



COMMITTEE MEMBERSHIP:

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

FOR INFORMATION:

S. Browne, D. Collins, D. Craggs, M. Gingell, R. Peaty, J. Robertson

DISS TOWN COUNCIL

Council Offices, 11-12 Market Hill,
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Telephone: (01379) 643848

Email: towncouncil@diss.gov.uk

TOWN CLERK

Mrs S Villafuerte Richards (CiLCA)

Our ref: INF. 31.07.24

Date: 25 July 2024

NOTICE OF MEETING

Dear Members of the Public and Press,

You are cordially invited to attend a meeting of the **Infrastructure Committee** to be held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 31st July 2024** at **7.15pm** to consider the business detailed below.

Town Clerk / Chief Executive Officer

AGENDA

- 1. Apologies**
To receive and consider apologies for absence.
- 2. Nomination of Substitute Representatives**
To note nominated substitute representatives attending in place of those who have sent their apologies.
- 3. Declarations of Interest 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 24th April 2024 (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. Parish Partnership Scheme**
To consider submitting a Parish Partnership bid for local highway improvements by the deadline of 6th December 2024 (report reference 18/2425 herewith).

- 8. Streetlighting**
To consider recommendations regarding streetlight testing, upgrades and new development lighting (report reference 19/2425 herewith refers).
- 9. Railway Station Access**
To receive the response from Norfolk County Council regarding integrating bus services into the railway station (details herewith).
- 10. Anglian Memorial Garden**
To receive an update following the resolution to replace and install a new raised sleeper bed for the Anglian Garden Memorial (report reference 20/2425 herewith).
- 11. Community Infrastructure Levy Funds**
To consider potential projects to utilise the remaining £8k of Community Infrastructure Levy funds that must be spent by 31st March 2025 (report reference 21/2425 herewith).
- 12. District-wide Design Code**
To receive information regarding the first stage consultation on the District-wide Design Code for South Norfolk and Broadland districts ending on 2nd September and note that councillors Peaty and Taylor recently attended the workshop (copy details herewith).
- 13. 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 date of the next meeting of the Infrastructure Committee is to be confirmed.
- 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. The Lows**
To consider quotes received regarding a proposal to enhance the Lows, a Public Right of Way running from Victoria Road to the River Waveney (confidential report reference 22/2425 herewith).

NOTES

1 - Council has a statutory legal duty under the Localism Act 2011 s2 and has adopted a code dealing with the conduct that is expected of members in order to promote high standards of conduct as required by the Act. Members' disclosable pecuniary interests are kept on a register available to view on the Council's website. Allegations about the conduct of a councillor may be made to the district council's monitoring officer. Diss Town Council has also adopted a dispensation policy.

The reports and enclosures referred to in this agenda are available (unless marked confidential) for public inspection on our website.

DISS TOWN COUNCIL

MINUTES

DRAFT

Minutes of the meeting of the **Infrastructure Committee** held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 24th April 2024** at **7.15pm.**

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

In attendance: Sarah Villafuerte Richards (Town Clerk/Chief Executive Officer)
No members of the public

INF0424/01 **APOLOGIES**

Apologies were received and accepted from councillor Collins.

INF0424/02 **ELECTION OF VICE-CHAIR**

Members considered a new Vice-Chair for the Infrastructure committee. It was

RESOLVED: to elect councillor Taylor as Vice-Chair of the Infrastructure committee.

INF0424/03 **NOMINATION OF SUBSTITUTE REPRESENTATIVES**

There were none.

INF0424/04 **DECLARATIONS OF INTEREST¹ AND REQUESTS FOR DISPENSATIONS**

Minute No.	Councillors Name	Personal/Other Interest	Pecuniary Interest	Reason
INF0424/08 INF0424/10	S. Kiddie	X		This councillor lives on one of the roads being considered under the Residents Parking Scheme and is a trader in Mere St reference Post Office consultation
INF0424/09	A. Kitchen	X		This councillor lives on one of the roads being considered under the Residents Parking Scheme and will be affected by the pylons relating to the National Grid's consultation.
INF0424/10	S. Olander	X		This councillor works for the organisation who owns the Post Office building.

INF0424/05 **MINUTES OF THE LAST MEETING**

It was

RESOLVED: That the minutes of the meeting of the Infrastructure Committee held on 24th January 2024 were a true record and were duly signed by the Chairman.

INF0424/06 **PUBLIC PARTICIPATION**

There were no members of the public in attendance.

INF0424/07 ITEMS OF URGENT BUSINESS

There was none.

INF0424/08 RESIDENTS PARKING SCHEME

Members received an update on the last Parking Stakeholder group meeting. Members were frustrated with some of the outcomes. It was agreed that the Chair would send photos of the current situation to the Project lead and the situation would continue to be monitored. It was noted that enforcement of illegal parking along Mere St is being undertaken. Members were supportive of the proposals for the Heritage Triangle and Mere St and it was agreed that any changes would be well communicated to members of the public including via a consultation process. Bollards will be installed on Market Place to prevent parking on the brick weaved area. It was noted that a reminder would be sent to the Highways Engineer regarding the relining of the disabled bay on St Nicholas St. It was

RESOLVED: to demonstrate support for the proposals for the Heritage Triangle and Mere St with photos to be sent regarding other areas and further monitoring.

(Action: SO/Clerk; immediately)

INF0424/09 NATIONAL GRID'S NORWICH TO TILBURY CONSULTATION

Councillors considered submitting a response to the National Grid's Norwich to Tilbury Consultation and for a representative to attend the consultation on 15th May at Diss Football Club. Several councillors will attend the consultation between 1 & 6pm. Members discussed the submission of a unified response from the Town Council together with the Diss & District Neighbourhood Plan and higher tier authorities to the consultation and county councillor Kiddie would be contacted (18th June is deadline). It was noted that cables are going underground in other areas of the country and the National Grid is not short of funds. It was

RESOLVED: That cllrs Welch, Sinfield, Goulder, Kitchen attend the consultation on 15th May at Diss Football Club and County Councillor Kiddie will be asked for key points to put forward collectively in response to the National Grid's Norwich to Tilbury consultation.

(Action: JW / LS / AG / AK / KK; by 18.06.24)

Post meeting note – the consultation deadline has been extended until 26.07.24 post General Election.

INF0424/10 POST OFFICE CONSULTATION

Members noted the decision by the Diss Post Office to move to 35E Mere St. There was discussion regarding the challenge local traders will have with paying in cash given the existing long queues and that Harleston has a banking hub but that another bank would have to close in Diss to justify such according to LINK's assessment of Diss' banking requirements. It was noted that it is positive to continue to retain a Post Office in Diss. It was

RESOLVED: to send an email to Richard Bacon MP requesting his support of the concerns Diss Town Council has with the Diss Post Office move to 35E Mere St.

(Action: Clerk; immediately)

INF0424/11 DENMARK LANE DEVELOPMENT STREET NAMING

Members considered the street naming proposals for the Denmark Lane development. Streets are traditionally named after historic events in Diss or Roydon. Members didn't consider the proposals appropriate given there is already a King George Mews and Market Drive could be confused with Market Hill and Market Place. Bombard Way was suggested given the discovery of the blacker bombard (a form of Home-Guard defence) uncovered on the neighbouring land.

Approximate streetlighting costs (replacement and maintenance costs) have been provided to the Roydon Parish Council which is considering taking on up to four streetlights. It was

RESOLVED: to put forward Bombard Way as a suggested street name for the Denmark Lane development.

(Action: Clerk; by 16.02.24)

INF0424/12 DISS & DISTRICT NEIGHBOURHOOD PLAN

Councillors received an update on the Diss & District Neighbourhood Plan (DDNP) following a recent Steering Group meeting. Now that the Plan has been developed, the Steering Group will be wound down and a management group set up in its place to ensure policies are followed, liaison with relevant

Councils and periodic reviews of the plan (every 4-5 years). It is expected that individual SG members will start in the new group and representatives for the Council will be re-appointed at the May meeting of Council. A new constitution will be drawn up and the DDNP website will be closed in place of a more cost-effective online solution possibly via the Town Council website. Their current SG Chair will resign on 20th May and there are signs that the District Council is closely considering the DDNP in its deliberations albeit there are examples where policies have not been adhered to. Hopefully, this will be addressed via the District's new Assistant Director for Planning.

(Action: DDNP / Clerk; by Sept 2024)

INF0424/13 PROGRESS REPORT

Members noted progress on decisions made at the last meeting. Two updates were provided on Public Realm Project & land on Denmark Lane. It was noted that the designer is keen to progress the wall art project but still needs to secure building owner consent and prefers to do another wider wall owner call out to get interested parties to come forward.

Quaker Wood representatives / Diss Community Woodland Project are considering the management of the green space at the new development on the opposite side of Denmark Lane, Roydon, which would make the acquisition of the smaller triangular piece of land opposite more appealing.

INF0424/14 MEMBERS FORUM

Councillors considered information or issues relevant to this committee for brief discussion, action or inclusion on a future agenda. There was discussion regarding the removal of picnic benches on Mere's Mouth due to anti-social behaviour. Another CCTV sign will be installed in the area. Further anti-social behaviour in vehicles is evident in the Chapel St car park, which should be reported to the Police and can be dealt with via the Public Space Protection Order.

(Action: Clerk; immediately)

There was discussion regarding the water-logged and potholed track adjacent to the Mere and from the Kings Head Yard car park. It was noted that the owners were looking to fill in the potholes once the water level has reduced.

It was noted that the Aldi development wouldn't be allowed to start until they had consulted on the full Traffic Management Plan.

There was a suggestion for a new bus shelter by Albert Terrace opposite the fish and chip shop. The Chair recalled that this was previously requested and rejected by the County Council.

INF0424/15 DATE OF NEXT MEETING

Members noted that the next meeting of the Infrastructure committee is scheduled for 3rd July 2024.

Meeting Closed at: 9.30pm.

Chairman: Councillor Olander



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Report Number:
18 / 2425

Report to:	Infrastructure Committee
Date of Meeting:	31 st July 2024
Authorship:	Town Clerk
Subject:	Parish Partnership Bid

Introduction

1. The Parish Partnership bid scheme is open to applications again with a deadline for submission of 9th December 2024.
2. The criteria for bids is attached at Appendix A.

Background

3. Last year, a proposal to install a new footpath at the Sports Ground site was considered (Appendix B) and it was resolved:
 - i. to put this project on hold for 2024/25 and revisit for the 2025/26 Parish Partnership Bid due to the Community Infrastructure Levy funds available being required for the Diss Youth & Community Centre roof regeneration.
 - ii. To look at this project alongside the future of the Sports Ground to ensure the longevity of the money spent.
4. Given the likely need to invest in the provision of community facilities, it is still considered too premature to be considering the above project this time around.
5. In 2022-23 members considered the installation of electric vehicle charging points (ECVPs) at Town Council-owned sites (Appendix C). The Council Offices were ruled out due to the requirement for chargers to be accessible for use day or night and steps were taken to investigate the feasibility of the DYCC site but this this has now been superseded by the current situation.

Market Place EVCP

6. One proposal is to consider the installation of an EVCP on Market Place, accessible day and night (albeit consideration will be needed for the Friday road closure).
7. The next nearest ECVPs are in Weavers Court car park off Mount St.
8. This fits with Norfolk County Council's Local Transport Plan 4 Strategy 2021-2036, which seeks to work towards carbon neutrality when they make changes and improvements to their transport network, and through working with users on how they choose to use the transport network. This includes prioritising a shift to more efficient vehicles, including lower carbon technology and cleaner fuels with a particular emphasis on electric vehicles.

9. There is a push to increase the provision of public ECVP points across South Norfolk to encourage the uptake of electric vehicles with funding available via the District Council. Details can be found at Appendix D and applications close on Friday 29th November.
10. The provision of the EVCP must be attached to a public/community building so it may be feasible to consider the Museum, half of which belongs to Diss Town Council (DTC).
11. Alternatively, a Parish Partnership bid could be submitted for a position within or immediately adjacent to the highway.

PROW

12. Given that improvements to Public Rights of Way are considered acceptable schemes and the Lows (item 17 on the agenda) is a PROW albeit owned by DTC, the Council's local Highways Engineer has been approached regarding its eligibility.
13. The adopted Diss & District Neighbourhood Plan also required the upgrading and removal of the barrier on the cycleway along the Lows so this could also be considered.

Budget

14. There is £5k in Earmarked Reserves Parish Partnership Bid, which were funds set aside by the Town Council for improvements to a PROW linking Walcot Green & Burston Road (RB28) which was withdrawn so these are available to support a future scheme.

Recommendations

1. To consider the feasibility of installing an ECVP on the part of the Museum building owned by Diss Town Council to be funded via the District Council or on the highway via Parish Partnership Bid funding.
2. To include a Parish Partnership bid to improve the Lows, a Public Right of Way, if deemed eligible.

NCC contact number: 0344 800 8020
Textphone: 0344 800 8011

cc Local Members

Your Ref:
Date: July 2024

My Ref: HI/12/GEN/DH/DN
Tel No.: 0344 800 8020
Email: ppschemes@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 ten years the Parish Partnership Scheme Initiative will again be repeated in the financial year 2025/26. 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 £300,000 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 6th December 2024. Please contact your local Highway Engineer based at the local Area Office for agreement as early as you can to get costs 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 2025 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 only consider these if there is a known and recorded personal Injury accident record. 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)
- 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 now live (click on [this link](#))

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
- Quiet Lane zones

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, frontages and landowners.
- 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 ppschemes@norfolk.gov.uk. If you need further information on the bid process please state in your email that you would like a call back. For advice on the scheme practicalities and/or likely costs, please contact your local Highway Engineer.

Yours sincerely



Graham Plant
Cabinet Member for Highways, Infrastructure & Transport

Parish Partnership bid application form 2025/26

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:			



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Item 7
App B

Report Number:
36 / 2324

Report to:	Full Council
Date of Meeting:	15 th November 2023
Authorship:	Chief Operations Officer / Deputy Town Clerk
Subject:	Parish Partnership Bid

1. Introduction

- 1.1 During a meeting of Full Council on 13th September 2023 ideas were considered for potential projects for The Parish Partnership Bid (PPB). The PPB is a project run every year by Norfolk County Council which encourages smaller councils to submit bids for highway improvement schemes with Norfolk County Council funding 50% of the cost of successful bids.
- 1.2 One of the ideas agreed upon was creating a new pathway alongside the Shelfanger Road which would run from the gate close to Louies Lane down to the sportsground pavilion to allow inclusive access to the site.
- 1.3 Councillors agreed during the meeting that they would like a survey completed of potential users of the site to gather further information on the potential use of the new pathway.
- 1.3 A decision would need to be made by Council on the 15th November 2023 as the deadline for applications to reach County Council Parish Partnership Bid is the 8th December 2023.
- 1.4 This report evaluates the survey regarding the new pathway to give councillors a better understanding of how the pathway would benefit the community.

2. The Survey

- 2.1 The objective of the survey was to establish whether the new footpath would be utilised by users of the Sportsground. The survey was conducted using the current hirers rather than the general public to get a deliberately targeted view from individuals who are active users of the sports ground.
- 2.2 The data was collected by two methods quantitative which was by using a survey via email and qualitative by interviewing users of the skateboard park.

3. The Results

- 3.1 It is difficult to quantify how many people utilise this site weekly and how many people would use the new footpath but below is the current usage of the site which is known to us at fig 1.

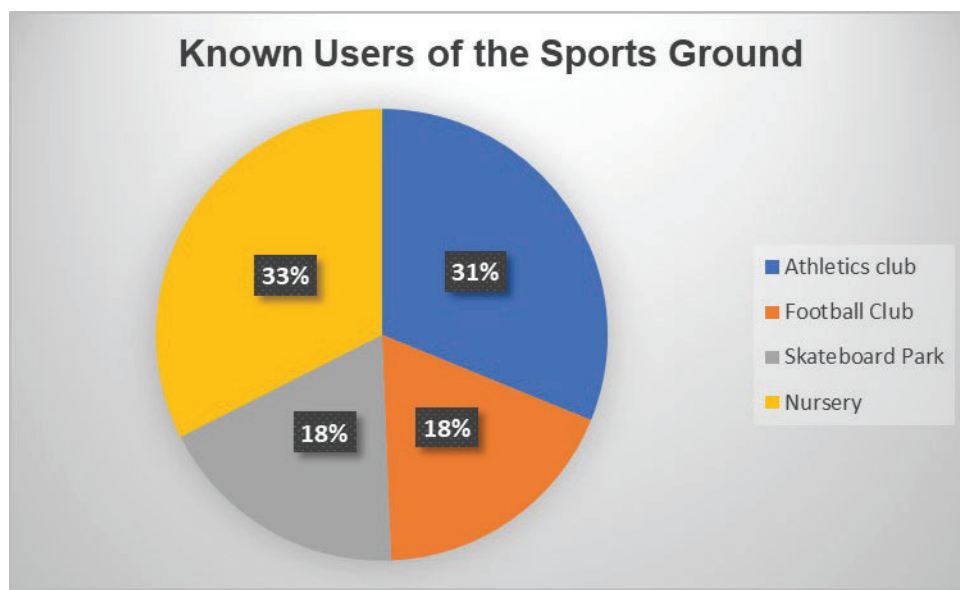
Fig 1 – Table of Visitors utilising site

Name	Total visitors per day (Average)
Athletics Club	25
Football Club	70
Skateboard Park	70
Nursery	25

3.2 During the poll we interviewed 28 members of the public on site, and we received back 8 replies to our email survey. This was out of a possible 130 users that we are aware of that use the facilities, this equates to 27.69 percent of users who contributed to the survey.

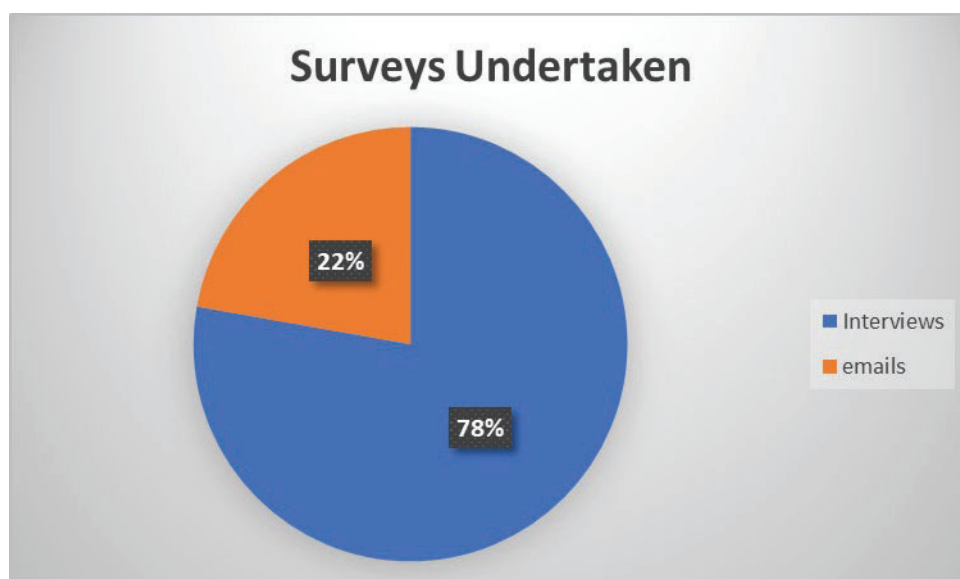
3.3 Fig. 3 below highlights the known users of the sports ground in percentages.

Fig. 3



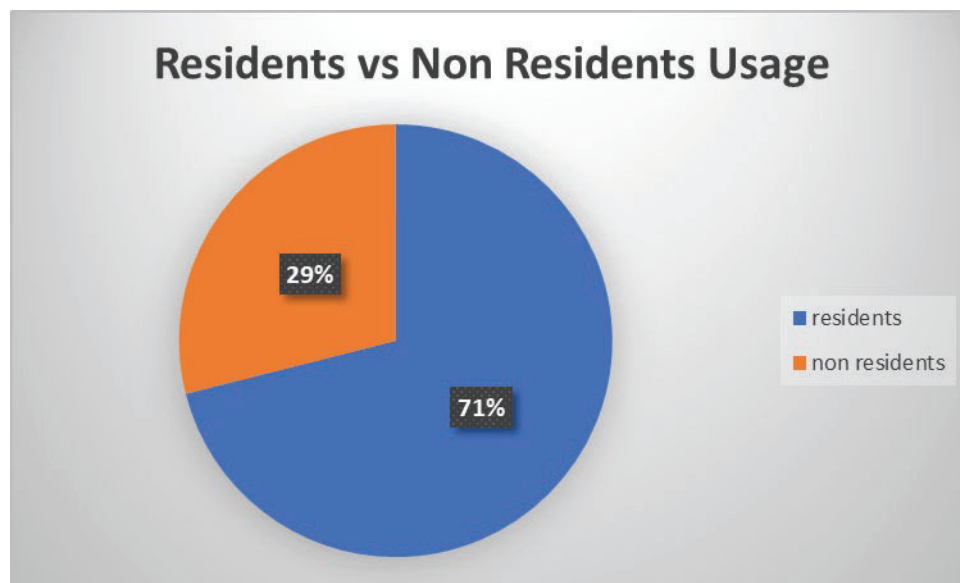
3.4 Fig. 4 highlights surveys undertaken as a percentage.

Fig. 4



- 3.5 Fig. 5 highlights the amount of those interviewed in percentage terms as residents and non-residents.

Fig. 5



4. Benefits and Pitfalls

- 4.1 As Council is aware the new pathway would greatly enhance accessibility for a diverse range of users, including junior footballers, athletes, nursery children, skateboard park visitors, and dog walkers. This would ensure safer and more convenient access to the sports ground, skateboard park and Pavilion, contributing to increased community engagement in recreational activities.
- 4.2 This pathway is to provide access not only to the sports ground but provide a safe route to the pavilion and skateboard park.
- 4.3 The County Council's contribution of 50% towards the total project cost demonstrates shared agreement on initiatives within the town. This partnership funding could ease the financial burden on the council and make the project financially viable.
- 4.1. The most significant challenge is the high total cost of £54,000 for the project. Although the town council contribution would only be £27,000 this is still a considerable amount of money and, this expenditure could strain limited financial resources, potentially impacting other projects such as the requirement for a new roof at the Diss Youth & Community Centre.
- 4.2 Tree Removal: The project would require the removal of 7 mature trees, which may lead to environmental concerns and opposition from environmental advocacy groups or local residents who value the trees for their aesthetic and ecological significance.
- 4.3 Stump Removal: The removal of tree stumps could require additional costs and efforts. If not managed properly, stump removal might pose logistical challenges and create disruption in the area.

5. Conclusion

5.1 The proposed Shelfanger Road Pathway project offers numerous benefits, including improved accessibility, safety, and community engagement. However, the project's financial cost, the need for tree removal, and potential maintenance expenses pose significant challenges for the council.

5.2 Additional considerations which include the long-term sustainability of the sports ground, should be thoroughly evaluated when finalising a decision.

6. Budget

6.1 Should the bid be successful the £27,000 needed for the project would come from Community Infrastructure Levy Funds. There is currently £98,200.00 available.

Recommendations

1. To put this project on hold for 2024/25 and revisit for the 2025/26 Parish Partnership Bid due to the Community Infrastructure Levy funds available being required for the Diss Youth & Community Centre roof regeneration.
2. To look at this project alongside the future of the Sports Ground to ensure the longevity of the money spent.



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Report Number:
33 / 2223

Report to:	Infrastructure Committee
Date of Meeting:	16 th November 2022
Authorship:	Town Clerk
Subject:	Parish Partnership Bid

1. The deadline for Parish Partnership Scheme (PPS) bid applications is 9th December. Please find attached the criteria for such at Appendix A.
2. One proposal was electric vehicle charging points (EVCP) specifically one for the Council Offices car park as part of the project to upgrade the Council offices. From April 2023, the PPS scheme will include EV charging installations. However, having reviewed the guidance following the link included in Appendix B, there is a requirement that the EV chargers are accessible for use day or night and with the car park currently gated, it is unlikely it will meet the criteria.
3. For similar reasons it would also be outside the scope of both the district wide network currently under consideration and the centrally funded government scheme due to accessibility but eligible for a PPS.
4. EVCP's could also be considered at other Town Council sites namely on the Market Place and at the Diss Youth & Community Centre.
5. More information about available grants can be viewed at Appendix B.
6. The other proposal is following up on the improved walking and infrastructure following the withdrawal of the last PPS submission for the Public Right of Way Walcot Green – Burston Road footpath improvements linked to the DDNP proposals and with input from experienced walkers / cyclists to ensure there is a holistic and coordinated plan.
7. Given this will take some time to investigate and plan these projects and given the budgeting timeline, it is proposed that funding for either or both projects will come from the current Earmarked Reserves for Parish Partnership projects which should amount to around £8k and Community Infrastructure Levy funds (currently £69,157).
8. Future PPS bids will be considered by the summer Infrastructure meeting to ensure sufficient time to inform budgeting.

Recommendations

1. Not to submit a Parish Partnership Bid application for 2023-24 but consider using Earmarked Reserves and /or Community Infrastructure Levy funds once a feasibility study has been undertaken.
2. To investigate the feasibility of installing electric vehicle charging points at Town Council owned sites.



HM Government



Electric Vehicle Chargepoints and Solar PV Grant - Guidance Notes

Introduction:

South Norfolk Council has created the EVCP and Solar PV Grant, with funding from the UK Shared Prosperity Fund, released by the government in 2022. The Grant has two overall objectives:

- Increasing the provision of public electric vehicle charging points across South Norfolk, to encourage the uptake of electric vehicles, across both the urban and rural areas of the district.
- Enable Town and Parish Councils and community groups to provide EVCP infrastructure to residents whilst providing their usual services, by reducing electricity costs through the provision of solar PV.

The grants are initially only available to South Norfolk parishes who have previously expressed interest and submitted information. These parishes will have been contacted directly about the scheme.

We will open the scheme to all other South Norfolk parishes on **Wednesday 12th June 2024**.

This is the first round of EVCP and Solar PV Grants. **Applications close on Friday 29th November 2024.**

What is offered in the grant funding:

EVCP

- A maximum grant of £10,000 for EVCP to cover:
- 1 charge point with 2 sockets, either wall mounted or pedestal.
- Chargers will be 22kW where there is 3 phase electricity, if not then 7kW chargers will be installed.

Solar PV

- A maximum grant of £10,000 for solar PV to cover:
- A roof mounted solar array of at least 4kW. The applicant can fund additional solar capacity above £10,000 grant if desired.

What cannot be funded:

- We cannot fund installation of battery storage linked to the PV system
- Insurance is not included, it is up to the building owner to update their policy

Completing the application form

	<u>Project Applicant</u>
1-3	<p>Please complete with the details of the group applying for the funding and the building where the EVCP (and Solar PV) will be installed. Applicants should be town/parish councils or community groups such as village hall associations.</p> <p>Proposed sites for EVCP and solar PV provision must be located within South Norfolk.</p> <p>Provision of both EVCPs and solar PV must be attached to a public/community building.</p> <p>The EVCPs must be accessible to 24/7 for public access.</p>
4	<p>If the applicant is not the building owner please provide the name of the building owner and confirmation that permission has been granted for this project. It is your responsibility as the applicant to seek this permission from the land/building owner.</p> <p>This must be in place before an application is submitted.</p>
5	<p>Please let us know if the applicant organisation is VAT registered. This will affect how the grant is paid.</p>
6	<p>Project Description – please provide as much detail as you can on what you intend to install. This should include the type of chargers that would be preferred (assessment by an installer through the DPS scheme may determine this), where the chargers would ideally be situated. If you are applying for funding for solar PV, please include some brief details of the building where this will be installed. If it is helpful you can include a marked up map or diagram here too.</p>
7	<p>Type of Project – please select the appropriate option. Please note if you are selecting just solar PV we will contact you to provide evidence of the EVCP that are already in place/being installed.</p>
	<u>EVCP Choices</u>
8	<p>Quotes</p> <p>We are offering two choices for obtaining a quote:</p> <ul style="list-style-type: none"> - Find your own quote - Use the County Council's Dynamic Purchasing System to find a quote.



	<p>Details about the DPS can be found on our website. Installers on the DPS system have already been vetted by the county council and will be quoting for chargers that meet criteria set out by NCC.</p> <p>If you choose to find your own quote then the installed EVCP must meet this criteria:</p> <ul style="list-style-type: none"> • Be situated in a car park with public access 24/7 and no customer parking requirements. • It must be possible to pay for the charging through contactless payments. • If the site has three phase electricity then a 22kW charger can be installed, if not then 7kW. • Funding will not be offered for EVCP at a site where EVCP are already installed. • If an additional electricity meter is required for the installation, then this is the responsibility of the applicant. • It is the responsibility of the applicant to be assured that the DNO can accommodate the charger and the solar PV array. Installers may provide advice on this as part of their quotation. • The grant can fund wall mounted (preferred) or pedestal chargers. • The funding is for one charger (with 2 sockets) • If any electrical infrastructure works are required then this needs to be within the £10,000 grant. <p>If it is not possible to obtain a quote for the works within the £10,000 limit please contact us to discuss options.</p>
9	<p>Back-office system</p> <p>A back-office system is required to run the chargers. We are offering applicants the choice of purchasing their own or joining the Plug in Norfolk system. More information below and Plug in Norfolk PDF on the website.</p> <ol style="list-style-type: none"> Parishes can choose their own back-office system for the EVCPs but will also be responsible for the day-to-day management and maintenance of the chargers. SNC will reimburse the Parish for the first year of maintenance costs only, if included in the application quote. Parishes will be entitled to 100% of any revenue generated from the EVCPs but will also be liable for all costs (including electricity costs) and any losses. Electricity costs to the Parish could be reduced by the installation of Solar PV, which can be supplied as an addition to EVCPs as part of this grant scheme. Parish EVCPs can join Norfolk County Council's 'Plug-In Norfolk' (PIN) county-wide back-office system and network. Norfolk County Council will be responsible for the day-to-day management and maintenance of the EVCPs and will fund the oncosts of the EVCPs as well as any maintenance costs. Parishes will be reimbursed for



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	<p>the electricity used by the chargers at a flat rate of 34p/kW. Parishes will not be entitled to any revenue generated from the EVCPs – all revenue generated will be invested back into the PIN system by Norfolk County Council. The terms and conditions for joining PIN can be found within the application documents.</p>
10-11	<p>Norfolk County Council funding option</p> <p>This section is optional and should only be completed if using the NCC DPS and Plug in Norfolk system have been selected.</p> <p>To maximise funding available we have aligned our grant scheme with what Norfolk County Council have on offer. Therefore where possible we will pass applicants on to them if they meet their criteria for funding. The grants that NCC are offering are from national LEVI funding and the outcome for the applicant will be the same as the SNC scheme.</p> <p>If you are happy to be considered for this funding please complete section 10 and 11.</p>
12	<p>EVCP Quote</p> <p>If you have chosen to provide your own quote for the EVCP please add the cost ex VAT here. You will also need to send us your quote with the application form. We only require one quote for this, but you will need to follow your organisations procurement rules and may need more than one.</p>
13	<p>Solar Quote</p> <p>We are using national average prices to determine value for money for solar PV. We are offering grants of up to £10,000 for a minimum of 4kWp. Applicants can add other funding to install a larger system or install batteries.</p> <p>Installers must be registered on the Microgeneration Certification Scheme database. You can look up installers here Find a Contractor - MCS (mcscertified.com)</p> <p>If you cannot find a quote that meets these criteria please contact us to discuss options</p> <p>On the application form please enter the size of the Solar PV system. The total cost ex VAT and if the grant requested from SNC. Please also send in this quote with your application.</p> <p>We are using the average prices to demonstrate value for money, so only require one quote. You may wish to obtain more quotes to meet your own organisation's procurement rules.</p>
14	<p>Approval and permissions</p> <p>It is the applicant's responsibility to check and obtain all permissions needed for their project.</p>



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	<p>For planning and building control we understand that it is not feasible to obtain these before the grant funding offer is made. Please use this form to demonstrate that you are aware of what permissions will be needed and the correct point in the project to apply for them. In most cases UK Power Networks will just need to be notified of a new Solar PV installation, your installer should do this for you. In some rural areas they may need to check that the electricity supply in the area is sufficient for the extra load, your installer will sort this out with UKPN. See here for more information https://www.ukpowernetworks.co.uk/low-carbon-technology-domestic</p>
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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:
19 / 2425

Report to:	Infrastructure Committee
Date of Meeting:	31 st July 2024
Authorship:	Town Clerk
Subject:	Streetlighting

Introduction

1. Diss Town Council (DTC) is responsible for over 230 lighting columns, transferred into its ownership from the District Council. The capital replacement fund of over £330k is almost all spent following the upgrade to most columns over the last 3-4 years (£4,416 remains) and DTC will have to fund future replacements on a rolling programme over the next 20-25 years (life expectancy of a lighting column).
2. DTC also budgets £9,500 per year to maintain the existing stock. This figure will increase with inflation and rising costs.
3. The Facilities & Buildings Manager & I met with the Council's streetlighting contractor, Suffolk County Council (SCC) this week to review the contract and outstanding works.

Electrical testing

4. A rolling programme for electrical testing has been put forward by SCC requiring 78 of the lights to be tested in 2024 rolling until 2029. See table below:

Row Labels	Count of NEXT TEST DATE
2024	78
2025	5
2027	3
2028	86
2029	4
Grand Total	176

5. The associated cost to carry out a structural test in 2024 will be £16.50 per unit, therefore all 78 units will total £1,287 + VAT.
6. Please note that if any units are found to have a red defect these will require either replacing or cutting down and making safe as soon as practically possible. Three of the 78 columns were rated amber high at the last inspection, three amber low and the remaining 72 green.

Green = No current issues with a 6-year warranty, structure to be tested again in 6 years' time.

Amber = Structure has some deterioration with a 3-year warranty, structure to be tested again in 3 years. (Low Amber means it has gone from a Green from the previous test into the Amber and High Amber means the deterioration is becoming closer to a Red defect) i.e. with budget constraints you would concentrate on replacing the high ambers before the low ambers.

Red = Severe deterioration and must be removed / replaced as soon as possible.

7. It is recommended that this expenditure is allocated to budget code 4970 Streetlighting totalling £9,500. This allocation covers standard maintenance, energy and management costs billed at the end of the financial year. The budget was increased for this year to allow for expected energy cost increases of up to 60%. However, some of this increase is expected to be offset by the part-night lighting scheme and dimming.
8. It is also recommended that the budget for 2025-26 onwards includes an amount for testing as per the table albeit only 5 and 3 are required in 2025 and 2027 respectively.

Mission Road

9. There are also two DTC-owned lights currently not working in Mission Road in Diss (see Appendix A). These are referenced 9044 & 9045.
10. These units are 35w Sox lanterns and this type of lamp and control gear are no longer manufactured.
11. They also encroach G39, meaning that the lights are within 1m of the UKPN live overheads and SCC's contractor is no longer allowed to carry out any work on these units.
12. The work required to allow the units to be maintainable again will be as follows:

To erect a new pole bracket, LED lantern and weather box out of G39 and UKPN to attend site to disconnect the existing light and transfer the overhead supply into the new weather box will costs £1,850 + VAT per unit.

Total cost for both units will be £3,700 + VAT.
13. It is recommended that works to one of the two lights is undertaken given that there is only £4,416 remaining in the capital replacement budget (EMR Streetlighting) and to allow a contingency for any red defects found during testing.
14. Residents living close to both lights have enquired with DTC regarding when they will be working again.
15. Members are asked to determine which of the two lights to replace this year with a request for the EMR to be increased during the 2025-26 budgeting process to allow for the other column replacement(s).
16. A price has also been requested to remove the column as a comparison.

New development at Vinces Road

17. DTC has been approached by Norfolk County Council (NCC) regarding the requirement for streetlighting at the new development by Flagship Homes on Vinces Road (Appendix B).
18. NCC will not accept responsibility for street lighting on this estate as it is considered that there is no highway need.

19. If the Council requires lighting and wishes to accept its future responsibility, it must determine where the lighting is positioned and budget accordingly for future maintenance, electricity and longer-term replacement.
20. DTC currently operates a part-night lighting policy for its existing stock which means that only those lights on footways connecting developments are kept on through the night for safety.
21. The Flagship Homes development is being built as a '100% affordable housing' scheme. The housing mix offered amounts to 21 dwellings for rent and 14 for shared ownership. I have tried on several occasions to reach Flagship Homes and NCC to confirm whether any of the development will be lit by the developer and whether they would be willing to contribute to ongoing maintenance / replacement costs.
22. Several newer housing estates have not had lighting installed e.g. Orchard Way development and any decision taking to accept future responsibility will set a precedent for future housing developments. With the recently advised increase in housing number targets, this will create an additional financial burden on DTC and Diss taxpayers.
23. Installing minimal lighting may result in accentuating the darker areas, leading to questions from residents regarding why there are lights outside certain houses and not others and requests for additional lighting particularly from those unlit developments.
24. There is also the darker skies policy, which aims to limit the impact of outdoor lighting on the environment and should be borne in mind regarding the Council's commitment to reducing its carbon footprint.
25. It would be prudent for members to consider adopting a streetlighting policy going forwards to include the Council's position relating to new developments.

Suffolk County Council

26. The proposal was discussed with the SCC, who advised the following:
 - a. A local authority does not have a duty to provide street lighting; however once provided, the local authority does have a duty to maintain the system in a safe condition.
 - b. Footway lighting is a system of lighting that is not designed to BS5489 which is the standard for lighting of a highway.
 - c. Footway lighting columns are usually no greater than 6m in height and greater than 45m spacings.
 - d. If DTC decide to install footway lighting then it could look at just installing lights opposite junctions to offer some illumination at the areas where there would be more traffic and pedestrian movement.
 - e. The installation of the streetlights would be at the expense of the developer but obviously DTC would then have the ongoing energy & maintenance.
 - f. If DTC decides to install footway lighting then you would require the materials to match what you currently have installed, i.e. ASD LED lanterns, and the telecells would have to be installed after the development has been adopted which would be at the expense to either the developer or DTC.

- g. If you do decide to install footway lighting you may be setting a precedent for all future building sites in the area.

27. Estimated streetlighting costs are as follows based on charges to us from SCC in 2023-24:

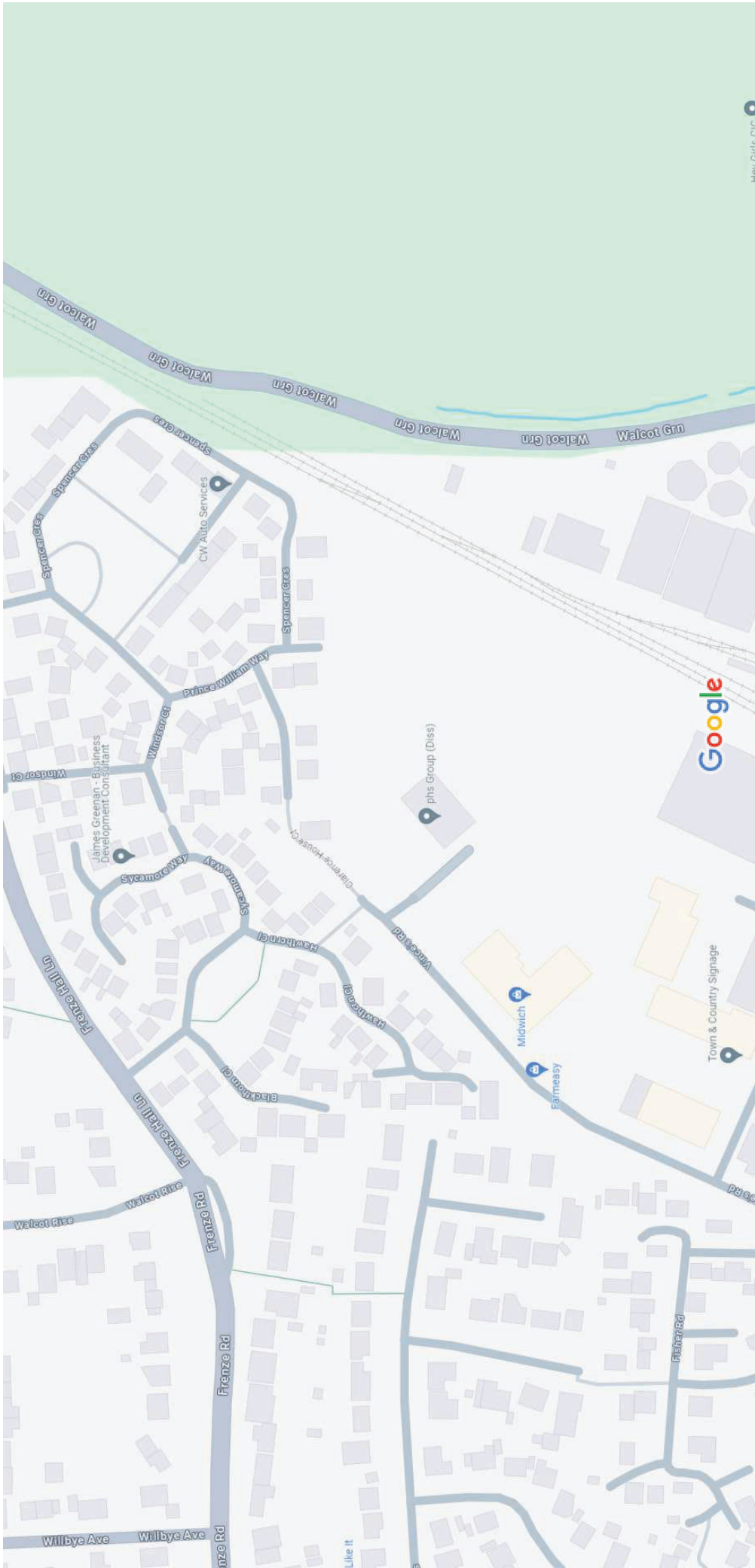
Annual Maintenance (includes energy costs & insurance) per column = £35
1 x column with LED lantern (25 life expectancy) = £1,500 - £2k

Recommendations

1. To approve the electrical testing of 78 lighting columns at a total cost of £1,287 excl VAT to budget code 4970 Streetlighting.
2. To budget for electrical testing within the streetlighting allocation as per Suffolk County Council's recommendation for 2025-26 onwards.
3. To undertake the works required to column 9044 / 45 in Mission Road at a cost of £1,850 + VAT allocated to Earmarked Reserves Streetlighting.
4. To consider accepting responsibility for streetlighting on the Vincennes Road development if the developer is prepared to contribute to ongoing maintenance and replacement costs.
5. To consider adopting a streetlighting policy to include the Council's position relating to new developments.

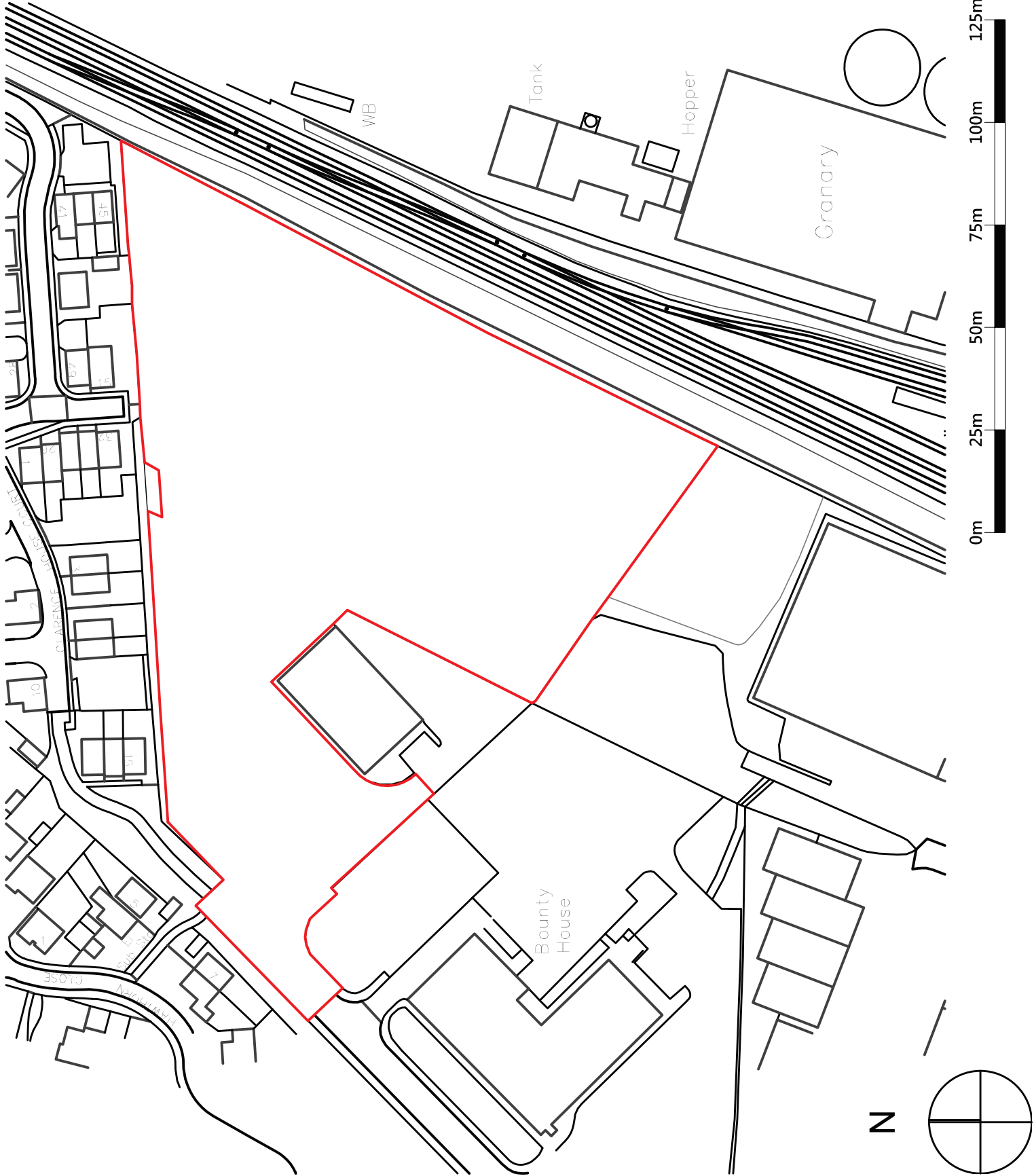


Site of Vincennes Road new development



Map data ©2024

20 m



Revision:	Date:	Drawn:	Check:
A	03.03.22	IMW	S/JG
B	07.03.22	IMW	S/JG
C	15.03.22	IMW	S/JG

Project:	A development of Vince's Road, Diss
Status:	PLANNING
Client:	Inside Land East Anglia Ltd and Flagship Group
Sheet title:	Site location
Scale:	1:1250@A4
Date:	16-11-2021
Drawn:	IMW
Checked:	S/JG
Ref:	101-308/(P)0013C

Wince's Road, 71 Prince's Road West, Leicester, LE1 6TR. T 0116 204 5800
74 Webb Street, London, W1T 3SQ. T 020 3327 0881
F 0116 204 5801. rgrp.co.uk design@rgrp.co.uk
The drawings should be constructed in strict accordance with building regulations.
In addition any material components and fittings for connection to the flagpole should be
All dimensions to be checked on site. Do not scale of this drawing for construction purposes.
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Ross Long Consulting
16 Meridian Way, Norwich, Norfolk, NR2 0TA
T: 01603 706 420 www.rosslong.co.uk

GENERAL ARRANGEMENT & EXTERNAL WORKS

DATE	CITY	STATE	COUNTY	SHEET NO.	TOTAL SHEETS
				231074	C-105 P04

PRELIMINARY DRAWING:
 THIS DRAWING IS FOR PRELIMINARY PURPOSES ONLY
 AND SHOULD NOT BE USED AS A CONSTRUCTION ISSUE.
 ANY CHANGES TO DESIGN INTENT ONLY AND IS SUBJECT TO
 REVISION DURING FINAL DESIGN DEVELOPMENT.

DRAWN BY	NO. REVISED	DATE	SCALE AT
GMA	M.L.	NOV/23	1"=25'
PROJECT INFORMATION			
S2 - INFORMATION			
PROJECT NO.	DRAWING NO.	REV.	
	231074	C-105 P04	

PRELIMINARY DRAWING:
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AND MUST NOT BE READ AS A CONSTRUCTION ISSUE.
INDICATES DESIGN INTENT ONLY AND IS SUBJECT TO
REVISION DURING FINAL DESIGN DEVELOPMENT.

From: [Kevin Townly](#)
To: [Sarah Richards](#)
Subject: RE: Diss station.
Date: 09 July 2024 17:31:00

Hi Sarah,

The station approach road is private land, part of the Great Anglia (GA) estate. It is subject to railway bylaws and being an unadopted highway is not the responsibility of Norfolk County Council nor Norfolk Constabulary for traffic enforcement. GA could not prosecute speeding vehicles, for instance in the station.

You will be aware in a meeting with Diss Town Council on 24 September 2019 GA informed them that an entrance and exit for vehicles was not going to be provided as part of the project. The principal reason for this was that allowing entrance and exit for vehicles would have the effect of creating an alternative, unadopted highway that could be used as a short cut between Victoria Road and Nelson Road.

At that time GA considered private vehicles using the car park or dropping off could use the exit onto Nelson Rd but during the detailed design process that followed, it was established that there is no means of disallowing private vehicles turning from Victoria Road heading to Nelson Road that are not using the station.

Mitigating the level of risk with pedestrians meant, in detailed design, GA sought a design for bus exit only which would reduce the level of traffic using the route in entirety to authorised vehicles (local bus services) and removing the risk of private vehicles using the route as a short cut.

The delivered project has enabled the integration of bus services into the station.

Kind Regards

Kevin Townly, IEng RegASM (IHE) FIHIE,
Asset, Programme & Funding Manager
Highways, Transport & Waste, Infrastructure
Tel: 01603 222627
County Hall, Martineau Lane, Norwich, Norfolk, NR1 2DH



From: Sarah Richards <sarah.richards@diss.gov.uk>
Sent: Tuesday, July 9, 2024 1:16 PM
To: Kevin Townly <kevin.townly@norfolk.gov.uk>
Subject: FW: Diss station.

WARNING: External email, think before you click!

Hi Kevin

Apologies if you are not the right person to contact but could you please confirm a response to below or advise who I should contact?

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

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

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

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From: Sarah Richards
Sent: Monday, June 24, 2024 12:30 PM
To: kevin.townly@norfolk.gov.uk
Subject: Diss station.

Hi Kevin

Long time no speak. I hope you're well. I have been asked by the Town Council to ask for an explanation regarding how the station project was signed off on a bus access / egress only when an exit out only specification for all was agreed.

We did liaise with County Councillor Kiddie on this who was going to follow up on this with relevant members at Norfolk County Council as considerable funds were invested in the project not to realise all the benefits and it required his authorisation. Members do not feel they have received a satisfactory response.

I hope you can advise.

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

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

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DISS TOWN COUNCIL

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

Report Number:
20 / 2425

Report to:	Infrastructure Committee
Date of Meeting:	31 st July 2024
Authorship:	Town Clerk
Subject:	Anglian Garden Memorial

Introduction

- At the June Full Council meeting the following discussion and resolutions were made.

FC0624/17 ANGLIAN GARDEN MEMORIAL

Members received a *confidential* report (06 / 2425) regarding a proposal to replace and install a new raised sleeper bed for the Anglian Garden Memorial. There was discussion regarding the number of quotes provided and whether the roots of the tree which have in part caused the movement will lead to a reoccurrence of the problem in another 10 years. The workmanship of the recommended contractor is highly regarded and they are using durable materials secured to a solid base that should be long-lasting. It was

RESOLVED:

- To liaise with the Council's tree surgeon to determine whether the roots of the tree are likely to cause future movement post-works. With assurances from the tree surgeon to go ahead with recommendations 2 and 3 below.
- To appoint the Garden project Team to complete the works at Anglian Garden for the price of £9,283.00 plus VAT.
- To utilise Community Infrastructure Levy funds to cover the cost of this enhancement to the town centre.

Updates

- The Council's tree surgeon recommends using good-quality sleepers. He could not guarantee that the tree roots would not eventually cause future movement post works and that it may depend on how the contractor proposes to fit them around the tree.
- The contractor has responded stating that:
 - The old wall was softwood which would have rotted faster. If the cuts were not sealed that would have not helped the situation either. The new proposed wall would be made from hardwood, which would naturally last longer and doesn't need to be sealed. The backs of the sleepers in contact with the soil could be treated with a bitumen paint to help with the longevity.
 - Regarding the tree roots pushing out / over the wall unfortunately this is nature and if this is a recurring problem something has to give, either by tree removal or no wall. Having another site visit, it doesn't look to be a problem. But obviously without removing the wall and taking a look at what's happening below the ground, we won't know.

Conclusion

4. It is not possible for either contractor to provide assurances that the tree roots will not eventually impact the integrity of the future wall.
5. It does appear that the main wall deterioration is around the tree base and using small sections of sleeper end up given the requirement to create a circular shape around the tree will be more susceptible to movement/deterioration than the other areas.
6. In the last 13 years the gardens have been in situ, they have had to be repaired once before.
7. The contractor could be asked to remove part of the wall around the tree initially to determine the extent of root impact. If it was considered that the roots are likely to impact the wall's integrity, the quotation could be amended to exclude installing new sleepers and railings around this section with a proposal for an alternative treatment with the memorial garden being finished off to the right-hand side of the tree as you look at it from Mere St to create a rectangular shape.
8. Alternatively, the garden could be extended so that the sleepers are positioned further away from the tree although this is likely to require landowner consent & confirmation there would still be sufficient footway.
9. A third option would be to look at replacing the small sections of sleeper with longer pieces for durability and creating a rectangular shape around the tree rather than circular. This will depend on the root situation.
10. These options will require a temporary solution around the tree whilst the quotation is worked up, which may include some new railings, and until the works can be scheduled.

Recommendation

To request that the contractor remove part of the wall around the tree of the Anglian Memorial Garden to determine the extent of root impact, make safe and adapt the quote accordingly.



DISS TOWN COUNCIL

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Website: www.diss.gov.uk

Report Number:
21 / 2425

Report to:	Infrastructure Committee
Date of Meeting:	31 st July 2024
Authorship:	Town Clerk
Subject:	Community Infrastructure Levy Funds

Introduction

1. There is currently £104,971 in Earmarked Reserves Community Infrastructure Levy (CIL) Funds left to spend.
2. This includes committed expenditure of £3,774 on the Market Place planter / seat project and £2,947 to replace the park trampoline.
3. £25,095 of this needs to be spent by the end of this financial year to be used within 5 years of receipt.

Future allocations

4. £9,283 has been allocated to the Anglian Memorial garden refurbishment with an update on this agenda alongside another proposal to spend a further £4,240 on improvements to the Lows if this cannot be funded via a Parish Partnership bid.
5. This will leave a total minimum balance of £11,572 of CIL funds to be spent before 31st March 2025.

CIL criteria

6. CIL, a charge which can be levied by local authorities on new development in their area, is an important tool for local authorities to use to help them deliver the infrastructure needed to support development in their area.
7. Town, parish and community councils share of any CIL receipts can be spent on a wide range of things including:
 - a) the provision, improvement, replacement, operation or maintenance of infrastructure; or
 - b) anything else that is concerned with addressing the demands that development places on an area.

It should be noted that "Infrastructure" includes physical, social and green infrastructure e.g., Highways; cycleways; education facilities; sports and community halls; parks and play areas.

Future projects

8. Members are asked to consider potential projects for expenditure of the remaining funds so that time can be set aside to acquire quotes and proposals for the works.

9. One proposal is to replace and upgrade the finger post signage around the town that has been damaged. Examples include the finger post signage at the end of Heywood Road / Burston Road, by the footway on Mount St leading to the health centre and on Shelfanger Road where a finger post has been shorn off. The estimated cost for 5 x new finger post arms is £2k including carriage.
10. I would also recommend allocating most of the remaining funds of approximately £5-6k to a second signage project upgrading the signs on Council sites including the Park, Mere, Mere's Mouth, Rectory Meadow, Sports Ground & Boardwalk/gardens. Designs have been mocked up for 11 new signs and a quote will need to be sourced for consideration at a future meeting.
11. The third proposal is to engage a local artist to paint on the 'DISS' white lettering originally attached to the Multi Use Games Area (MUGA) in street art style.
12. For the last two years, the Carnival committee has arranged for the letters of our town to be displayed on the MUGA in the style of the Carnival theme.
13. The materials were paid for from Carnival budget & labour to make and install the sign undertaken by Carnival volunteers.
14. The lettering was well received for the Hollywood lettering but not so great for the brown wild west style.
15. There have been several comments on the design by Diss Community Notice board Facebook page.
16. The street art style would be similar to the painting of the sculpture trail animals seen in other towns.
17. This would bring a colourful addition talking point to that area of the park and it is proposed to get this actioned immediately for the summer season.
18. The cost for the artwork painting is expected to be £200-£300 and there will be confirmation at the meeting.

Remaining funds

19. This will leave approximately £3,272 to be spent by financial year-end.

Recommendations

1. To acquire quotations for the signage upgrades (finger posts & boards) with proposals to be considered at a future meeting for installation and payment prior to 31st March 2025 allocated to Community Infrastructure Levy funds.
2. To approve expenditure of up to £300 to Earmarked Reserves Community Infrastructure Levy funds to engage a local artist to paint on the 'DISS' white lettering on street art style for reinstallation on the Multi Use Games Area in the park.

From: [Local Plan \(SNC\)](#)
To: [Local Plan \(SNC\)](#)
Subject: Broadland & South Norfolk Design Code - online workshop for South Norfolk Parish & Town Councils
Date: 26 June 2024 15:35:33
Attachments: [image003.png](#)

Dear Sir/Madam,

Broadland District Council and South Norfolk Council have appointed Tibbalds Planning & Urban Design Ltd to develop a district wide design code for South Norfolk and Broadland.

An engagement strategy has been developed which will mainly comprise of three key stages, to allow for key stakeholders to inform the priorities, content and structure of the design code as it develops. The first series of engagement events will take the form of online workshops which will focus on identifying:

- the key priorities for a design code to cover;
- any local challenges for achieving high quality residential design;
- what constitutes good & poor design in the districts; and
- if and how current design guidance is used.

You are therefore invited to take part in an online workshop for South Norfolk Parish & Town Councils, **scheduled for Tuesday 23rd July between 2.30 and 4.30pm**, to share your views on the development of the design code.

I would be grateful if you could **reply before 5.00pm on Thursday 18th July** to confirm attendance from your Council at this event. Please note, due to space limitations, we can only accept one individual per Parish/Town Council at the workshop. Zoom details will be sent to those who have booked a place, nearer the time of the event.

Please note that there will also be a period of wider public engagement during the summer, where any interested individual or organisation can share their views regarding the production of the district wide design code.

Following this initial round of workshops and the wider public engagement, the consultants will use feedback from the events to identify a set of priorities for the design code, which will be presented for a second round of engagement later in 2024.

I look forward to hearing from you as regards your Council's attendance at this event.

Yours sincerely,

Richard Squires

Richard Squires

Senior Community Planning Officer

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Our Broadland and South Norfolk Councils offices are now based at Broadland Business Park in the [Horizon Centre](#). Find out how you can access our services by visiting our website or by calling us on 01508 533633

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Progress Report

Item 13

Committee	Minute Ref	Subject	Action	Assigned to	Timescale	Comments or further action
Infrastructure	INF0123/09	Public Realm Art Project	To support in principle the large-scale artwork and appoint councillors Collins, Sinfield, and Waterman to work alongside the Clerk and the designer to consider possible locations and design ideas.	DC / LS/ GW / Clerk	30.03.23	Designer is keen to progress the wall art project but still needs to secure building owner consent and prefers to do another wider wall owner call out to get interested parties to come forward. No update since last meeting
Infrastructure	INF0123/10	Land on Denmark Lane	To appoint a working group of councillors Sinfield, Waterman and Welch to work with the Clerk to further consider the requirements and proposal regarding the purchase of the small triangle of land on Denmark Lane for eventual presentation to Full Council.	LS / GW / JW / Clerk	30.03.23	Quaker Wood representatives / Diss Community Woodland Project are considering the management of the green space at the new development on the opposite side of Denmark Lane, Roydon, which would make the acquisition of the smaller triangular piece of land opposite more appealing. No update since last meeting.
Infrastructure	INF0423/08	Wildflower Planting	To trial wildflower seeding and management on three areas of the town namely the verge at the DYCC and the area of land at the end of Mere Street subject to using method B and the area alongside Victoria Road subject to landowner consent and as per the corresponding appendices.	Clerk/CEO	31.12.23	This will be scheduled as part of green corridors project.
Infrastructure	INF0124/09	RAILWAY STATION ACCESS	Project has been signed off on a bus access / egress only when a exit out only specification for all was agreed. County Councillor Kiddie is following up on this with relevant members at Norfolk County Council as considerable funds were invested in the project not to realise all the benefits and it required his authorisation. Once this has been determined, members can consider the location of a proposed additional bus stop on the A1066	County Cllr Kiddie	Immediately	On agenda
Infrastructure	INF0124/12	ITEMS FOR NOTING	<u>Kingshead Yard</u> – members noted that the owner(s) plan to re-instate a car park on the Kingshead Yard temporarily and from February 2024 until they develop the site. Landowners responsible for the rear access behind Mere St through the car park are pooling resources to fill in the large potholes and information to be shared with the District Council as they are reviewing car park charges.	KM	Immediately	Members received a pre-planning application ref re-development of the old Woolworths/Carpentry/Poundland building into two shops in the front half, one flat in the remainder of the ground floor, two flats on the existing first floor and two more flats on a new second floor. The owner said he would be willing to consider dedicating land along his boundary to extend the walkway up to Mere's Mouth if other landowners were willing. Members felt the layout looked favourable, the development would improve the area, the 11ft ceilings would allow sufficient light for ground floor property and in principle, they would be supportive of the application. Market research to determine who might occupy the retail units has not been undertaken however they own several properties in Diss.
Infrastructure	INF0424/08	RESIDENTS PARKING SCHEME	to demonstrate support for the proposals for the Heritage Triangle and Mere St with photos to be sent regarding other areas and further monitoring.	SO / Clerk	Immediately	Cllr Olander will gather together data to present to NCC regarding DTC's preferred approach before bringing back to committee. Cllr Taylor been asked to also attend meetings due to SO's availability. Next meeting scheduled 23rd August.
Infrastructure	INF0424/09	NATIONAL GRID'S NORWICH TO TILBURY CONSULTATION	That cllrs Welch, Sinfield, Goulder, Kitchen attend the consultation on 15th May at Diss Football Club and County Councillor Kiddie will be asked for key points to put forward collectively in response to the National Grid's Norwich to Tilbury consultation.	JW / LS / AG / AK / KK	26.07.24	Draft response cribbed from NCC's response and has been sent w/e 26th July by extended deadline.
Infrastructure	INF0424/10	POST OFFICE CONSULTATION	to send an email to Richard Bacon MP requesting his support of the concerns Diss Town Council has with the Diss Post Office move to 35E Mere St.	Clerk	Immediately	Completed. No response was received. May be worth approaching new MP for Waveney Valley.
Infrastructure	INF0424/11	DENMARK LANE DEVELOPMENT STREET NAMING	to put forward Bombard Way as a suggestion given what was uncovered.	Clerk	16.02.24	Done and this was relayed via Roydon PC to the developer.
Infrastructure	INF0424/12	DISS & DISTRICT NEIGHBOURHOOD PLAN	A new constitution will be drawn up and the DDNP website will be closed in place of a more cost-effective online solution possibly via the Town Council website.	Clerk	Sep-24	Meeting being scheduled for August with members of DDNP MRG to assess website requirements.
Infrastructure	INF0424/13	PROGRESS REPORT	Members noted progress on decisions made at the last meeting. Two updates were provided on Public Realm Project & land on Denmark Lane.	NCC / Clerk	NCC - 31.03.24 Clerk - Immediately	See above for comments.
Infrastructure	INF0424/14	MEMBERS FORUM	It was agreed another CCTV sign would be installed by the picnic bench on Mere's Mouth due to anti-social behaviour.	Clerk	Immediately	Completed