-1000112 | Maxvac Maxwind-EH - Blowing Kit | 388.46 | Ea | 0.00 | 388.46 |
| 1.0 | MV-MW160-1000120 | Maxvac Maxwind-EH - Front Work Lamp | 166.32 | Ea | 0.00 | 166.32 |
| 1.0 | MVSC-DEL | Delivery of Maxwind, Set up and Personnel Training | 250.00 | Ea | 0.00 | 250.00 |
| 1.0 | MV-MAIN | Service and Maintenance contract 1 year. Max 3 visits/year for std maintenance. Seperate document for details of full cover. | 1,300.00 | Ea | 0.00 | 1,300.00 |
| <p align="center">THANK YOU FOR YOUR ORDER ANY DISCREPANCIES SHOULD BE NOTIFIED IMMEDIATELY TO ADDEX BY THE BUYER This Acknowledgement constitutes the agreement of sale between parties.</p> | | | | | | |

| | | | |
|---|---|----------------------|--------------------|
| Claims for shortages, discrepancy or damage may only be accepted if notified within 3 days. | Ea = Each D = 10 C = 100 K = 1000 Me = Metre Pa = Pack Pr = Pair Ro = Roll | Goods Net: | 23,064.78 |
| It is a condition of sale that these goods remain the property of ADDEX until paid for in full by the purchaser and any cheques cleared | | Delivery Net: | 0.00 |
| We comply with consumers protection (DistanceSelling)Regulations 2000. (SI2000 No. 2334)See Clause 13 of our terms +conditions for details. | | Total Net: | 23,064.78 |
| | | VAT Amount: | 4,612.95 |
| | | Total: | £ 27,677.73 |

E + OE VAT Reg. No. GB 318 1086 74 Z = Zero Rated This Document is Subject to our Terms & Conditions of Trading which will prevail

Addex Group is a Trading Name of Beacon Group International Products Limited, a limited liability company registered in England and Wales.
 Reg. No. 8270847, Reg. Address: Beacon Park, 228 Holme Lacy Road, Hereford, England HR2 6BQ

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MAXWIND



A ROBUST ELECTRIC SWEEPER THAT IS SMALL, AGILE & POWERFUL AND WITH NO EMISSIONS!



With its mechanical sweeping system and suction filter, the MaxWind is able to sweep and collect waste of all sizes very quickly and efficiently and on all types of terrain.

Using MaxWind is extremely easy and it can be driven without a license. It is well balanced making it extremely safe and agile. It is equipped with a platform as standard that allows the operator to work either seated or standing.

Product Features:

- Easy to manoeuvre
- Long battery life – enough for a whole shift
- Zero emissions
- No licence required
- 80L capacity waste bin
- Sweeps waste of all sizes quickly and efficiently and on all types of terrain
- Ideal for cleaning contractors engaged in sweeping outdoor areas of supermarkets, shopping malls, hospitals and airports etc.

Technical Specs:

| | |
|---------------------------------|---------------------------------|
| Model | MaxWind |
| Width central brush | 70 Cm |
| Width with two side brushes | 125 Cm |
| Performance efficiency | 5,000 Mq/h |
| Hopper capacity | 110 Litres |
| Collection with a bag | Simple to change |
| Dust surface filter | 4 Mq |
| Suction hose Mt | 3 Metres |
| Water tank capacity for brushes | 15 Litres (37 optional) |
| Hydrostatic traction | Front wheel drive |
| Motor (suction: brush) | W 750 |
| Battery | Electric start 12v |
| Battery type | 24V- 240A/H traction battery |
| Battery life | 8 hours |
| Maximum speed | 6.5 Km/h |
| Work climbing ability | 20% |
| Length | 186 Cm |
| Width | 125 Cm |
| Height | 99 Cm |
| Weight | 260 Kg |
| Operation dimension | 232 Cm |
| Chariot for operator | Standard |



Sales & Service
Unit C Longmead Business Centre
Blenheim Road, Epsom KT19 9QQ
T 01432 346 850
W addex-group.com



Price List Tenax MaxWind electric sidewalk sweeper - valid from 01/03/2022

Tenax MaxWind is the only 100% electric sidewalk sweeper

- **100% electric - 24 Volt**, no hydraulic or pneumatic system
- Walk behind or ride on
- 110 L waste hopper in standard bag
- 14 L clean water tank for dust control
- 1.250 - 1.350 mm sweeping width
- Petrol Engine version
- 6/12 hours of autonomy (EH Electric Version)
- Reduced maintenance
- Zero emissions
- Silent
- Easy to use and easy to handle



Standard features

Rear wheels independent suspensions, front wheels energy recovery braking system, glove compartment for operator, manual mechanical flap for bulky waste collection, 120 mm diameter wander hose, 4 m² PM10 paper filter, electric filter shaker, PPL / STEEL moplen central brush, PPL / STEEL side brushes, horn, 5 bags 90 x 110 cm - 0,100 microns thickness.

| Description | Gross Price | |
|---|-------------|--|
| MaxWind EH - Electric version without chariot | £19,980.00 | |

Optional

| | | |
|---|-----------|--|
| 50 plastic bags - 90 x 110 cm - 0,100 my | £84.30 | |
| 130 L increased capacity waste hopper (only with two wheeled chariot) | £767.81 | |
| Polyester panel filter | £266.57 | |
| HEPA certified panel filter | £367.96 | |
| Blowing Kit (only with Upgraded suction power AC electric motor) | £388.46 | |
| Right-hand side scraping brush kit (Upgraded electric brush motor + scraping brush, for Maxwind EH) | £2,327.35 | |
| Ergonomic professional broom | £138.98 | |
| Litter grabber | £113.92 | |
| Low pressure washing unit + 22 L additional clean water tank | £1,067.41 | |
| Low pressure washing Unit (22 L additional clean warer tank not included) | £825.91 | |
| 22 L additional clean water tank for dust control | £324.67 | |
| Two wheel chariot with operator rear storage and homologated lights | £1,938.89 | |
| DIN 120 L waste hopper kit (only with two wheel charriot) | £798.57 | |
| On board sidewalk climbing ramps | £333.78 | |
| Two side rear view mirrors | £185.69 | |
| Single right-hand side rearview mirror | £93.41 | |
| Run-flat Garden tyres kit | £397.57 | |
| Sidewalk detergent 50 ml (rose or mint) | £25.06 | |
| 1 kg fire extinguisher | £176.57 | |
| LED Front working light | £166.32 | |
| LED rear lights | £292.77 | |
| Reverse gear sound alert | £224.42 | |
| Flashing beacon on pole | £700.60 | |

ORDER ACCEPTANCE (I Confirm I have authority to sign on behalf of the company)

| | | | |
|---------------|--|----------------------|--|
| Company Name: | | | |
| Signed: | | Position in Company: | |
| Date: | | PO Number: | |

Please submit with Company Letterhead giving full address details for invoicing and delivery

All Prices are subject to VAT and delivery costs



MAXWIND 1600E



Technical specifications:

Dimensions: Length 1864mm, width 1255mm, height 999mm, 1250mm sweeping width

Traction: Hydrostatic traction front wheel drive, electronically controlled by inverter with regeneration during breaking and torque control

Motor: Synchronous alternate current, 750w on continuous duty

Autonomy: 8 - 10 hours

Batteries: Sealed AGM lead acid batteries maintenance free

Standard equipment: 120 mm suction hose, 15 Lt water tank for dust control with spraying nozzles on the side brushes, cellulose filter, side flashing lights, PPL steel central brush, PPL/steel side brushes, manual flap for voluminous debris, buzzer, ergonomic handle, RAL 9016 white color, 5 waste collection bags, battery charger, side broom holder

| | |
|---|------------|
| MAXWIND - Electric Version (Chariot not included) | £17,960.00 |
| Diesel & Petrol versions also available | POA |

Optional Extras (Purchase at same time as machine):

Upgrade to Polyester Panel Filter



£218.00 ☐
Part No: 1017043

Scraping Brush Kit



£1,980.00 ☐
Part No: 1000111

Single Wheel Chariot



£626.00 ☐
Part No: A105

Deluxe Two Wheel Chariot



£1,590.00 ☐
Part No: 1000105

Rear LED on Chariot



£310.00 ☐
Part No: 1000107

Blower Kit



£341.00 ☐
Part No: 1000112

Low Pressure Washer Lance



£975.00 ☐
Part No: 1000113

Additional Water Tank 22Ltr



£286.00 ☐
Part No: 1000115

High-Vis LED Lights



£292.00 ☐
Part No: 1000117

Rear View Side Mirrors



£145.00
Part No: 1000119 ☐

LED Front Work Lamp



£146.00
Part No: 1000120 ☐

Rear Red LED Lights (pr)



£258.00
Part No: 1000121 ☐

Kerb Ramps (pr)



£293.00
Part No: 1000116 ☐

Larger Waste Hopper 130Ltr



£687.00
Part No: 1000114 ☐

50 Plastic Waste Bags



£30.00
Part No: 1000126 ☐

Heavy Duty Carbon Pipe Sock



£98.00
Part No: 1000112 ☐

Fire Extinguisher



£138.00
Part No: 1000124 ☐

Vinyl Cover



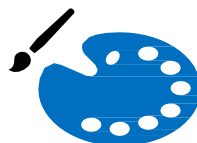
£495.00
Part No: 1000125 ☐

Reversing Sounder



£194.00
Part No: 1000123 ☐

Customised Colour/Graphics



£ P.O.A. ☐

ORDER ACCEPTANCE (I confirm I have authority to sign on behalf of the company):

| | | | |
|---------------|--|----------------------|--|
| Company Name: | | | |
| Signed: | | Position In Company: | |
| Date: | | P.O Number: | |

Please submit with company letterhead giving full address details for invoicing and delivery.

All Prices are + VAT and delivery costs

01/07/2021

**Diss Town Council
Strategy Action Plan 2021-2023
Infrastructure Committee**

Item 7b

| C | D | E | F | G | H | I | J | K |
|--|--|------------------------------------|---|---|--|--|--|-------------------------------------|
| How will we achieve these objectives? | When will we achieve these objectives? | Who will achieve these objectives? | Who will achieve these objectives? Other (contractor / cllr / local authority) | What costs will be incurred for each of the steps / objectives? | How will we measure whether we have achieved each step / objective(s)? | Any other comments | COVID Impact | Progress |
| 2. Work with local cafés and pubs to understand issues and explore possible solutions | Jan-22 | Clerk | Infrastructure committee member | Staffing costs / member time | Notes / outcomes from discussions | | | On agenda - see report ref 15/2223. |
| 3. Consider providing receptacles for businesses to place on their properties for disposing of cigarette butts | Feb-22 | Clerk | Infrastructure committee | £500 | Location plan of receptacles for disposing of cigarette butts | | | |
| 6. Work with District Council's Community Protection Team to carry out enforcement, issuing FPN tickets for the offence of littering | Mar-22 | Clerk | | Staffing costs | No. of FPN tickets issued | Links to objective P1B7 also. | SNC CPT only doing emergency call-outs | |
| 7. Conduct a media campaign in conjunction with above | Apr-22 | Clerk / Marketing | | Staffing costs | No. of press releases / web visits / social posts / likes, reach and shares. | | | |
| 2. Review number of litter bins, location, capacity versus used space & frequency of emptying to determine appropriateness given usage (check last review) | Jul-22 | Clerk / Maint Man | | Staffing costs | A location plan of all bins has been prepared. | Review complete & 4 litter and 8 dog bins removed reducing costs. | | |
| 5. Empty the more used bins more frequently to encourage usage and monitor usage | Jul-22 | Maint Man / Maintenance | | Staffing costs | Revised bin emptying schedule | | | |
| 6. Install signage on bins asking residents to contact DTC when the bins are full | Jul-22 | Marketing / Maintenance | | £100 | Photo of sample bin with signage | | | |
| 7. Work with District Council's Community Protection Team to carry out enforcement, issuing FPN tickets for the offence of dog fouling | Mar-22 | Clerk | | Staffing / Admin costs | No. of FPN tickets issued | N.B. SNC now has powers to fine for dog fouling within fenced play areas. | | |
| 8. Liaise with Diss Youth Group / Council for input regarding helping the environment campaigns via schools | May-22 | Clerk | Infrastructure committee KM / MG? | Staffing costs / member time | Report on outcomes & plan of helping the environment campaign for | | | |
| 9. Conduct a media campaign | July-22 | Clerk / Marketing | | Staffing costs | No. of press releases / web visits / social posts / likes, reach and shares. | Links to both objectives above requiring coordinated campaign regarding protecting the | | |
| 10. Work with District Council's Environmental Services team to increase recycling across the town. | Mar-22 | Clerk | | | | | | |
| 3. To continue to publicise responsible wildlife feeding (press release / website / Diss Matters) | Nov-22 | Clerk / Marketing | | £500 new wildlife display boards around Mere / Park | No. of posts / followers / shares / webpage views / press articles | Also need to update wildlife boards. Critical success factors e.g. buy-in from external parties. | | |

**Diss Town Council
Strategy Action Plan 2021-2023
Infrastructure Committee**

| C | D | E | F | G | H | I | J | K |
|---|--|------------------------------------|---|--|--|------------------------|--|---|
| How will we achieve these objectives? | When will we achieve these objectives? | Who will achieve these objectives? | Who will achieve these objectives? Other (contractor / cllr / local authority) | What costs will be incurred for each of the steps / objectives? | How will we measure whether we have achieved each step / objective(s)? | Any other comments | COVID Impact | Progress |
| 4. To install bird feeders on Mere's Mouth / Park to encourage responsible feeding | Nov-22 | Clerk | Contractor | Up to £1k (contractor has agreed to finance feeders, fill & maintain but not materialised) | No. of sales from bird feeders | Prior to summer season | | |
| 4. Work with District Council to consider ways of improving town centre cleanliness | Feb-22 | Clerk | SNC / Chair of Infrastructure | N/A | Photos of town centre before & after Feedback from traders, residents | | | |
| 5. Work with local businesses to support them in keeping their premises clean and well maintained | Feb-22 | Clerk | Action Group of members / representative local business | Unknown | No. of well-maintained and clean shop fronts at end of period vs | | Post pandemic given access & financial situation. Some businesses paid for hawk flying initiative. | |
| 6. Consider ways of improving in house cleaning methods in the town centre (further to SNC liaison & equipment purchase, look to compliment this) | Jan-22 | Clerk / Maint Man | SNC / Action Group of cllrs - SK / KM / JW | Up to £25k depending on SNC purchase | Quality vs quantity of cleaning | | | |
| 1. Write draft of Plan to include consultation feedback and submit to District Council | Summer - Winter 21 | DDNP Reps | DDNPSG | £2,800 DTC contribution towards plan completion | Submission of plan and receipt by District Council | On | | Draft plan submitted to Planning Authority 15.07.22 with public referendum expected early 2023. |
| 4. Arrange for independent examination | Winter-21 | DDNP Reps | | | | | | |
| 5. Arrange Referendum | Spring-22 | DDNP Reps | | | No. of residents supporting the plan at referendum | | | |
| 6. Use Plan | Spring-22 | DDNP Reps | | | Future developments versus plan | | | |



DISS TOWN COUNCIL

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Report Number:
16 / 2223

| | |
|------------------|------------------------------|
| Report to: | Infrastructure Committee |
| Date of Meeting: | 27 th July 2022 |
| Authorship: | Town Clerk |
| Subject: | Pedestrianisation of Mere St |

Introduction

1. Following the last Infrastructure committee meeting, the Chair of this committee and Clerk met with the owner of the Kingshead Yard. A summary of this meeting follows:

Site meeting with landowner Kingshead Yard

2. There are a number of landowners of the Kingshead Yard predominantly Dudley Brothers but others (e.g. substation – electricity company, existing car parking spaces behind what was Café Culture, a London co. owns the existing parking spaces behind the carpet shop, what was Thomas Cook).
3. The landowner is of the view that only one premises has right of way (easement) over carpark to rear access adjacent to Mere.
4. DTC to determine whether the other owners may have a right of way via 'prescription' or easement if they have passed continually over the land for at least 20 years without protest. N.B. confirmation is awaited from DTC's solicitor.
5. Landowner would be prepared to forego his easement to allow Norfolk County Council (NCC) to adopt the rear access and access from Mere St through car park but he did comment about DTC's required easement over his car park to the boardwalk. This would require the buy-in of the affected owners along Mere St but improving access should be the selling point.
6. This access would need to be resurfaced with allowance made for drainage for the Wetherspoon scheme. It would likely require the cutting back of trees on the Mere side (& possible premises side) and the reorientation of the fountain kiosk to maximise the turning point from the car park to the rear access. N.B. The landowner is reluctant to lose the two parking spaces to the left of the entrance by the bollard.
7. The above could be undertaken at the same time as the boardwalk extension project although access might be required sooner to satisfy the Mere St pedestrianisation project timescales.
8. DTC has not yet received the boardwalk easement payment yet as although the agreement was signed by DTC, their side didn't, and the payment would have been made post completion. The query from DTC's solicitor was that the easement may

have to be amended to the landowner as party to the deed or deed of easement will have to be completed when the land has transferred to Wetherspoons.

9. DTC should be able to acquire the contact details of the relevant landowners via the landowner so we can contact the stakeholders when we need to.

NCC Viewpoint

10. NCC view is that the Kingshead Yard and rear access area has nothing to do with the Traffic Regulation Order (TRO) and so the adopting of this area will not form part of this scheme. To reconstruct it all to adoptable standard will be not far short of £1m scheme and as it's a constrained area and maintenance would be difficult.
11. They state that they either deliver the TRO in its current format or they don't, as there is no way we can accommodate further expense or delay, as funding is beyond tight across the board.

Stakeholder Meeting

12. I have replied to NCC explaining our desire to continue to deliver the scheme. Please note that DTC has received several complaints this week of vehicles driving illegally down Mere St, in one case colliding with a pedestrian.
13. I have requested from NCC an illustration of the proposed scheme like below to better inform stakeholders of what the scheme will look like design wise. Given NCC's viewpoint above, it is possible costs (not yet known) of this may need to be borne by the Council's Earmarked Reserves (£10k) for this project. Once received and the remaining questions answered primarily around delivery access, we will be able to set up a stakeholders meeting.



Recommendation

To approve expenditure to up to £2.5k from Earmarked Reserves on an illustration to reflect the proposed pedestrianisation of Mere St scheme to share with stakeholders.



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Report Number:
17 / 2223

| | |
|------------------|-----------------------------------|
| Report to: | Infrastructure Committee |
| Date of Meeting: | 27 th July 2022 |
| Authorship: | Town Clerk |
| Subject: | Parish Partnership Scheme 2022-23 |

Introduction

1. It was resolved at the October 2021 meeting of the Infrastructure committee that £5k would be allocated from the current budget to improve the Public Right of Way (PROW) linking Walcot and Burston Roads (RB28). See Appendix.

Site meeting

2. In June 2022, the Clerk met on site with a long-time resident of Walcot Green and member of the Diss & District Rotary Club who has been maintaining the PROW for over 10 years and believes that Council would be wasting money to continue with this project.
3. The footpath is easily accessible most of the year and sufficiently wide. This was echoed by another resident who wrote to the Council following the update on the scheme in Diss Matters.
4. The main reason for considering the project unwise is that RB28 comes out on to a bend on Burston Road and there is no footpath leading pedestrians safely either way. It is therefore considered to be of benefit to very few people (apart from seasoned walkers who would be appropriately dressed for managing the boggy conditions at the Burston Road end during winter months).

Project delivery

5. Given that this scheme had been programmed by Norfolk County Council (NCC), they were keen to have a quick decision regarding its delivery. In consultation with the Chair of Infrastructure and Town Mayor, it was agreed that the funds would be better spent on other schemes in Diss to benefit more people.
6. Some NCC design costs will have been accrued already, which will be deducted from the amount refunded to the Town Council, which is estimated at £2,678 (including deductions).

Moving Forwards

7. The resident is very knowledgeable about the walking and cycling routes in this area (north and east of Diss) and would be willing to act as an advisor to Council. It is proposed that prior to agreeing any future schemes, local knowledge is acquired to

ensure more informed decision making. The second resident may also be willing to help advise.

8. It is recommended that members, Officers and / or members of the public with specialist knowledge make a site visit prior to submission to undertake a cost-benefit analysis. It is possible that Community Infrastructure Levy funds could contribute towards the costs of schemes if they are looked at holistically.
9. The Clerk has emailed NCC to explain the rationale for removing the scheme.
10. There was a suggestion by the Infrastructure Chair to consider re-allocation of these funds to install a footpath to lead pedestrians safely upon exiting RB28 however, the nearest PROW is in Burston, the second closest is FP32, and this is over a 1000m away from RB 28. NCC advised that they would certainly not consider joining up PROW's, as it would not be appropriate to do so, and would be hugely expensive.

Recommendations

1. To note that the Parish Partnership Scheme regarding the Public Right Of Way linking Walcot Green and Burston Road (RB28) has been withdrawn.
2. That members, Officers and / or members of the public with specialist knowledge make a site visit and undertake a cost-benefit analysis prior to future Parish Partnership Bid submissions.

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Report Number:
30 / 2122

| | |
|------------------|-------------------------------|
| Report to: | Infrastructure Committee |
| Date of Meeting: | 27 th October 2021 |
| Authorship: | Town Clerk |
| Subject: | Parish Partnership Bid |

Introduction

1. The deadline for Parish Partnership bids is 10th December. Eligible projects are funded 50% by Norfolk County Council and 50% by the Town Council.
2. Acceptable schemes include:
 - a) Small lengths of formal footway
 - b) Trods (a simplified and low-cost footway),
 - c) Improved crossing facilities
 - d) Improvements to Public Rights of Way
 - e) Flashing signs to tackle speeding.
 - f) Part-time 20mph signs with flashing warning lights, outside schools.
 - g) "Keep Clear" carriageway markings outside schools.
 - h) New Bus Shelter or Shelter Lighting.
3. Further details about the Scheme can be found in Appendix 1.

Project 1 - SAM2 Sign

4. The Council currently owns two Speed Awareness Mobile Signs that are rotated around 12 locations monthly (inbound and outbound). This means that each location is visited a maximum of three times per year.
5. A third SAM2 sign, which may be dependent upon NCC securing additional funding from the Norfolk Safety Camera Partnership, could be positioned at the existing locations more frequently or enable additional streets to be added. A second one will allow as to target areas more frequently and consider other potential locations.
6. The estimated cost of a SAM2 sign is £3,200 and therefore a budget allocation of £1,600 would be required for this project.

Project 2 - PROW linking Walcot Green and Burston Road

7. The Public Right of Way linking Walcot Green and Burston Road (see RB28 on Appendix 2) was discussed when considering potential projects for the PPS last year. The route is poorly signposted, overgrown, and not very inviting. Located entirely in Diss, it was felt this footway could be made more accessible. It was agreed that the PPS criteria of small lengths of formal footway or Trods (a simplified and low-cost footway) would suit this project.

8. It has been confirmed that improvements to a PROW are eligible for PPS funding.
9. NCC's Countryside Access Officer has contacted the landowner regarding clearing the encroaching vegetation along the route, and they have attended to 2 fallen trees over the past few months. Further cutting back may be required later this year, following the bird nesting season.
10. The only option regarding the bridge at Burston Road is for a culvert to accommodate the designated user of the restricted byway. The landowner has given their permission for installation of a culvert and the appropriate permission from the internal drainage board and approval is awaited.
11. A rough estimate of costs at this stage is circa £10k, which includes the traffic management costs required on Burston Road to allow the works to go ahead.
12. NCC's Countryside Access Officer has spoken to the Highways Engineer regarding the scheme and awaits a final estimate for the works from their contractor.
13. NCC would be prepared to fund 50% of costs, which would leave an estimated £5k remaining to be budgeted for from Council expenditure. County Councillor Kiddie may also be willing to support the scheme financially through his member grant.

Project 3 - Footway along Denmark Lane from Stanley Road into Fair Green

14. The Chair of this committee has suggested a potential scheme to install a footway along Denmark Lane from Stanley Road into Fair Green (see Appendix 3). There is currently a verge on the left-hand side but no pavement on either side of the road.
15. Indicative length of footway is 96m and costs are estimated at £20k based on a 20% uplift on costs from previous quotation for a footway extension of half the distance and a sum for resolving any utilities issues.
16. It is proposed that £5k is allocated in the 2022-23 budget and a further £5k in the following financial year with the feasibility and costs being scoped out for delivery in 2023-24.
17. The feasibility of this project will be discussed with NCC in due course and before the end of November to inform the budgeting process.

Conclusion

18. It is recommended that the Council approves expenditure of £1,600 on a third SAM2 sign (Project 1), and £5K on the scheme to improve the Public Right of Way linking Walcot Green and Burston Road (Project 2).
19. It is further recommended that the Council allocates £5K in the 2022-23 financial year & an additional £5K in 2023-24 towards the scheme to install a footway along Denmark Lane from Stanley Road into Fair Green (Project 3) subject to consideration on feasibility by NCC.

Recommendation(s)

See Infrastructure BAG report reference 31/2122.

cc Local Members

Your Ref:

Date: June 2022

My Ref:

HI/12/GEN/DH/KT

Tel No.:

0344 800 8020

Email:

martin.wilby@norfolk.gov.uk

From the Cabinet Member for Highways, Infrastructure & Transport

Dear Sir/Madam

Delivering local highway improvements in partnership with Town and Parish Councils

I am delighted to inform you that due to the success of working in partnership with Parish/Town Councils for the last nine years the Parish Partnership Scheme Initiative will again be repeated in the financial year 2023/24. Further supporting information, including possible funding sources for your share of the bid, is available on our website (click on [this link](#)).

The County Council has provisionally allocated £350,000 on a 50/50 basis (There is an upper limit on Norfolk County Council funding support of £25,000 per bid) to fund schemes put forward by Town and Parish Councils to deliver projects that are priorities for local communities. We are particularly keen to encourage and support first-time bids.

This letter provides more information on the process, invites you to submit bids, and explains how the County Council can support you in developing your ideas. The closing date will be the 09 December 2022. Please contact your local Highway Engineer based at the local Area Office for agreement and any advice in developing your ideas, especially around the practicalities and cost estimates.

Once all bids have been received, we will assess them and inform you of our decision in March 2023 following approval by the Norfolk County Council Cabinet.

To encourage bids from Town and Parish Councils with annual incomes (precepts plus any another income) below £2,000, we are offering the following support;

- 75% County Council contribution
- £5,000 maximum bid value
- Offer available only once to any bidder

Continued .../

We will also accept bids from unparished County Council Wards. Such Wards can always opt to become a formal Parish Council, but otherwise we are offering support on the basis that the Ward raises the required 50% funding. Kings Lynn Borough Council, Great Yarmouth Borough Council and Norwich City Council have kindly indicated their willingness to consider proposed schemes and potential funding for them. Further details are in the relevant committee report on our website (click on [this link](#)).

What sort of schemes would be acceptable?

- Small lengths of formal footway
- Trods (a simplified and low-cost footway),
- Improved crossing facilities
- Improvements to Public Rights of Way.
- Flashing signs to tackle speeding. We would encourage you to consider Speed Awareness Mobile Signs (SAM2) - which flash up the driver's actual speed rather than fixed signs (VAS) - which flash up the speed limit. The number of VAS in Norfolk has grown, and checks show that speed reduction benefits can be minimal. Whilst we will still consider bids for fixed VAS, we will need to be satisfied that they will be effective in reducing speed. We consider that SAM2 mobile signs, which are moved around on an agreed rota, are better at reducing speed; **SAM2 can be jointly purchased with neighbouring Parishes and would be owned and maintained by the Parish/Town Council.** Please note this type of scheme may be dependent upon NCC securing additional funding from the Norfolk Safety Camera Partnership
- Part-time 20mph signs with flashing warning lights, outside schools. The County Council generally supports these as they do show a moderate reduction in average speeds during peak times.
- "Keep Clear" carriageway markings outside schools. Applications will be considered for new school keep clear carriageway markings (which must be supported by the local school) however, these will not be enforceable without a Traffic Regulation Order which is outside the scope of the Parish Partnership Scheme. If you wish to enforce the Order, it would have to be wholly funded by the Parish or the Local Member.
- New Bus Shelter or Shelter Lighting. A copy of Norfolk County Councils guidance for new bus shelters is available on our web site (click on [this link](#)). **Any new shelter would be owned and maintained by the Parish/Town Council.**
- Electric Vehicle Charging Points. In the first instance we would expect Parish/Town Councils to investigate available grants, for more information please email evehicles@norfolk.gov.uk – A website containing useful information is currently being developed and will be updated with new information regularly. We will be contacting Parish/Town Councils when this available.

Continued.../

Schemes can be within or immediately adjacent to the highway. If they are off highway the future responsibility for the maintenance will fall to the Parish or Town Council.

Schemes should be self-contained and not require other schemes or works to make them effective.

Schemes that support the Local Transport Plan (LTP) objectives will have a higher priority for funding. The LTP can be found on our website (click on [this link](#)).

With the County Council's agreement Parishes can employ private contractors to deliver schemes. However, any works on the highway would be subject to an agreed programme, inspection on completion, and the contractor having £10m public liability insurance.

Schemes which will not be considered

- Bids for minor traffic management changes which require a Traffic Regulation Order for example;-
 - Speed Limits
 - Waiting restrictions
 - Weight restrictions
- Bids for installation of low-energy LED lighting in streetlights to help cut energy bills and maintenance.
- Mirrors in the highway
- Protection of private land from travellers

Information you must include in your bid

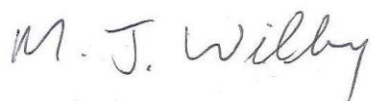
- The objective of the scheme
- Details of the scheme, its cost and your contribution.
- A plan/map of the extents of the scheme
- Who, and how many people will benefit.
- Local support, particularly from your local Member, frontagers and land owners.
- For 'off highway' schemes, your proposals for future maintenance.

Please find a simple bid application form attached to this letter. When assessing your bid, we will consider the points above, but also:

- The potential for casualty reduction.
- Any ongoing maintenance costs for the County Council.

Your bids should be emailed to pppschemes@norfolk.gov.uk (or posted for the attention of the County Programme Engineer, Linda McDermott, at the above address). If you need further information on the bid process please contact Linda, by email or by phoning 01603 228905. For advice on the scheme practicalities and/or likely costs, please contact your local Highway Engineer.

Yours sincerely



Martin Wilby
Cabinet Member for Highways, Infrastructure & Transport

Parish Partnership bid application form

| | | | |
|--|-------------------------|---------------------|----------------------------|
| Fund applied for: | Parish Partnership Fund | | |
| Applicant details: | | | |
| Submitted by/contact: | | | |
| Phone Number: | | | |
| Email: | | | |
| Sum applied for: | | | |
| Total project cost: | | | |
| Project title: | | | |
| Project detail: (please include a plan/map of the extents of the scheme): | | | |
| plan/map attached: | Yes / No | | |
| Any other funding: | | | |
| Parish Income: | Precept | Other Income | Total Yearly Income |
| | | | |
| Reason for works: | | | |
| Any relevant supporting documents (e.g. supportive correspondence) : | | | |
| Discussed with: | | | |

Notes on meeting ref illegal parking in Heritage Triangle

Date: Tuesday 12th July

Attendees: Ray Bryant, Alan Franks, Cllr Jim Welch, Sarah Richards (Town Clerk)

Apologies: Dave Down, Cllr John Wooddissee

1. It was resolved at a Council Infrastructure committee meeting to endeavour to resolve the illegal parking issue in the Heritage Triangle.
2. It was agreed that involvement of representatives from the Triangle / stakeholders is an important part of the process.
3. The challenge requires input from a number of additional stakeholders including Norfolk County Council, South Norfolk District Council and the public who need to be educated regarding Controlled Parking Zones.
4. One of the major issues is the cracked paving slabs primarily as a result of HGV loading / unloading.
5. NCC do temporary repairs with asphalt to reduce the safety hazard and schedule upgrades to like for like materials every 6 months or so to minimise costs.
6. It was agreed the heritage planter could be moved back to its position from St Nich St to next to the Vape shop to prevent parking.

Post meeting note – DTC maintenance team have completed this and filled the holes left by the planter.

7. The signage in the Triangle is limited to the start and end of the area. Part of the funding bid to the Heritage Lottery Fund included a commitment to minimise lines and signs but is difficult for the public to read given positioning particularly at the Denmark St / St Nich St junction.
8. It may be possible to have yellow blips on the kerbside (rather than imposing yellow lines) which allows the Enforcement Officer (EO) to overlook the observation time and book more readily although it was noted that there are few areas in the Triangle with kerbs.

Action - SR to clarify if yellow lines are required in addition to blips for enforcement purposes. N.B. The notes were ratified by NCC post meeting.

9. We discussed a publicity campaign to spread the key messages around a Controlled Parking Zone with reference to the availability of car parks in the town centre and the aim of the scheme to give priority to pedestrians. This could include letters on windscreens, which used to be carried out by DTC but stopped due to resources. If additional Triangle volunteers could assist and / or security personnel could be recruited to help issue letters, this could be effective.
10. It was noted that a generic campaign regarding the whole town centre would be preferable to focusing on the Triangle.
11. On street parking enforcement (via SNC / Norfolk Parking Partnership – evenings & weekends) is insufficient. The data gathered suggests that only 59 PCN's were issued May 2021 – May 2022. *Confirmation is awaited regarding whether these were Diss specific.*
12. The quantity of vehicles parked up and down Market Hill & St Nich St for long periods is also evidence that the enforcement is lacking (*N.B. photos of this have been requested*). Some of this parking particularly at junctions is dangerous as visibility is

obscured and there is insufficient width to pass another vehicle with cars parked both sides despite cautionary speed.

13. SNC has stated that they are working on a proposal for an additional FTE EO, who should be in post by end of October 2022, which will allow them to increase the volume & frequency of visits across the district.
14. There was discussion regarding the variable rota of EO's so that the public don't get used to the days they visit Diss and the mantra of EO's to educate the public prior to ticketing.
15. NCC does not object to having some of the hours of an EO allocated to Diss (& paid for by DTC).
16. Resurfacing the areas where HGVs tend to unload with a more hardwearing material should help minimise breakages from HGVs.
17. Installing a combination of heritage style bollards and moving planters to limit parking space available will help albeit this could result in displacement parking and it would be cost prohibitive to do a full scheme.
18. The Residents Parking Scheme will consider options for the Triangle to help mitigate issues.

Taken by Sarah Richards, DTC

PARKING ENFORCEMENT IN THE HERITAGE TRIANGLE

Meeting at 6pm Tuesday 12 July 2020 at The Corn Hall

Sarah Richards (SR)
Jim Welch (JW)
Alan Franks (AF)
Ray Bryant (RB)

Identify the problem:

AF/RB are of the opinion that apart from a few specific abusers (residents and traders who treat particular places as their own private parking spaces, people who park for a few days at a time, or those who park in specific locations e.g. outside barbers shop for lengthy periods) there is not a problem with short term parking or evening parking to collect takeaways or visit local events.

DTC do not agree with the latter and see night-time parking as a problem particularly at the top end of St Nicholas Street citing difficulty of seeing oncoming vehicles. This is exacerbated if parking occurs on both side of the street.

All agreed that a major problem is the constantly cracked paving caused by vehicles parking on the square slabs and dimpled paving. RB believes this to be either a fault in the specification or the workmanship as it was known from the outset that service and delivery vehicles would pull into offload. It was felt that the heavier vehicles were most likely to be the cause of the damage. Possibly some is caused by vehicles larger than permitted accessing the area. There is a maximum 7.5 tonne loading sign at access to St Nicholas Street but this has a caveat notice EXCEPT FOR LOADING and can only be seen when approaching from the south. There is also the same signage at the Mount Street approach again caveated EXCEPT FOR LOADING.

Certainly, the Design and Access Statement states:

A key requirement is for the townscape design to reduce the dominance of vehicles in order that a more pedestrian-friendly environment is achieved, whilst permitting continued use by traffic, including delivery and service vehicles.

RB believes that because there are no kerbs in most places then NCC Highways should have allowed adequate provision in the design not only for cars but also for service and delivery vehicles.

Enforcement

At a recent meeting regarding a potential Residents Parking Scheme for Diss, it was confirmed that Norfolk County Council which oversees the Norfolk Parking Partnership scheme, do not object to having some hours of an Enforcement Officer allocated to Diss and paid for by DTC. SNC / NCC is working on a proposal for an additional full time equivalent EO, which should be in post by end of October 2022 (it is thought this brings the total of EOs to 3 across the District). Agreed that random visits would be preferred to regular checks.

The possibility of moving planters, or additional furniture or possibly provision of additional bollards (which could be removable) should also be considered. This could solve the areas where traders/residents seem to consider the paved area as their own private parking space e.g. alongside VAP shop.

Sarah noted that there has been a suggestion that double yellow lines should be re-introduced. AF noted that these are only effective where there is regular enforcement. SR said that they have worked in Nelson Road to prevent daytime parking by commuters using the station, however this is a different situation where drivers are away from their vehicle for several hours. AF showed photographs of a recent visit to Haverhill where unenforced parking on double yellow lines seemed to be a regular occurrence. It was also noted that in the Market Place and at the bottom of Mere Street parking on yellow lines is commonplace as there is no enforcement.

RB also pointed out that one of the key principles of the Heritage Triangle scheme has been to eliminate yellow lines, reduce signage and to generally give the feel that the area is primarily intended for pedestrians and not vehicles. The HLF had contributed a significant amount of public money to this end and might require reimbursement if the key aims were not followed through.

It was agreed that enforcement proposals more sympathetic to the original aims should be implemented.

Communication

It was agreed by all that communication is key to ensuring that everyone is aware of the nature of the area and the reasons for enforcement. This was stated in the Design and Access Statement but acknowledged that continued communication is necessary, viz.

It is accepted by all parties that the success of the scheme requires a fresh understanding of the use of the street and the nature of the Controlled Parking Zone; and that further consultation and engagement will be necessary with all parties who live, work and visit the area.

It was agreed that the proposed map being organised by Diss Community Team showing location of all independent traders who contribute, should also show locations of car parks, number of spaces, distance to the nearest shops. It should also give an indication of parking charge policy.

RB Notes

Meeting ref Residents Parking Scheme for Diss

21st June 2022

Present – Ian Gregory / Tim Young (NCC) / David Disney (SNC) / Simon Olander / Eric Taylor / Sarah Richards (DTC)

1. It was noted that this project started 4 years ago and the projects in Cringleford & Trowse are nearing completion so more resource is available to support Diss.
2. It also means that the learnings from these schemes can be applied to Diss' scheme and NCC / SNC has a better idea of delivery timescales.
3. An additional Highway Designer should join Ian's team within next 6 weeks.
4. Problem areas were discussed.
5. Parking from the car park overspill on one side of Sawmills Road has been solved through lining side but the other side is still an issue.
6. DTC has raised the inaccessibility of the disabled ramp with NCC.
7. Permit parking may be an option for Mount St but it does result in displacement parking which would need to be examined. Vehicles park in front of Manor house on land owned by SNC as the lines finish at a strange position & need to be extended.
8. Enforcement of parking across the town but specifically in the Heritage Triangle was discussed. DTC reported that the same vehicles have been parking day and night in the same parking bays at the top of St Nich St for several weeks. There have been requests for targeted enforcement, but it has not taken place.
9. The reply from SNC's Monitoring Officer ref PCN data suggests that on-street enforcement is carried out by NCC and not SNC. SNC is responsible as part of the Norfolk Parking Partnership for both on and off-street parking enforcement. By agreement, they sometimes ask Kings Lynn officers to cover on street for holiday or help in weekend/evening working. PCN number enquiries would be handled by NPP.
10. It may be possible to have yellow blips on the kerbside (rather than the imposing yellow lines) which allows the Enforcement Officer (EO) to overlook the observation time & book more readily.
11. NCC do not object to having some of the hours of a EO allocated to Diss and paid for by DTC.
12. SNC / NCC is working on a proposal to an additional FTE EO, which should be in post within the next 4 months. This will allow them to increase the volume and frequency of visits across the district.
13. Different rotas for enforcement would be used as PCN's reduce to ensure the public don't get used to the schedules.
14. They are also training a new EO over the next few weeks so will likely see two EOs together.
15. It was noted that Highways (NCC) & Enforcement (SNC) will be working more closely together going forwards.
16. NCC has applied for powers to cover some ANPR offences but there are only 5 reasons to use cameras on parking restriction and very few can be used. There is momentum to extend the use of ANPR and the DfTE is being lobbied.
17. The time limited bays / pay & display model can be a good model to support local businesses by allowing kerbside short-term paid parking with a free period.
18. The various elements of a Scheme would need to be considered holistically across wider areas to ensure there aren't disbenefits.

19. SNC was asked if it could review the long (permits - workers) and short stay (shoppers) parking changes.
20. Early consultation with key stakeholders (including resident representation) will be key prior to wider consultation.
21. Drop-in sessions have worked well.
22. Timeframe was mapped out – resource will be in situ at NCC over the summer with a first consultation expected in the Autumn. TRO's could be drafted in the New Year.
23. Site visits to streets are likely to be required in due course.

Action – TY to tweak draft Residents Parking Scheme initial plan for Diss for circulation to members

Action - SR to provide detail on each of the identified streets for consideration to TY

Action – all meet again WHEN?



**Diss Cemetery Chapel
Heywood Road**

Bat Survey Report

On Behalf of Diss Town Council

Version 1 | July 2022

Document Control

| Version | Date | Produced by | Reviewed by | Notes |
|-----------|----------------------------|---|---|-------|
| Version 1 | 22 nd July 2022 | Ana Pino-Blanco MSc, Ecologist, Qualifying: CIEEM Sammi Smith MSc, Grad. Ecologist | Cyrise Weaire BSc, M:CIEEM, Director Alex Jessop MSc, Ecologist | |

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This report does not purport to provide legal advice. This report provides ecological conditions (specific to bats) for the aforementioned site and is considered relevant for a period of no more than 12 months from the date of survey (July 2022).



The Site's Archway Section with Scaffolding

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Executive Summary

In March 2022 Practical Ecology Ltd undertook a Preliminary Roost Assessment (PRA) report at Diss Cemetery Chapel, Heywood Road. The Site was undergoing wall plate reinforcement and roof replacement works and, while stripping the central section for the arch ridge tiles, a common pipistrelle was discovered roosting. A bat carer attended the Site immediately to take any injured bats into care, but none were found. Practical Ecology Ltd recommended that all works cease. Remedial works to make the building watertight undertaken under supervision of a bat worker, and the PRA were also recommended. The PRA survey adjudged the building to have high suitability for roosting bats and DNA analysis of droppings found within the feature at the Archway ridge were identified as belonging to common pipistrelle (*Pipistrellus pipistrellus*). It was therefore recommended that three bat activity surveys were undertaken to confirm the status of bats in the building. These were to comprise of two dusk emergence and one pre-dawn re-entry surveys.

A dusk survey was carried out on 18th May 2022 in which bats (common pipistrelle and brown long-eared) were recorded by surveyors using the areas under the arch of building 1. A second dusk survey was carried out on 7th of June. During this second dusk survey, a common pipistrelle emerged from under the arch, towards the section corresponding to the Chapel entrance. A final pre-dawn survey was carried out on 1st of July 2022 where two common pipistrelle bats were seen returning to roost within the roof of the Archway, an unidentified bat was observed through thermal imagery at the apex of the Archway before the survey started, and a common pipistrelle was recorded by an IR camera entering a feature under the arch, towards the section corresponding to the Chapel entrance, and then leaving before dawn. Foraging and commuting bats, from a wide range of species, were noted as well.

Following the identification of four low status roosts used by a common species, it is noted that the proposed development risks damaging, destroying, or disturbing bat roosts and killing or injuring individual bats, which would result in an offence being committed if not supported by an appropriate Natural England Licence, a European Protected Species mitigation licence (EPS A13), and mitigation strategy. Application for this license should only be undertaken once planning permission has been granted.

1. Introduction and Background

Practical Ecology Ltd was commissioned by Diss Town Council to undertake bat surveys of the proposed development at Diss Cemetery Chapel, Heywood Road, herein referred to as the 'Site'.

The building was considered to have *High Suitability*¹ during the Preliminary Roost Appraisal (PRA)² undertaken in March 2020. The Site was undergoing wall plate reinforcement and roof replacement works and, while stripping the central section for the arch ridge tiles, a common pipistrelle was discovered roosting. A bat carer attended the Site immediately to take any injured bats into care, but none were found. Practical Ecology Ltd recommended that all works cease. Remedial works to make the building watertight undertaken under supervision of a bat worker, and the PRA were also recommended. The PRA survey adjudged the building to have high suitability for roosting bats and DNA analysis of droppings found within the feature at the Archway ridge were identified as belonging to common pipistrelle (*Pipistrellus pipistrellus*).

A schematic showing the roof structure, different sections, and areas where works were already well underway prior to discovering the bat, is included in Figure 1. The location of the roosting bat found is marked with a star.

1.1 The Site

The Site is approximately 0.04 ha (central OS grid reference TM 11817 80760, postcode IP22 4DL) and is located on the northern edge of the town of Diss. The Site is within Diss Cemetery, that is designated as a County Wildlife Site (CWS) and includes a wide green space with grassland and tree lines. Bordering the Site to the north is a largely arable landscape with hedgerows, woodland pockets, and a tributary of the River Waveney that passes through Shelfanger Meadows (c. 1.8 km) a Site of Special Scientific Interest (SSSI). To the south and west are residential houses with gardens and the Statutory Sites of Roydon Fen Local Natural Reserve (LNR) (c. 1.5 km), and Wortham Ling SSSI (c. 2.4 km). To the east is Heywood Road, a line of houses and further arable fields.

The Site comprises a cemetery chapel with two distinct sections joined by an archway. A schematic showing the roof structure, different sections, and areas where works were already well underway prior to discovering the bat, is included in Figure 1. The location of the roosting bat found is marked with a star.



Figure 1: Building Roof Structure

1.2 Proposals

The proposed development of the Site includes reinforcement of the wall plates and full roof removal, and replacement works.

At the time of the survey visit, scaffolding had been erected around the building, and all the northern section and the southern section south pitch roof had been completely removed and new battens and roof membrane installed. On the central arch, a small section of roof tiles had been removed before a roosting bat was encountered and works ceased.

1.3 Legislation

Bats are protected under section 9 of the Wildlife and Countryside Act (WCA) 1981 (as amended) and are a Schedule 2 species protected by the Conservation of Habitats and Species Regulations (amendments) (EU Exit) (2019) which continue the same provision for European protected species, licensing requirements and protected areas after Brexit.

The Countryside and Rights of Way (CROW) Act 2000 also contains a provision for custodial sentences. Taken together it is illegal to:

- Deliberately kill, injure or capture any wild animal of a Schedule 2 species;
- Deliberately disturb wild animals of any Schedule 2 species in such a way to be likely to:
 - Significantly impair their ability:
 - a) To survive, breed or reproduce, or to rear or nurture young;
 - b) In the case of animals of a hibernating or migratory species, to hibernate or migrate.
 - Significantly affect the local distribution or abundance of the species
- Damage or destruction of a breeding site or resting place, even if bats are not in current occupation;
- Keeping, transporting, selling, exchanging or offering for sale whether live or dead or any part thereof;
- Intentional or reckless disturbance (at any level); and
- Intentional or reckless obstruction of access to any place of shelter or protection.

Penalties for offences include unlimited fines and up to 6 months imprisonment instead of, or in addition to, a fine. Along with significant development delay until appropriate mitigation has been agreed and completed.

The NERC Act 2006 also lists bats as a species of principal importance under Section 41 and Section 40 requires every public body in the exercising of its functions to 'have regard, so far as is consistent with the proper exercise of those functions, to the purpose of conserving biodiversity'.

2. Methods

2.1 Emergence / Re-Entry Surveys

The surveys were led by Ana Pino-Blanco MSc, Ecologist and licensed bat surveyor (2020-50789-CLS-CLS) with over three years' experience. Ana was assisted by Lee Rudd MSc, an Ecologist of over 12 years' bat survey experience, a full member of CIEEM and a Disturb and Take License Holder (2018-35600-SCI-SCI), Duncan Sweeting, an Ecologist and licenced bat surveyor (2015-16145-CLS-CLS), Sammi Smith MSc, a Graduate Ecologist with over one years' experience, and field surveyors Freddie Turner, David Beardsley, and Jacobo Fernandez Vargas

Each surveyor watched a section of the building for the entirety of the survey to provide coverage of all potential roost features and to relay information on any bat activity to other surveyors. Each surveyor carried a bat detector: detectors used were Echo Meter Touch 2 (iOS and Android), EM3+ and Anabat Scout. Any bats seen during the surveys were noted, and the bat detector data was analysed to corroborate sightings. In addition to this, infrared cameras, supported by separate infrared floodlights, were used as surveyors viewing aids and to record any activity onsite. A Yukon infrared monocular with 3x magnification and a FLIR thermal monocular was also used where necessary as a surveyor aid.

Details of the activity surveys undertaken on the site are provided in Table 1 below. Surveyors were positioned around the building to provide coverage of all potential roost features and to relay information on any bat activity to other surveyors.

The surveys were undertaken in periods of suitable weather: above 10°C, minimal wind, and no precipitation which could impact bats flying. These times and conditions are in accordance with Bat Conservation Trust guidance for completing activity surveys on buildings.

Table 1: Survey Date and Time

| Date | Survey Type | Sunset / Sunrise Time | Survey Start / End | Weather |
|---------------------------|-------------------|-----------------------|--------------------|--|
| 18 th May 2022 | Dusk Emergence | 20:49 | 20:34 – 22:49 | 100% cloud cover, 15°C, 1 Beaufort wind, no rain. |
| 7 th June 2022 | Dusk Emergence | 21:14 | 20:59 – 23:14 | 10% cloud cover 17-13°C, 0 Beaufort wind, no rain |
| 1 st July 2022 | Pre-dawn Re-entry | 04:38 | 02:38 – 04:53 | 100 – 75% cloud cover, 11-10°C, 0-1 Beaufort wind, no rain |

2.2 Limitations to Survey

Areas where the roof had already been removed, predominately along the northern section and the southern section could not be properly assessed and scaffolding erected around the building. A motion sensor activated floodlight was located under the arch. IR cameras were used during the surveys to observe areas obscured by the scaffolding, and from the second survey, to have a view of the activity detected under the archway and pinpoint the location of roost within the remaining of the original roof tiles.

3. Results

3.1 Summary of Roosts

A summary of roosting activity is seen in the Table and Figure below. Further details on roosting locations can be seen in following sections and in Appendix 2: Site Photos

Table 2: Roosting Summary

| Date | Survey Type | Species | Key to Figures 2 |
|--|--------------------------|---|------------------|
| 30 th March 2022 31 st March 2022 | Bat carer PRA | Common pipistrelle roost with droppings (<5) under disturbed ridge tile | ★ |
| 7 th June 2022 | Dusk Emergence | Common pipistrelle (21:03) | ●→ |
| 1 st July 2022 | Pre-dawn return to roost | Common pipistrelle (03:01) | →● |
| 1 st July 2022 | Pre-dawn return to roost | Common pipistrelle (04:14) | ●→ |
| 1 st July 2022 | Pre-dawn return to roost | Common pipistrelle (03:44 and 04:02) | →● |

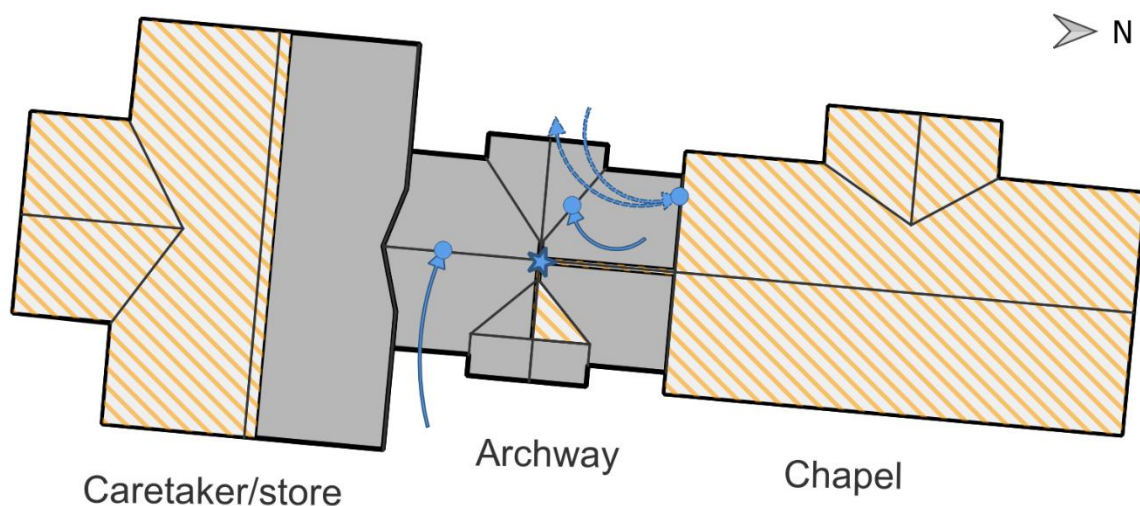


Figure 2: Roof Plan of the Building – Original, Re-entry, and Emergence Locations

3.2 18th May - Dusk Emergence Survey

No bats were observed emerging from the building by any surveyor. Common pipistrelle (*Pipistrellus pipistrellus*), soprano pipistrelle (*Pipistrellus pygmaeus*) and brown long-eared (*Plecotus auritus*) were recorded foraging and commuting over the Site, particularly showing early activity under the arch.

Commuting passes from noctule (*Nyctalus noctule*), a *Myotis* sp., serotine (*Eptesicus serotinus*) and barbastelle (*Barbastella barbastellus*) were also noted.

3.3 7th June - Dusk Emergence Survey

An inspection of the areas under the arch revealed the presence of fresh droppings along the base of the walls of the Archway and over the wooden door giving access to the Chapel and the Caretaker/Store sections of the building. The droppings appeared to be of the size and shape corresponding to pipistrelle sp. of bats.

One common pipistrelle was seen to emerge from an undetermined feature under the archway leading to the Chapel at 21:03 (before sunset) and flying west.

Commuting passes from noctule (*Nyctalus noctule*), a *Myotis* sp., serotine (*Eptesicus serotinus*) and barbastelle (*Barbastella barbastellus*) were also noted.

3.4 1st July – Pre-dawn Re-entry Survey

An inspection before the survey start revealed the presence of new fresh droppings in the same areas as before. In addition, an unidentified bat (see Appendix 2: Site Photos 1) was observed through thermal imagery roosting at the apex of the Archway, and bat activity was noted under the arches leading to the north and south sections of the building while setting up the IR cameras.

Two common pipistrelle bats were seen by surveyors entering the building, one on the eastern aspect of the Archway's roof on a gap left by a broken ridge tile at 03:54 (see Appendix 2: Site Photos 2), and another one on the western aspect under a tile near the north western valley of the Archway roof at 04:02 (see Appendix 2: Site Photos 3).

Additionally, the IR cameras recorded the roosting behaviour of one further common pipistrelle. This was seen entering a feature under the archway leading to the Chapel at 03:01. Subsequently, the bat emerged from the same feature at 04:14, one hour and ten minutes after (see Appendix 2: Site Photos 4).

Commuting passes from noctule (*Nyctalus noctule*), a *Myotis* sp., serotine (*Eptesicus serotinus*) and barbastelle (*Barbastella barbastellus*) were also noted.

4. Recommendations

License and Mitigation Strategy

Given that three more low status roosts used by common pipistrelle have been confirmed, the continuation of works at Site will require a European Protected Species Mitigation License (EPSML), now referred to as an A13 Mitigation License, to facilitate the development; and will require planning permission.

A mitigation document and supervision of works will be required as part of the license.

The license will detail permanent replacement and temporary alternative roosting habitat for bats in addition to containing a method statement, which will detail of how mitigation during construction will be instigated.

Compensatory Roost

The development should, as per recommendations within the PRA, include additional compensatory roosting habitat for the loss of the building roof that was already destroyed when the bat was found. This should be in the form of six tree mounted Kent-style or Vincent style bat boxes, mounted in pairs. The boxes should be located on varying aspects of the trees to provide different options for bats and mounted at least 4m above ground level and away from any external lighting. Any lighting schemes if installed during and post-construction must be designed to prevent unnecessary light spill onto retained vegetation or any bat boxes installed as part of the development.

It is noted that the new membrane used for the re-roofing works already carried out was Divoroll Elite 200³, a breathable membrane. Breathable membranes (BRMs) are prone to snagging which could lead to the entanglement of bats' feet and wings, resulting in the bats becoming immobilised and eventually dying⁴. It is therefore recommended that this membrane is removed, and a traditional bitumen felt used instead.

5. References

¹ Collins, J. (ed.) (2016) Bat Surveys for Professional Ecologists: Good Practice Guidelines (3rd ed). The Bat Conservation Trust, London

² Practical Ecology Ltd, 2022, Diss Cemetery Chapel, Haywood Road, Preliminary Roost Assessment Report, V2 April 2022.

³ <https://www.roofgiant.com/resources/files/915700.pdf>

⁴ <https://www.bats.org.uk/our-work/buildings-planning-and-development/non-bitumen-coated-roofing-membranes>

Appendix 1: Proposal Plan

TBC

Appendix 2: Site Photos

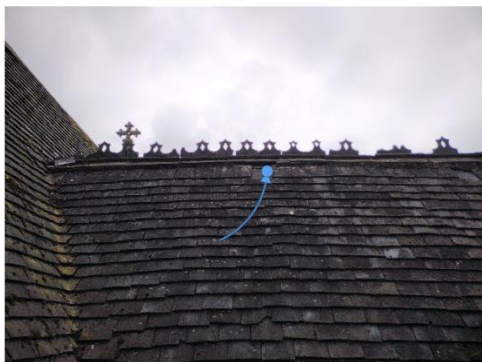


Photo 1: Re-entry location for common pipistrelle. Eastern aspect under ridge tile.



Photo 2: Re-entry location for common pipistrelle. Western aspect into valley tile

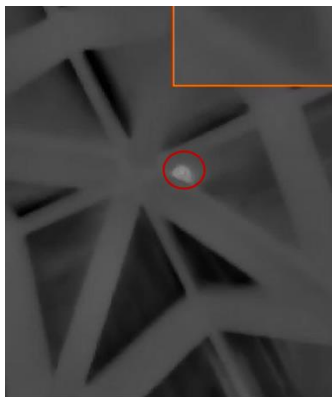


Photo 3 Unidentified bat at the apex of the Archway before pre-dawn survey start.



Photo 4: Emergence and re-entry location for common pipistrelle. Bat can be seen entering between a wooden beam and the wall.

4th July 2022

Dear Ms Sarah Richards

I'm pleased to confirm that, at a meeting this morning, my Norfolk County Council cabinet colleagues and I approved all the recommendations that were presented to us [in a report](#) on our priority Norwich Western Link project.

The Norwich Western Link is a vital piece of infrastructure needed not only to tackle existing problems with congestion and delays but also to prevent them from getting worse as Norfolk's population grows. We need to continue to invest in Norfolk, and attract investment into the county, and that includes making sure our transport networks can support all kinds of journeys, by vehicles such as cars, lorries and buses but also making walking and cycling more viable options over shorter distances.

The Norwich Western Link will do all this and much more besides. The benefits it will create, and the fact it is still considered to provide high value for money according to Department for Transport criteria, means we have a strong case to get this road delivered.

As set out in the cabinet report recommendations, Full Council will need to consider the updated costs to the council at an upcoming meeting and I will contact you all again after this point to provide a further update.

Best wishes,

Martin

Cllr Martin Wilby
Cabinet Member for Highways, Transport and Infrastructure
Norfolk County Council

24th June 2022

Dear Ms Sarah Richards

You'll hopefully be aware, following my last email, that a report on our Norwich Western Link project and its latest projected cost is due to be considered by me and my fellow cabinet members on the county council when we meet on Monday 4 July. This report has been published on our website this afternoon and provides details of how the design of the road has been developed in light of the findings of our 2021 bat surveys. A section of the route at its northern end, including the viaduct over the River Wensum, has been refined as a result and I've attached an image which shows how this section of the road could look once built. This is the first time we've been able to share a detailed visualisation of the road and I hope it's of interest to

people, it certainly is to me.

We've needed to take the time to develop the design of the road and the timetable we were previously working to has been updated in light of this. The revised timetable, which as ever is subject to gaining all necessary statutory approvals, sets out that construction would start in late 2024 and the road would open for use in late 2026. The budget for the project has also been revised, in part due to this additional design work but also due to other factors, such as the significant rises in inflation we've all been seeing. As a result, the overall cost of the project is now anticipated to be £251 million.

When the economic benefits the road would create are calculated the Norwich Western Link is still considered to be 'high' value for money according to Department for Transport criteria, which means we still have an excellent case for gaining investment in the project. Indeed, we would be asking central government to fund 85% of the total updated cost, which would mean £213 million of national investment in Norfolk. The local contribution to deliver the project would rise £7.9 million to £37.7 million.

Cost increases are never welcome but it's the right thing to do to update the budget now and to take account of the global issues that are pushing prices up. I and my cabinet colleagues will consider all the details presented in this cabinet report carefully and, if you would like to do the same, you can read it [here](#) on our website.

What remains unchanged is the need to invest in - and attract investment into - Norfolk, including in its transport infrastructure. With projects like the Norwich Western Link, we have the opportunity to tackle existing traffic congestion and prevent it from getting worse due to planned growth, and this in turn creates so many knock-on benefits. From air quality, road safety and emergency response time improvements to supporting local businesses and making walking, cycling and public transport use more attractive and viable options, better infrastructure can make a huge difference to people's lives.

Because of this, I was really pleased to hear yesterday that the Secretary of State for Transport has given the green light to the long-awaited dualling of the A47 between North Burlingham and Blofield, which is currently a real bottleneck. Dualling this section will speed up journey times and improve road safety on this major trunk road, and I'm really looking forward to seeing it completed, due in a couple of years' time.

Getting back to the Norwich Western Link, I'll email you again following the cabinet meeting on Monday 4 July with a further update and let you know of the next steps based on the decisions made at the meeting.

Best Wishes,

Martin



From: [Overland, Gary](#)
To: [Sarah Richards](#); [Keith Kiddie](#)
Cc: [Ray Bryant 1](#)
Subject: B1077 Diss - Pedestrian safety concerns
Date: 15 July 2022 17:34:20
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)

Dear Sarah

A discussed yesterday, I know have the advice back from my colleague Kevin Allen (Network safety Team), and am pleased to share this with you before we meet on site, hopefully in two weeks' time.

Kevin has asked me to check the road widths between and Beehive Yard, if the width is below 5.5m we can consider removing the centre line, which has a slowing effect on traffic, as it encourages greater caution, I will carry out a survey when I get back from Wales in a weeks' time.

We could install some addition signage to cover the narrowest part of the road, diag. 516 (Road narrows) signs with "Oncoming vehicles in middle of the road" sub -plates, this will warn drivers, and should also decrease vehicle speeds, I will carry out an inspection to determine where we could install the signs.

The final suggestion is to consider extending the existing 20mph speed limit at St. Nicholas Street to cover the section between Shelfanger Court and Beehive Yard.

All of the above would have to be funded externally, but I have already discussed that above with Keith, and he is willing to use some of his Member budget if the Town Council felt that there is merit in the suggestions from our Safety Team.

In my opinion, all of the above will have a beneficial effect on the B1077, in particular reducing the speed limit to 20mph.

For your general information, Kevin checked the accident record for the section between Beehive Yard and Shelfanger Close, and has confirmed to me that there are no personal injury accidents recorded by the Norfolk Constabulary in over 10 year, which equates to a low accident record, the last recorded pedestrian accident was in 2008.

While appreciating that the road is historic, it is acknowledged that the width of the footway and carriageway are below current standards, and that it is intimidating for pedestrians using the footway at times, with HGV's mounting the footway to avoid other vehicles.

Kevin has confirmed that we have discussed build outs and priority working in the past, but this is at odds with the B1077's role as part of the main distributor network, and could cause queuing, and increased vehicle speeds for traffic that has priority, given the low accident record, this is not something that we can recommend

When you catch up with Simon, could you ask him to confirm if he is available to meet with myself and Keith, I will make a provisional booking in my diary, but if you could send a Outlook meeting request with revised date it would be much appreciated.

I hope that foregoing information is of interest to all parties.

Regards

Gary Overland – Highway Engineer

CES - Highways (South 1)

Tel: 01603 819806

South Area Highways, Ketteringham Depot



Norfolk County Council



Progress Report

| Committee | Minute Reference | Subject | Action | Assigned to | Timescale | Comments or further action |
|----------------|------------------|------------------------------------|---|------------------------|---------------|--|
| 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 | This project is on the agenda of the Beacon committee. |
| Infrastructure | INF0720/18 | CCTV | to appoint etc. (East Anglia) Ltd to proceed with the proposed works to improve the CCTV system in the town centre. | Clerk/MM | immediately | Works are underway. Signage now in situ. Improvements will provide police with better evidence. |
| Infrastructure | INF1020/10 | Parish Partnership Funding | Parish Partnership Bid ref PROW Causeway | JW/Clerk | 30.03.22 | Works due to start in September 2022. No update. |
| Infrastructure | INF0420/08 | Pedestrianisation of Mere St | To review the Market Place / Mere Street Traffic Regulation Order created in 2011 given changes to the market operation. | Clerk | immediately | On agenda |
| Infrastructure | INF0121/08 | Residents Parking Scheme | To add Willbye Avenue and Roydon Road to the list of streets put forward to South Norfolk Council for the Residents Parking Scheme. | Clerk | immediately | On agenda |
| Infrastructure | INF0621/08 | Walking and Cycling Infrastructure | To support the proposal to investigate the possibility of opening the route from Mere's Mouth to Denmark Street to cyclists in the context of work being undertaken by NCC on creating a Local Cycling Walking Infrastructure Plan. | Clerk | immediately | Public consultation currently expires 30th May. Update on this specific route requested 23/05/22. No update. |
| Infrastructure | INF0621/09 | Heritage Triangle | 1. To appoint an action group of councillors Welch & Wooddissee to work with the Clerk to explore the option of a Town Council funded Civil Enforcement Officer to deal with illegal parking in the town centre. | SW/JW/Jwo/Clerk | by 21.10.21 | On agenda |
| Infrastructure | INF0621/09 | Heritage Triangle | 2. To work with Norfolk County Council and other stakeholders on introducing measures to minimise illegal parking in the Heritage Triangle area. | Clerk / SO | by 21.10.21 | On agenda |
| Infrastructure | INF0621/09 | Heritage Triangle | 3. To work with NCC's local Cycling and Walking Infrastructure Plan team to consider the Heritage Triangle Traders proposals as part of the Plan | Clerk/ SO | by 21.10.21 | As above. |
| Infrastructure | FC0921/17 | Christmas Lights Display | 2. To review the options for hire/purchase of new Christmas Lights with suppliers to inform future budgeting | Clerk/RFO | 30.06.22 | New contractor unable to compete with price of existing contractors. Quote has come in at double existing cost. Quotes from existing suppliers total less than the current budget with £1,252.60 contingency. so an order will be placed for 2022-23. They have also been asked to provide a quote including replacement of all lights where required to inform budgeting. |
| Infrastructure | INF1021/10 | Parish Partnership Bid | To include all recommended projects in the PPS bid for 2022-23 & 2023-24 (as per Infrastructure Budget Action Group report ref 31/2122). | Clerk | immediately | On agenda |
| Infrastructure | INF0222/08 | Vinces Road | To approve the proposed Vinces Road junction scheme proposal at Appendix F Subject to a review of the crossing at Treadfirst for the visually impaired. | Clerk/ KK | Immediately | Project scheduled to start September 2022 closely followed by improvements to drainage on Sawmills Road. Works likely to impact on A1066 until Christmas 2022. NCC to issue press release in advance with input from DTC. See also IFN on agenda ref pedestrian crossing facility inclusion. |
| Infrastructure | INF0222/09 | Streetlighting | To approve the additional streetlighting upgrade works in Mere Street totalling £1,708 excluding VAT as per quotation received with allocation to Earmarked Reserves Streetlighting. | Clerk | Immediately | Awaiting supplies. Expected July. No update. |
| Infrastructure | INF0222/10 | Diss Youth & Community Centre | 4. To approve the siting of a donated bench in front of the Diss Youth & Community Centre by the trees should it not be feasible to locate it in South Norfolk Council's car park. | Clerk / KK / ET / JWo; | by 25.04.22 | Confirmation has been received that the bench can be sited in SNC's car park. Resident donating the bench would prefer a lower cost bench / design, which is being investigated. The other bench may be site under the tree at the Chapel / Church St junction as part of a small scheme to remove slabs, replace with grass seed. |

Progress Report

| Committee | Minute Reference | Subject | Action | Assigned to | Timescale | Comments or further action |
|----------------|------------------|------------------------------|---|-------------------------------|-------------|--|
| Infrastructure | INF0222/12 | Member Forum | It was noted that the bin at the bottom of South Norfolk Council's Heritage Triangle car park on the corner of the Parish Fields walkway is still full of rubbish. | MM | Immediately | Asked RL to check state of car park bins. No update. |
| Infrastructure | INF0622/09 | Strategic Plan | It was noted that District councillor Minshull is arranging a meeting with South Norfolk Council's lead waste officer regarding support with the town cleanliness objective. The appropriate resources are being considered as part of the staff restructuring proposals, which will be presented to the Executive committee in June prior to the July Full Council meeting. It was also agreed that some premises owners in the area are taking responsibility for cleaning their frontages. | Clerk/ District Cllr Minshull | Immediately | Town cleanliness on agenda |
| Infrastructure | INF0622/10 | Pedestrianisation of Mere St | To support the scheme as presented subject to a meeting with Mere Street stakeholders | Clerk | Immediately | On agenda |
| Infrastructure | INF0622/12 | Member Forum | Apologies were given by councillors Kiddie and Olander for the July meeting of Infrastructure | Clerk | Immediately | To be received and accepted on the agenda |