



COMMITTEE MEMBERSHIP:

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

FOR INFORMATION:

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

Diss Express

DISS TOWN COUNCIL

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TOWN CLERK

Mrs S Villafuerte Richards (CiLCA)

Our ref: INF. 26.07.23

Date: 12 October 2023

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 18th October 2023** at **7.15pm** to consider the business detailed below.

Town Clerk / Chief Executive Officer

AGENDA

- 1. Apologies**
To receive and consider apologies for absence.
- 2. Nomination of Substitute Representatives**
To note nominated substitute representatives attending in place of those who have sent their apologies.
- 3. Declarations of Interest ¹ and Requests for Dispensations**
To note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.
- 4. Minutes**
To confirm as a true record, the minutes of the Infrastructure Committee held on 26th July 2023 (copy herewith).
- 5. Public Participation**
To consider a resolution under Standing Orders 3d to 3h to suspend the meeting to hear comments from members of the public on items to be discussed on the agenda (*members of the public are entitled to speak for a maximum of three minutes*).
- 6. Items of Urgent Business**
To discuss any item(s) of business which the Chair or Town Clerk has previously been informed at least 24 hours before the meeting and decides should be considered as a matter of urgency (*councillors are reminded that no resolutions can be made under this agenda item*).

- 7. Residents Parking Scheme**
To receive a verbal update on the Residents Parking Scheme following the first stakeholder group meeting.
- 8. Green Corridors**
To receive an update (report reference 28/2324 herewith refers) regarding developing more green corridors in Diss as part of the Council's green agenda.
- 9. Biodiversity Policy**
To consider a NEW Biodiversity policy (report reference 29/2324 herewith refers), required by strengthened Environment Act 2021 and as part of the Council's green agenda for future adoption by the Executive committee.
- 10. Budget**
To consider budget requirements for the Infrastructure committee (report reference 30/2324 herewith refers).
- 11. Items for Noting**
 - a) CCTV – to note that the Cemetery bungalow was broken into weekend of 7th October with up to an estimated £5k of equipment stolen. An insurance claim will be submitted and CCTV for this site and particularly the Chapel will be investigated with a cost proposal to the appropriate committee.
 - b) CIL Funds – to note that the Council will be in receipt of an additional £48,734.05 of Community Infrastructure Levy funds on 30th October totalling £111,638 in Earmarked Reserves (copy details herewith).
 - c) Strategic Plan – to note that an update regarding the Council's Strategic Plan will be presented to the next Full Council meeting.
 - d) Progress Report – to note progress on decisions made at the last meeting (copy herewith).
- 12. Member Forum**
To consider information or issues relevant to this committee from members for brief discussion, action or inclusion on a future agenda.
- 13. Date of Next Meeting**
To note that the next meeting of the Infrastructure Committee is scheduled for 24th January 2024.

NOTES

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

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

progress regarding such closures. Members deliberated on the most effective approach to engage with this consultation period.

Consensus was reached among the councillors to prepare a comprehensive report to be submitted to Greater Anglia, outlining their concerns and perspectives on the matter. Additionally, they expressed an interest in exploring the possibility of a legal challenge against the closure and requested the Clerk to inquire about the associated legal costs.

To gather further legal insights, it was suggested that the Clerk contact "Transport for All" to gain further insights into how we could legally challenge this decision.

(Action: Clerk/CEO; immediately)

INF0723/09 RESIDENTS PARKING SCHEME

Members received an update on the Residents Parking Scheme and considered a stakeholder group (report ref 17/2324). During the discussion councillors expressed their concern about the insufficient parking provisions within the designated areas mentioned in the report. The proposed future resident parking scheme aims to address this issue by curbing future parking by visitors to Diss on these residential streets, thereby ensuring that residents have constant access to parking in the area.

Over the course of several years, residents have raised complaints about the challenges they face with parking, primarily caused by others parking in the streets. To alleviate this problem, councillors emphasized the need for a new car park in Diss that would accommodate all these individuals who require parking near their workplaces.

Councillors unanimously agreed that conducting a consultation would be a prudent step, as it allows residents to voice their opinions and provides valuable insights. They view the consultation as a positive measure benefiting the residents of Diss. Additionally, the councillors recommended adding the health Centre to the list of locations to be considered for parking solutions. It was

RESOLVED: To approve the list of stakeholders to invite to the initial meeting to consider strategic long-term solutions to the current parking management and traffic congestion problems in Diss.

(Action: Town Clerk/CEO; 01.09.23)

INF0723/10 PARISH PARTNERSHIP SCHEME

Members considered creating an action group to consider potential Parish Partnership Schemes for local highway improvements for submission by 8th December 2023 deadline. During the meeting, members engaged in discussions about various projects that could be considered. One notable proposal was the installation of a pathway leading to the Skatepark. This matter will be examined by the B&FM and COO departments in collaboration with KK and GO.

Moreover, there were ideas put forward concerning the incorporation of Electric Charging Points and the creation of an additional pedestrian pathway along Croft Lane. These concepts will be further explored and evaluated by the relevant stakeholders.

RESOLVED: To appoint an action group of Councillors Olander, Woodissee and Peaty to work alongside the B&FM and Dep Town Clerk/COO)

(Action: B&FM & Dep TC/COO to set up meeting with KK & GO; immediately)

INF0723/11 GREEN CORRIDORS

Members discussed appointing an action group to consider developing more green corridors in Diss as part of the Council's green agenda and in response to comments received at the last Annual Town Meeting. Councillors discussed green corridors within Diss and how creating more corridors would increase the ecological habitat within Diss. It was

RESOLVED: To appoint Councillor G. Waterman to determine how we can move this project forward and bring back for ratification by Council in October.

(Action: Councillor G. Waterman; by next meeting)

(Action: Town Clerk/CEO; by next meeting)

INF0723/12 **ITEMS FOR NOTING**

- a) Strategic Plan – Members noted the progress towards the Strategic Plan actions and that an action group will review the current plan to inform future strategic direction. The action group have not met yet.
- b) Norwich Western Link – Members noted the update on the Norwich Western Link project.
- c) Progress Report – Members noted progress on decisions made at the last meeting.

INF0723/13 **MEMBER FORUM**

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

INF0723/14 **DATE OF NEXT MEETING**

Members noted that the next meeting of the Infrastructure Committee is scheduled for 18th October 2023.

INF0723/15 **PUBLIC BODIES (ADMISSIONS TO MEETINGS)**

Members considered 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.

INF0723/16 **CCTV**

Members considered a proposal to re-house some of the Council's CCTV equipment (confidential report ref 18/2324 referred). It was

RESOLVED: To approve expenditure of £1,709 to relocate the internal CCTV equipment to an outside position via a cabinet allocated to 4730 CCTV and Earmarked Reserves CCTV - nominal code 466 (Power / statutory authority - Crime Prevention).
(Action: B&FM & Town Clerk/CEO; immediately)

Meeting Closed at: 21:00 hours.

Chairman: Councillor Olander



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Report Number:
28 / 2324

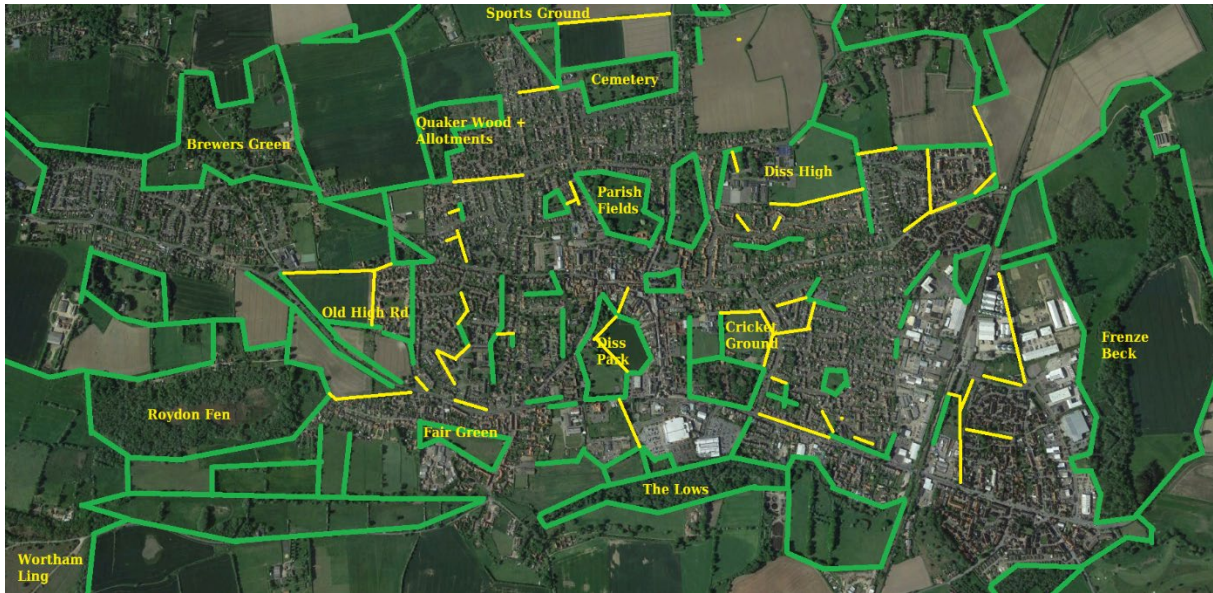
Report to:	Infrastructure Committee
Date of Meeting:	18 th October 2023
Authorship:	Cllr George Waterman
Subject:	Green Corridors

Introduction

1. Diss has a reasonably strong existing Green Corridor Network, owing in many parts to mature trees and hedgerows, private gardens, public parks and facilities and incidental habitats such as those provided by neglected or brownfield sites.
2. The map below illustrates existing Strong Green Corridors and some of the routes that connect them:



3. Despite this, there is still room for improvement across many of these green corridors and potential to fill in some of the gaps that currently prevent wildlife to safely traverse across town, be they birds, mammals, or insects.
4. The map below illustrates some of these areas with potential for improvement:



Potential Options for improving the Green Corridor Network

5. I will now describe some examples of areas with improvement potential, explain how we can improve them, who to contact to facilitate improvement etc.

Hedgerow and Verge Enhancement - Roydon Rd

6. This area is along Roydon Rd, between Roydon Primary School and Long Meadow Drive, along the southern side of the road. There are mature trees at either end of this section of road that leads to further habitats, but the space between them is barren grass verge running along a ditch.
7. If smaller native trees or hedge-plants were planted along this gap, the area would become a stronger and safer route for small birds and mammals to travel along. A continuous hedgerow is not strictly necessary, and a row of smaller native trees such as Hawthorns or Rowans would require much less annual maintenance than a new hedgerow, that would require shaping and trimming throughout its lifetime.

Roadside enhancement along Factory Lane

8. The southern side of the road leading from Quaker Wood to Louie's lane is a long wide grass verge. Much of it could be planted or allowed to grow longer for certain periods in the year without impacting visibility of the junctions along there.
9. Smaller trees and shrubs would be a solution with lower maintenance and management implications, however if the area were allowed to grow longer then due to its proximity to Quaker Wood and the base of the new Scything Group, they may well be prepared to scythe this area as part of their growing list of sites.

Verges on Taylor Rd, Skelton Rd, and Willbye Avenue

10. These areas benefit from low-density development and an abundance of open green space. Whilst many areas within these estates are already left to grow by Saffron in the Spring, they have been observed to have been cut at inappropriate times and often cut with mulching equipment. This creates two issues, preventing many species of native wildflowers from spreading their seeds, but also leading to over-nutrication of these areas, further reducing the diversity and abundance of wildflowers and pollinator-friendly species.
11. I would suggest for these areas a conversation with Saffron to review the areas left on these estates, the times they are cut and the methods used. There are many parts of these green spaces that could easily be scythed or cut in a way where the cuttings

are collected and taken away, increasing the potential for the population of desirable plant species to take hold. It may also be beneficial for certain areas to be cultivated and have small strips of wildflower seeds thrown down to improve biodiversity that way.

Planting schemes on Town Council land

12. Diss Town Council (DTC) has a number of assets across Diss, ranging from the Cemetery to the Sports Ground to the Park to the Diss Youth & Community Centre (DYCC). One relatively simple way of enhancing Diss' Green Network would simply be to assess and implement options for increasing our own stock of trees and shrubs on our properties. We have already achieved this on Diss Park, with potential for more planting both on that site and at others.
13. DTC has already committed to trialling wildflower areas at the DYCC as well as in areas owned by others at the end of Mere St and on Victoria Road subject to landowner consent.

Current progress with the project

14. I felt it was important to undertake and complete a small part of this project first in order to demonstrate how we can go about implementing these ideas going forward. Through my connection to the Diss & District Neighbourhood Plan (DDNP) and Quaker Wood, I contacted Roydon Parish Council (RPC) regarding enhancing our green link to Roydon.
15. We discussed the current condition of the Old High Rd and decided that improving the stock of native trees and shrubs along the old road edge there would be a good choice. I selected ten native trees from my own stock at home and planted them out on 24th September. All trees were planted as saplings with protective guards that I'd made myself using recycled materials, and they will be watered in periods of particular drought by either myself or RPC (we have both managed to keep the rowan trees planted back in 2021 opposite Roydon Church alive by doing the same thing).
16. The whole process was completed at no cost to either Diss or Roydon and hopefully will have a lasting impact on the landscape, environment, and connectivity of our two communities.



17. I realise that in other spaces across the project area, things may not be as simple or low-cost. With this in mind I have sourced more stakes and tree-guards left behind by Quaker Wood and other projects, and also negotiated with the owners of Sandy Lane Tree Nursery in Wattisfield permission for us as a Council to purchase stock from them at wholesale prices, further reducing potential costs.



Suggestions for further action

18. All these suggested strategies will require a team of knowledgeable people from across the town to properly plan, communicate and monitor. I would suggest creating an action group consisting of interested Infrastructure Committee members, at least one representative from each of the Steering Groups for the various habitats and green-oriented groups across Diss (examples include Quaker Wood, which I'm happy to represent, Frenze Beck, Fair Green & the DDNP) and stakeholders from the neighbouring parishes namely Roydon if they are not already represented by the other steering groups mentioned.

Recommendation

To appoint an action group of a minimum of two interested Infrastructure committee members and representatives from appropriate Steering Groups including Quaker Wood, Frenze Beck, Fair Green, DDNP and neighbouring parishes to assess the options for improving Diss' Green Corridor Network and draft a plan for implementation.

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Report Number:
29 / 2324

Report to:	Infrastructure Committee
Date of Meeting:	18 th October 2023
Authorship:	Cllr George Waterman
Subject:	Biodiversity Policy

Introduction

1. Public authorities must consider measures to conserve and enhance biodiversity - a requirement of the strengthened Environment Act 2021.
2. Below is a draft Biodiversity policy for consideration, which takes account of the previous green corridor enhancement report.

Background

1. Under the Natural Environment and Rural Communities Act 2006 there is a duty on public authorities in England, including Parish Councils to have regard to conserving biodiversity as part of their policy or decision making.
2. This was further strengthened by the Environment Act 2021 so public authorities must now consider what they can do to conserve and enhance biodiversity in England.
3. This means a public authority must;
 - a) Consider what they can do to conserve and enhance biodiversity.
 - b) Agree policies and specific objectives based on their consideration.
 - c) Act to deliver policies and achieve objectives.
4. Biodiversity refers to the variety of life on earth. Biodiversity is everywhere: in gardens, fields, hedgerows, mountains, rivers and the sea.

The Local Area

5. Diss is a market town located on the Norfolk side of the Norfolk/Suffolk border, situated on the northern bank of the River Waveney, around a large body of water called The Mere (the second deepest natural lake in England) and then further north leading to open farmland. The village of Roydon is to the West and Scole is to the East.

Diss Town Council responsibilities

6. The Town Council owns and helps to manage several buildings and pieces of land. Assets with potential for enhanced biodiversity include:
 - a) Diss Park
 - b) Banks of the Mere (partially but not the entire bank)
 - c) The DTC Offices Garden and Boardwalk
 - d) Diss Cemetery

- e) Diss Youth and Community Centre (DYCC)
 - f) Diss Cricket Ground (Rectory Meadow)
 - g) Diss Allotments (Roydon)
 - h) Sports Ground (Roydon)
7. The Council also reflects the policies to enhance and protect green spaces in the Diss and District Neighbourhood Plan (DDNP) adopted in September 2023 when considering planning applications.
8. The Council is considering the appointment of an action group of relevant stakeholders to enhance the green corridors (the spaces and routes between habitats and green areas) in and around Diss.

What the Town Council will do

- a) Consider the impact on biodiversity in the decisions made through the Council, especially when commenting on planning applications.
- b) It will reduce the use of pesticides and herbicides used on Town Council owned land where possible
- c) It will review how it manages the land at the Cemetery, Cricket Ground, Boardwalk and Garden. This may include, but is not limited to:
 - i) Leaving standing and fallen dead wood as a habitat for invertebrates
 - ii) Leaving leaf litter and dead vegetation wherever possible as a habitat for invertebrates
 - iii) Removing invasive and non-invasive species that are detrimental to native flora or fauna as required.
- d) The Council will consider reducing the number of cuts in the Cemetery and allowing the grasses to grow and be scythed/mown/strimmed in September.
- e) The DDNP adopted in September 2023 will be regularly reviewed until 2038 and the working group will ensure that biodiversity is discussed and added to the plan as necessary.
- f) The Town Council plans to plant and maintain wildflower areas at three different sites across the town. The Council will ensure that these new areas are implemented and managed properly to maximise biodiversity.
- g) The Council is looking to improve the water quality of The Mere, which will involve the introduction of native friendly plant species to help clean the water and improve its habitat potential.
- h) Hedge cutting takes place at different times of year, and is very much a balancing act as Council hedges run alongside narrow, well used footpaths so require cutting. All hedges are cut outside of the bird nesting season.
- i) The Council will look to purchase and install bird, bat and bee boxes in Council owned trees and on buildings where appropriate.
- j) The Council is host of and supports the Diss Litterpicking Group. This group helps keep local habitats healthy by removing litter and other harmful waste from these areas.
- k) The Council has improved existing green corridors between Diss and Roydon and is looking to improve further areas across the town.
- l) The Council has also committed to reducing its carbon footprint through its strategic plan and will consider appropriate measures to achieve this.

m) The Council will look to promote biodiversity via its website.

Recommendation

To recommend the adoption of the Biodiversity policy to the Executive Committee.



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Report Number:
30/2324

Report to:	Infrastructure Committee
Date of Meeting:	18/10/2023
Authorship:	Responsible Finance Officer (RFO)
Subject:	Infrastructure Budget 2024-25

Introduction

1. Following a meeting held on 06/10/2023, the Chair of Executive Committee, the RFO and the Town Clerk/CEO considered the proposed income and expenditure in relation to the budget for 2024/25, apologies made by the Chair of Infrastructure Committee.
2. The proposed budget is shown in the Appendix (herewith).

CCTV

3. Improvements to the Park CCTV Works are completed, and funds in Earmarked Reserves (EMR) currently stand at £1,675 with no further improvement works planned*. It is proposed that £4K is allocated to the running and maintenance costs in the budget for 2024-25, based on the broadband costs for the Skatepark CCTV and general site maintenance annually.

*Following the Cemetery break-in, members may wish to consider installing CCTV on this site. Community Infrastructure Levy (CIL) funds could pay for this.

Parish Partnership Bid

4. £5,000 to remain in EMR for possible future projects. There is a public consultation underway for a public footpath at the sportsground, which would cost £54,000, and we would pay for 50% of this along with Norfolk County Council, but the balance of this could be made available from CIL funds. No further funding from the precept is required currently.

Streetlighting

5. Electricity / maintenance for streetlighting will require £9,500 allowing for price fluctuations. This is based on electricity costs from last year with an approximate 60% increase, along with the 'enhanced maintenance package' (where the contractor covers all replacement costs where there is a road traffic collision / vandalism inclusive of disconnection/reconnection costs and also in hours and out of hours emergencies) quoted at £3,800.
6. EMR for the capital replacement programme (upgrading all lighting columns and lamps) has sufficient funds available for the few remaining replacements.

CIL Funds

7. Currently CIL funds are £62,904, with a further £48,734 due to be paid to us shortly. There are several projects which could require some of these funds, but currently this would be best spent on DYCC infrastructure.

Residents Parking Scheme

8. This was previously an EMR project called Pedestrianisation of Mere Street, which is no longer going ahead, so it is proposed these funds are reallocated to the Residents Parking Scheme. It has been confirmed that the previously allocated £10k to the latter is likely to be sufficient to cover estimated costs. This will require no funds from the precept.

Neighbourhood Plan (DDNP)

9. There is currently £4,177 in the EMR and awaiting further confirmation from the Chair of the DDNP Burn, a provisional £1,000 budget has been proposed for ongoing consultation works. This is only a provisional figure and would certainly not need to be more than this.

Budget Conclusions

10. The infrastructure precept request for 2024-2025 is £14,500. This comprises of £13,500 revenue expenditure and £1,000 to Neighbourhood Plan EMR.

Recommendation:

To approve a budget allocation of £14,500 for Infrastructure committee related projects as set out in the Appendix.

Infrastructure							
Code		23-24	Apr - Sept 23-24	Oct - Mar 23-24	Total Projected	EMR Spend	Budget 24- 25
4730	CCTV	2,425	5,691	2,065	7,756	5,331	4000.00
4780	Parish Partnership Bid	0	0	0	0	0	0.00
4470	Residents Parking Scheme	0	0	0	0	0	0.00
4785	Neighbourhood Plan	0	1,035	0	1,035		1000.00
4970	Street lighting	7,575	5,902	7,500	13,402	5,827	9500.00
		10,000	12,628	9,565	22,193	11,158	14,500

Infrastructure Earmarked Reserves at 31/10/2023

Bus Shelters Maintenance	£	15,661.00
Streetlights	£	4,416.00
Community Infrastructure Levy (CIL)	£	62,904.00
CCTV	£	1,675.00
D&D Neighbourhood Plan	£	4,177.00
Residents Parking Scheme	£	10,000.00
Streetcleaner	£	10,543.00
Parish Partnership Works	£	5,000.00

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Date 12 October 2023

Dear Parish / Town Clerk,

Community Infrastructure Levy (CIL) payment to Parish – October 2023

I am writing to let you know what South Norfolk District Council has collected on behalf of the Parish / Town Councils CIL monies from CIL liable developments in the six months from 01 April 2023 to 30 September 2023. Please see the attached document which details the development(s) in question and the amount from that development(s).

Unless you tell us otherwise, the CIL funds will be credited to your parish bank account by the end of October 2023. **Please keep this letter to assist you with your annual CIL report.**

By way of background and detail about how the funds are to be managed we would recommend you read the guidance below.

The CIL Levy

On 1 May 2014 South Norfolk District Council introduced the Community Infrastructure Levy on most new developments.

The CIL Regulations require that the collecting authority (South Norfolk District Council) pass on 15% of the levy collected from liable developments in your parish to your Parish/Town Council. For those Parish/Town Councils that have adopted a Neighbourhood Plan then this percentage rises to 25% and this amount will not be subject to an annual limit. Town and Parish Councils without a Neighbourhood Plan have their annual allocation 'capped' at £100

per existing dwelling for CIL received for development during the financial year and this cap is index linked for inflation annually. The current cap per dwelling for payments to parishes in the financial year 2023/2024 is £158.48 per dwelling in the parish.

The bulk of the levy collected is passed onto the Greater Norwich Growth Board for the provision, replacement, operation and maintenance of strategic infrastructure within the greater Norwich area.

Where a payment is due to your Council it will be made at the end of April and / or at the end of October.

Use of CIL funds

The funds we are passing to you can be used for anything that is concerned with addressing the demands that development places on your locality.

The Community Infrastructure Levy Regulations 2010 (as Amended) Regulation 59C states:

A local council must use CIL receipts passed to it in accordance with regulation 59A or 59B to support the development of the local council's area, or any part of that area, by funding-

- 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.**

Your Council has up to 5 years to spend the funds received, after which time South Norfolk District Council as the charging authority has the right to require repayment of any unspent funds. Any returned funds will then be used by South Norfolk on infrastructure projects in the wider district.

If your Council does not wish to receive CIL funds, the funds will be used by South Norfolk for projects within the South Norfolk District.

Annual Reporting of CIL Expenditure

Each year that your Parish/Town Council receives funds from the Levy, it is required to publish a report of any income and/or expenditure received either on its own web site or on the South Norfolk District Council web site. A copy of your report should be forwarded to South Norfolk District Council by 30 June following the reporting year in order that the CIL Infrastructure Funding Statement can be produced and published by 31 December of the reporting year. Please be aware that if your Parish/Town Council is VAT registered and you claim back the VAT for any CIL spend, you need to report the Net spend on your CIL report.

Two Councils
One Team



If you would like advice on how we can work with you to get the best use of the funds being forwarded please contact one of our Community Infrastructure Officers; Joel Pailles on 01508 533782 or email joel.pailles@southnorfolkandbroadland.gov.uk or Sally Hoare on 01603 430485 or email sally.hoare@southnorfolkandbroadland.gov.uk .

If you would like information regarding neighbourhood planning please contact Richard Squires or Vicky West on 01508 533805 or email neighbourhoodplans@southnorfolkandbroadland.gov.uk

If you have any questions regarding this letter or want further details about the Levy then please contact Jeremy Burton, the CIL Officer whose details can be found at the top of this letter.

Yours sincerely

Jeremy Burton

Community Infrastructure Levy Officer
South Norfolk District Council

Two Councils
One Team



Parish	App No	Address	Amount received	15% to Parish	25% to Parish	Total Paid
Alburgh	2021/2679	Wisteria, Station Road, Alburgh	£2,782.03	£417.30		£417.30
Ashwellthorpe and Fundenhall	2017/2048	Taylor's Garden Buildings, Ashwellthorpe Industrial Estate, Norwich Road, Ashwellthorpe	£2,389.37	£358.41		£358.41
Aslacton	2020/0493	Land West Of Boundary Villa, Church Road, Aslacton	£12,751.13	£1,912.67		£1,912.67
Bergh Apton	2019/2340	Buildings On Land Off Church Loke, Bergh Apton	£2,268.95	£340.34		£340.34
Bracon Ash and Hethel	2022/0999	Units A-G, Potash Lane, Hethel	£3,572.47	£535.87		£535.87
Brockdish	2020/1618	Agricultural Building 4 At Hill Top Farm, Hall Road, Brockdish	£12,500.00	£1,875.00		£1,875.00
Brooke	2023/0909	Former Site Of 49 High Green, Brooke	£10,437.31	£1,565.60		£1,565.60
Bunwell	2020/0918	81-87 Bunwell Street, Bunwell	£5,122.74	£768.41		
Bunwell	2022/0829	81-87 Bunwell Street, Bunwell	£1,099.66	£164.95		£933.36
Caistor St Edmund and Bixley	2018/2232	Land North Of Heath Farm, Caistor Lane, Caistor St Edmund	£5,000.00	£750.00		£750.00
Costessey	2021/0082	Commercial Units East Of William Frost Way, Costessey	£46,782.40	£6,302.76		
Costessey	2023/0407	8 Olive Close, Costessey	£300.00	£45.00		£6,347.76

Two Councils
One Team

Cringleford	2021/1111	40 Newmarket Road, Cringleford	£6,428.17		£1,607.04	
Cringleford	2021/2623	6 Softley Drive, Cringleford	£4,000.00		£1,000.00	
Cringleford	2022/1532	Land South Of Newmarket Road And North Of Colney Lane, Cringleford	£7,327.49		£1,831.87	£4,438.91
Dickleborough and Rushall	2022/0790	Agricultural Building To The Rear Of 2 Lyncroft, Harleston Road, Dickleburgh	£4,062.45	£609.37		£609.37
Diss	2020/0304	94 Denmark Street, Diss	£77.51	£11.63		
Diss	2018/2699	22A St Nicholas Street, Diss	£1,337.22	£200.58		
Diss	2021/0307	Land To The Rear Of Thatchers Needle, Park Road, Diss	£323,478.94	£48,521.84		£48,734.05
Earsham	2021/2683	Agricultural Building At Church Farm, Church Road, Earsham	£3,706.25	£555.94		£555.94
Easton	2020/0962	Phase 1 Land North And South Of Dereham Road, Easton	£1,184,247.05		£296,061.76	£296,061.76
Ellingham	2020/1587	Land East Of 123 Old Yarmouth Road, Ellingham	£951.27	£142.69		£142.69
Hempnall	2022/1803	Spring Farm, Spring Lane, Hempnall	£127,607.15	£19,141.07		£19,141.07
Hethersett	2022/0619	Thickthorn Farm, Norwich Road, Hethersett	£28,145.36	£4,221.80		£4,221.80
Kirby Bedon	2020/1831	Barn West Of New House Farm, Kirby Road, Kirby Bedon	£19,389.87	£2,908.48		£2,908.48

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Loddon	2022/1382	Farthing Green House, 1 Beccles Road, Loddon	£29,508.44	£4,426.27		£4,426.27
Long Stratton	2021/1327	Medabeck, Ipswich Road, Long Stratton	£13,747.26		£3,436.82	£3,436.82
Newton Flotman	2022/0197	New Cranes Farm, Greenways, Newton Flotman	£1,273.21	£190.98		£190.98
Poringland	2021/2796	Land Adjacent To 14 Old Mill Road, Poringland	£15,024.05		£3,756.01	
Poringland	2020/2218	Land Off The Grove, Poringland	£13,529.11		£3,382.28	
Poringland	2022/2293	Land West Of The Grove, Poringland	£5,055.38		£1,263.85	£8,402.14
Redenhall with Harleston	2022/0067	Land To The East Of Mendham Lane, Harleston	£61,346.11		£15,336.53	£15,336.53
Spooner Row	2020/0955	The Bungalow, Station Road, Spooner Row	£92,889.68	£13,933.45		£13,933.45
Tharston and Hapton	2020/0209	Storage Land Adj Unit 2 Robert Harvey Way Tharston	£2,874.94	£431.24		£431.24
Tivetshalls	2022/1006	Saddleback Farm, Station Road, Tivetshall St Margaret	£1,134.68	£170.20		£170.20
Trowse with Newton	2019/2318	Phase 2 Land Off White Horse Lane, Trowse	£180,929.96	£27,139.49		£27,139.49
Wheatacre	2020/0735	Land At Wheatacre Stables, Church Lane, Wheatacre	£761.01	£114.15		£114.15
Winfarthing	2022/1881	Boundary Farm, Long Lane, Winfarthing	£1,050.63	£157.59		£157.59

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Wymondham	2021/1968	Land South Of Ash Close, Wymondham	£37,884.02	£5,682.60		
Wymondham	2021/1727	Land South Of Silfield Street, Silfield	£1,320.76	£198.11		£5,880.71

Two Councils
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Progress Report

Item 11d

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	Review requirement for this project during strategic planning.
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	Completed
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		Completed
Infrastructure	INF0722/13	Items for noting	b) B1077 – members noted Norfolk County Council's Network Safety Team's proposals for addressing pedestrian safety concerns on the B1077 / Shelfanger Road. (Removal of centre line, placing for road narrows together with 'Oncoming vehicles in middle of road' sub-plates. Proposed '20 mph' will require a TRO).	Clerk	immediately	Provisional start date of 26/27 November for the centre line removal, new sign, which is linked to some routine maintenance work to try and resolve a flooding problem at the same location. Confirmation of date should be rec'd early w/c 16th Oct. TRO 20mph limit - design brief completed by NCC & allocated to a team to deliver. Pre-consultation, formal consultation and review of objections takes approx 12 months so works should be delivered by August 2024.
Infrastructure	INF0123/09	Public Realm Art Project	To support in principle the large-scale artwork and appoint councillors Collins, Sinfield, and Waterman to work alongside the Clerk and the designer to consider possible locations and design ideas.	DC / LS/ GW / Clerk	30.03.23	Designer now ready to start Diss project and is starting by doing a call out to premises owners for permissions to free artwork on their wall. After the walls have been identified, designer, with support from DTC and Bud Studio will put in an Arts Council bid to get funding for the project with the hope of starting early 2024.
Infrastructure	INF0123/10	Land on Denmark Lane	1. 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	For consideration during strategic planning process.
Infrastructure	INF0423/08	Wildflower Planting	To trial wildflower seeding and management on three areas of the town namely the verge at the DYCC and the area of land at the end of Mere Street subject to using method B and the area alongside Victoria Road subject to landowner consent and as per the corresponding appendices.	Clerk/CEO	31.12.23	This will be scheduled for Spring 2024 / in line with review of green corridors.
Infrastructure	INF0423/13	TELEPHONE & BROADBAND CONTRACT	2. To review the Council's requirements in six-nine months' time during the budgeting process.	Clerk	immediately	
Infrastructure	INF0723/01	ELECTION OF CHAIRMAN	To elect Councillor Olander as Chair of Infrastructure for the Municipal Year 2023-24	Dept tc	immediately	Completed
Infrastructure	INF0723/03	ELECTION OF VICE-CHAIRMAN	To elect Councillor J. Wooddissee as Vice-Chair of the Infrastructure Committee for the municipal year 2023-24	Dep tc	immediately	Completed

Progress Report

Committee	Minute Reference	Subject	Action	Assigned to	Timescale	Comments or further action
Infrastructure	INF0723/08	ITEMS OF URGENT BUSINESS	<p>Councillor Olander initiated a discussion concerning the potential closure of the Diss Train Station ticket office. Consensus was reached among the councillors to prepare a comprehensive report to be submitted to Greater Anglia, outlining their concerns and perspectives on the matter. Additionally, they expressed an interest in exploring the possibility of a legal challenge against the closure and requested the Clerk to inquire about the associated legal costs.</p> <p>To gather further legal insights, it was suggested that the Clerk contact "Transport for All" to gain further insights into how we could legally challenge this decision.</p>	Clerk/CEO	immediately	Completed
Infrastructure	INF0723/09	RESIDENTS PARKING SCHEME	To approve the list of stakeholders to invite to the initial meeting to consider strategic long-term solutions to the current parking management and traffic congestion problems in Diss.	Town Clerk/ CEO	by 01.09.23	On Agenda.
Infrastructure	INF0723/10	PARISH PARTNERSHIP SCHEME	To appoint an action group of Councillors Olander, Wooddissee and Peaty to work alongside the B&FM and Dep TC/COO	B&F Manager & Dep TC/COO to set up meeting with KK & GO	immediately	Proposal for footpath at Sports Ground site being consulted upon with consideration by the November Full Council meeting given cost implications prior to the December deadline.
Infrastructure	INF0723/11	GREEN CORRIDORS	To appoint Councillor G.Waterman to determine how we can move this project forward and bring back for ratification by Council in October.	Councillor Waterman, Town Clerk/CEO	by next meeting	On agenda
Infrastructure	INF0723/16	CCTV	To approve expenditure of £1,709 to relocate the internal CCTV equipment to an outside position via a cabinet allocated to 4730 CCTV and Earmarked Reserves CCTV - nominal code 466 (Power / statutory authority - Crime Prevention).	B&FM & Town Clerk/CEO	immediately	Completed