



**COMMITTEE MEMBERSHIP:**

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

**FOR INFORMATION:**

S. Browne, M. Gingell, K. Murphy, R. Peaty, 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. 25.01.23

Date: 19 January 2023

**NOTICE OF MEETING**

Dear Members of the Public and Press,

You are cordially invited to attend a meeting of **Infrastructure Committee** to be held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 25<sup>th</sup> January 2023 at 7.15pm** to consider the business detailed below.

Town Clerk

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## AGENDA

- 1. Apologies**  
To receive and consider apologies for absence.
- 2. Nomination of Substitute Representatives**  
To note nominated substitute representatives attending in place of those who have sent their apologies.
- 3. Declarations of Interest <sup>1</sup> 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 16<sup>th</sup> November 2022 (copy herewith).
- 5. Public Participation**  
To consider a resolution under Standing Orders 3d to 3h to suspend the meeting to hear comments from members of the public on items to be discussed on the agenda (*members of the public are entitled to speak for a maximum of three minutes*).
- 6. Items of Urgent Business**  
To discuss any item(s) of business which the Chair or Town Clerk has previously been informed at least 24 hours before the meeting and decides should be considered as a matter of urgency (*councillors are reminded that no resolutions can be made under this agenda item*).

- 7. Strategic Plan**  
To appoint members of this committee to support the strategic objective of improving cleanliness in the town centre and schedule a date to review progress (copy details herewith).
- 8. Streetlighting**  
To consider a report (reference 48/2223 herewith) regarding streetlighting upgrades and part-night lighting proposals.
- 9. Public Realm art Project**  
To consider a project to install a large-scale artwork in Diss from the founder of Bud Studio (copy details herewith).
- 10. Land on Denmark Lane**  
To consider the purchase of a small triangle of land on Denmark Lane for use as a community green space (report reference 49/2223 herewith).
- 11. Diss Park Beacon**  
To appoint Anglia Stone Ltd to carry out landscaping and foundation works in Diss Park to support the Beacon extension project. (report reference 50/2223 herewith).
- 12. Progress Report**  
To note progress on decisions made at the last meeting (copy herewith).
- 13. Member Forum**  
To consider information or issues relevant to this committee from members for brief discussion, action or inclusion on a future agenda.
- 14. Date of Next Meeting**  
To note that the next meeting of the Infrastructure Committee is scheduled for 5<sup>th</sup> April 2023.

## **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 16<sup>th</sup> November 2022** at **7.15pm.**

Present: Members: A. Kitchen  
D. Collins  
S. Kiddie  
S. Olander (Chair)  
R. Peaty  
L. Sinfield  
G. Waterman  
J. Welch  
J. Wooddissee (Vice-Chair)

In attendance: Sarah Richards, Town Clerk  
No members of the public

**INF1122/01** **APOLOGIES**  
There were none.

**INF1122/02** **NOMINATION OF SUBSTITUTE REPRESENTATIVES**  
There were none but councillor Waterman agreed to fill the vacancy role on this committee for the remainder of the Mayoral year.  
(Action: Clerk; immediately)

**INF1122/03** **DECLARATIONS OF INTEREST<sup>1</sup> AND REQUESTS FOR DISPENSATIONS**

Minute No.	Councillors Name	Personal/Other Interest	Pecuniary Interest	Reason
INF1122/07a & 8	S. Kiddie		X	This councillor is a trader in Mere Street
INF1122/10	A. Kitchen	X		This councillor is resident of Roydon Road
INF1122/10	L. Sinfield	X		This councillor is resident of Mount Street

**INF1122/04** **MINUTES OF THE LAST MEETING**  
It was

RESOLVED: That the minutes of the meeting of the Infrastructure Committee held on 27<sup>th</sup> July 2022 were a true record and were duly signed by the Chairman.

**INF1122/05** **PUBLIC PARTICIPATION**  
There were none.

**INF1122/06** **ITEMS OF URGENT BUSINESS**  
There was none.

**INF1122/07** **STRATEGIC PLAN**  
a) Members considered report reference 32/2223 regarding recommendations following the trial of the street sweeper and water bowser. There were questions regarding the possibility of trialling the billy goat via hire rather than purchasing. Several councillors were familiar with the proposed billy goats and commented that they are easy to use at a fraction of the cost of the Max Vac. It was suggested that a supplier in Norwich should be approached regarding second hand options and recommended that the option of using Aspen 4 stroke to fuel the equipment would be a more environmentally friendly option and can extend the lifetime of the engine particularly given electric vehicles are not planned for 5 years. Members also queried the equipment used for cleaning the streets. It was

RESOLVED:

1. To stop hiring the Max Vax Sweeper and water bowser with immediate effect.
2. To purchase another van at a specification to accommodate the proposed water pump system up to the value of £15k allocated to Earmarked Reserves Street Cleaner.
3. To purchase a fuel-based generator water pump system with low- and high-pressure units at a cost of up to £5k excl. VAT allocated to EMR Street Cleaner.
4. To install the water pump system in the van at a cost of £1k allocated to EMR Street Cleaner.
5. To purchase or rent a petrol operated commercial billy goat hoover / cleaner at a cost of £3.5k allocated to EMR Street Cleaner.

**(Action: FBM; immediately / 30.11.22)**

- b) Members noted update on the Diss & District Neighbourhood Plan. The examiner will be appointed by the end of November with the aim to start in the New Year with a referendum estimated to take place in March. The timescales will depend on examiner queries. Thanks were extended to councillors Taylor and Olander for their considerable input into this lengthy and complex project.

**INF1122/08 PEDESTRIANISATION OF MERE STREET**

Members received an update regarding the Mere Street pedestrianisation project. It was noted that a meeting with Norfolk County Council is awaited for a fuller explanation but that the project no longer has the support of the County Councillor and therefore will not be proceeding.

Members considered the signage proposals. There was a request to add 'cyclists' dismount' signs under the 'No entry' sign at the Chapel / Mere St junction towards Market Place and from the Mavery House end of Mere St towards Market Place. It was also suggested that an information day to publicise the no cycling in Mere St be organised with leaflets to explain the new signage and a police / media presence. Consideration would be given to other elements of the scheme to benefit the town centre given the Town Council has funding.

**(Action: Clerk / SO / ET; immediately)**

**INF1122/09 PARISH PARTNERSHIP BID**

Members received a report regarding Parish Partnership Bid projects for 2022-2023 (reference 33/2223 referred). There was discussion regarding voice activated speed signs in Suffolk to tackle vehicle noise pollution but that the existing SAM signs are to deter speeding. It was noted that not all electric vehicle charging points are standardised so this would be considered as part of the feasibility study and that the Diss Youth & Community Centre would be a good location given its home to the litter picking group, community fridge and composter. It was

RESOLVED:

1. Not to submit a Parish Partnership Bid application for 2023-24 but consider using Earmarked Reserves and / or Community Infrastructure Levy funds to improve walking and cycling infrastructure once a feasibility study has been undertaken.

2. To appoint an action group of councillors Olander, Welch & Wooddissee to work with the Clerk to investigate the feasibility of installing electric vehicle charging points at Town Council owned sites.

**(Action: SO / JW / JW / Clerk; 20.07.23 / 30.03.23)**

**INF1122/10 RESIDENTS PARKING SCHEME**

Members received an update regarding the residents parking scheme. It was noted that parking in the Triangle is still a significant issue, that this has been added to this scheme including consideration of the limited and unclear signage. There is an issue with parking opposite the Saracens Head car park which might be addressed with 'do not park here' signage from Market Place to Mount St and not only in the opposite direction.

**INF1122/11 SOUTH NORFOLK TREE WARDEN NETWORK**

Members considered appointing a tree warden for Diss. Councillor Waterman volunteered in this capacity subject to receiving more information about the role. It was

RESOLVED: to appoint councillor Waterman as a tree warden for Diss subject to further information on what it involves and for cllr Collins to check with a Diss & District Rotarian if he would also be interested.

(Action: Clerk / GW / DC; immediately)

**INF1122/12 STREETLIGHTING**

Members considered a report regarding part-night lighting proposals (reference 34/2223 referred). There was discussion regarding required consultation. It was

RESOLVED: That the Chair and councillor Sinfield works with the Clerk to determine Council owned streetlights which should be kept on for safety reasons with proposals for the switching times to be included.

(Action: SO / LS / Clerk; 19.01.23)

**INF1122/13 BUDGET**

Members approved the Infrastructure committee budget proposals for recommendation to Full Council (report reference 35/2223 referred). It was

RESOLVED: to approve a budget allocation of £10k for Infrastructure committee related projects as set out in the Appendix.

(Action: RFO; immediately)

**INF1122/14 ITEMS FOR NOTING**

- a) Vinces Road junction improvement scheme – members noted that the scheme is due to be completed by the end of November.
- b) Progress report – members noted progress on decisions made at the last meeting.

**INF1122/15 MEMBER FORUM**

There were several issues raised relevant to this committee from members for brief discussion, action, or inclusion on a future agenda.

A letter will be drafted regarding Police engagement for review by the Clerk and onward distribution to the Inspector and all members were asked to forward any points for inclusion in the letter to cllrs Waterman / Welch. Two points for inclusion were requesting regular police presence at Town Council meetings the effectiveness of CCTV.

There was a request to increase the number of Infrastructure committee meetings. It was noted that due to postponement of an earlier meeting, there had been a longer gap than usual and that an even spread would be presented in the draft Schedule of Meetings for next year. Members were reminded that projects can be pushed forward in-between meetings and that there is some overlap with other committees for inclusion on their agendas where appropriate and if decisions are required sooner than the next meeting date. The Town Council is primarily reliant on higher tier authorities given they have the powers to act in most infrastructure related projects.

Cllrs Collins & Sinfield advised that they are sourcing funding to produce a 'Welcome to Diss' leaflet and it was noted that the bench will be replaced outside Diss Publishing in due course.

(Action: GW / JW / Clerk / DC / LS; by 19.01.23)

**INF1122/16 DATE OF THE NEXT MEETING**

Members noted that the next meeting of the Infrastructure Committee is scheduled for 25<sup>th</sup> January 2023.

Meeting Closed at: 9.15pm.

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Chairman: Councillor Olander

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

Item 7

No.	Priority Number	SMART Objectives	How will we achieve these objectives?	When will we achieve these objectives?	Who will achieve these objectives?  Officer / contractor / cllr / local authority	What costs will be incurred for each of the steps / objectives?	How will we measure whether we have achieved each step / objective(s)?	Progress
1	Priority 1 of 5: Town Cleanliness (Infrastructure Committee)	A. To reduce the number of cigarette ends in the town centre by 50% from March 2021 to Summer 2023	2. Work with local cafés and pubs to understand issues and explore possible solutions  3. Consider providing receptacles for businesses to place on their properties for disposing of cigarette butts  6. Work with District Council's Community Protection Team to carry out enforcement, issuing FPN tickets for the offence of littering  7. Conduct a media campaign in conjunction with above	Spring-23	Clerk / Infrastructure committee member	Staffing costs / member time	Notes / outcomes from discussions  Location plan of receptacles for disposing of cigarette butts  No. of FPN tickets issued  No. of press releases / web visits / social posts / likes, reach and shares.	<p>Much work has gone into improving the in-house cleaning methods to address the Council's cleanliness objective. A third van with in-built watering system has been purchased along with billy goat hoover as per minute ref INF1122/07 a (report ref 32/2223). Feedback to date has been positive and this equipment is reducing the number of cigarette ends, litter and pigeon faeces in the town centre.</p> <p>Members need to consider whether the objectives originally set to meet these objectives are still worthwhile and if so allocate a timeframe and resources to review &amp; deliver given other priorities.</p>
2	Priority 1 of 5: Town Cleanliness (Infrastructure Committee)	B. To reduce the quantity of other litter including dog waste in the town centre by 20% from Spring 2021 to Summer 2023	2. Review number of litter bins, location, capacity versus used space & frequency of emptying to determine appropriateness given usage (check last review)  5. Empty the more used bins more frequently to encourage usage and monitor usage  6. Install signage on bins asking residents to contact DTC when the bins are full  7. Work with District Council's Community Protection Team to carry out enforcement, issuing FPN tickets for the offence of dog fouling  8. Liaise with Diss Youth Group / Council for input regarding helping the environment campaigns via schools  9. Conduct a media campaign  10. Work with District Council's Environmental Services team to increase recycling across the town.	Jul-23	Clerk / Maint Man / Infrastructure committee / Diss Youth Group	Staffing costs	A location plan of all bins has been prepared.  Revised bin emptying schedule  Photo of sample bin with signage  No. of FPN tickets issued  Report on outcomes & plan of helping the environment campaign for schools  No. of press releases / web visits / social posts / likes, reach and shares.	
3	Priority 1 of 5: Town Cleanliness (Infrastructure Committee)	C. To reduce the quantity of pigeon faeces in the town centre of Diss by 50% from January 2021 to Summer 2023	3. To continue to publicise responsible wildlife feeding (press release / website / Diss Matters)  4. To install bird feeders on Mere's Mouth / Park to encourage responsible feeding  5. Work with local businesses to support them in keeping their premises clean and well maintained  6. Consider ways of improving in house cleaning methods in the town centre (further to SNC liaison & equipment purchase, look to compliment this)	Spring-23	Clerk / F&B Manager / Contractor / District Council / Infrastructure committee / Local business reps	£500 new wildlife display boards around Mere / Park  Up to £1k (contractor has agreed to finance feeders, fill & maintain but not materialised)  Up to £25k depending on SNC purchase	No. of posts / followers / shares / webpage views / press articles  No. of sales from bird feeders  Photos of town centre before & after  Feedback from traders, residents and visitors of Diss  No. of well-maintained and clean shop fronts at end of period vs existing  Quality vs quantity of cleaning	



## DISS TOWN COUNCIL

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Report Number:  
**48 / 2223**

Report to:	Infrastructure Committee
Date of Meeting:	25 <sup>th</sup> January 223
Authorship:	Town Clerk
Subject:	Streetlighting

### Introduction

1. At the last meeting of this committee members considered a report (reference 34/2223) regarding part-night lighting proposals. It was resolved (minute reference INF1122/12) that the Chair and councillor Sinfield works with the Clerk to determine Council owned streetlights which should be kept on for safety reasons with proposals for the switching times to be included.
2. Cllrs Olander, Sinfield & Taylor met with the Clerk on 18<sup>th</sup> January to review locations of all lights in relation to the proposal to switch off some of the lights during the night to save on electricity costs and benefit the environment.

### Proposal

3. Of the 229 lights owned by the Town Council, it is proposed to part-night light 119 of them i.e. 52% (see Appendix A).
4. The proposal is based on highways safety and therefore it is proposed to retain the night lighting on town centre streets such as Mere St and main through roads such as Roydon Road as well as those lights on footways connecting developments. These were the same principles used by the District Council prior to transfer of ownership when they carried out their needs assessment in 2018 (Appendix B).
5. The proposal also supports the energy efficiency / carbon footprint reduction aims of the Town Council and nationally as well as the darker skies policy of the Diss & District Neighbourhood Plan.
6. The Action Group also considered the switching times following discussion at the last meeting that Suffolk County Council's policy to switch off from 23.30 to 06.00 was too early.
7. Taking account of the public transport schedules and extension to licensing hours, it is proposed that the lights are switched off at 1am and back on again at 5.30am.
8. There are 6 comments in the Notes column, which will be reviewed prior to implementation.

### Savings

9. An update on the cost and carbon savings from this part-night lighting proposal will be requested from SCC.

### **Recommendation**

To switch off 119 streetlights owned by Diss Town Council as per Appendix A between 1am and 5.30am with immediate effect and publicise the cost and carbon savings made.

Notes	Proposal for part-night lighting	unit number	street	location
Review footway lighting	Off	9012	BEEHIVE YARD	ON POLE
	Off	9101	BLOOMFIELD ROAD	ON FOOTPATH TO WILBYE AVE
	Off	9102	BLOOMFIELD ROAD	AT NEXT TO PILLAR BOX ON POLE 1
	Off	9103	BLOOMFIELD ROAD	AT 2ND ON LEFT ON POLE 2
	Off	9104	BLOOMFIELD ROAD	AT 3RD ON LEFT ON POLE 3
	Off	9314	BLOOMFIELD ROAD	REAR OF 9
	Off	9315	BLOOMFIELD ROAD	REAR OF 13
	Off	9316	BLOOMFIELD ROAD	SIDE OF 6
	Off	9317	BLOOMFIELD ROAD	OUTSIDE NO. 3 ON GRASSED AREA
	Off	9318	BLOOMFIELD ROAD	OUTSIDE NO. 16/17 ON GRASSED
	Off	9319	BLOOMFIELD ROAD	REAR OF 26
	Off	9320	BLOOMFIELD ROAD	REAR OF 20
	Off	9321	BLOOMFIELD ROAD	SIDE OF CLARE HOUSE ON PATH
	Off	9299	BREWERS GREEN LANE	ON POLE O/S NO.1
	On	9003	CHAPEL STREET	OPPOSITE ROYAL MAIL
	On	9005	CHAPEL STREET	OUTSIDE NO. 11 ON POLE 71
	On	9006	CHAPEL STREET	OUTSIDE NO.39 ON POLE 69
	Off	9300	COTMAN CLOSE	ON ISLAND IN GARAGE AREA
	Off	9301	COTMAN CLOSE	NEAR TAYLOR RD JUNCTION
	Off	9302	COTMAN CLOSE	OUTSIDE NO. 3
	On	9303	COTMAN CLOSE	ADJACENT NO. 11
	Off	9304	COTMAN CLOSE	OUTSIDE NO. 17
	On	9305	COTMAN CLOSE	OUTSIDE NO. 23
	On	9306	COTMAN CLOSE	ON CORNER OF PATH LEADING TO
	Off	9016	CROFT CLOSE	OUTSIDE NO. 11 ON COL NO. 2
	Off	9017	CROFT CLOSE	OUTSIDE NO. 2 ON COL NO. 1
Not Croft Close but Crome Close	On	9247	CROFT CLOSE	OUTSIDE NO. 3
			DENMARK LANE	OUTSIDE NO.2 ON POLE NUMBER
	On	9023	DENMARK LANE (STANLEY RD)	SIDE OF NO. 62 ON POLE 251
	On	S/L 156	DRAPERS ROW	AT DRAPERS ROW, DISS
Does SNC want to pay DTC to maintain 339 / 340 & 341 in Factory Lane?	On	9264	FACTORY LANE	OPPOSITE NO. 22 AND POPPIES
	Off	9020	FAIR GREEN	OUTSIDE NO.10 ON POLE 190
	Off	9021	FAIR GREEN	OUTSIDE NO.18 ON POLE 192
	Off	9161	FALCON AVENUE	OUTSIDE NO. 12
	Off	9162	FALCON AVENUE	OUTSIDE NO. 7 ON POLE 3
	On	9163	FALCON AVENUE	OUTSIDE NO. 15
	Off	9169	FALCON AVENUE	OUTSIDE NO. 3 ON POLE 1
	Off	9109	FITZWALTER ROAD	OUTSIDE NO.1
	Off	9110	FITZWALTER ROAD	OUTSIDE NO.4
	Off	9111	FITZWALTER ROAD	OUTSIDE NO.15
	Off	9112	FITZWALTER ROAD	OUTSIDE NO 27
	On	9113	FITZWALTER ROAD	SIDE OF NO. 39 ON POLE 5
	On	9330	FITZWALTER ROAD	IN ALLEY WAY FRENZE ROAD
	On	9331	FITZWALTER ROAD	
	Off	9164	HAWK CRESCENT	OUTSIDE NO. 17
	Off	9165	HAWK CRESCENT	OUTSIDE NO. 24
	Off	9166	HAWK CRESCENT	OUTSIDE NO. 29
	Off	9167	HAWK CRESCENT	OUTSIDE NO. 37 ON POLE 1
	Off	9170	HAWK CRESCENT	OUTSIDE NO. 1 ON POLE 6
	Off	9171	HAWK CRESCENT	OUTSIDE NO. 7
	On	9322	HAWK CRESCENT	ON PATH BETWEEN HAWK CRES
	Off	9137	HEYWOOD AVENUE	OUTSIDE NO. 59 ON POLE 10
	Off	9138	HEYWOOD AVENUE	OUTSIDE NO. 49 ON POLE 11
	On	9139	HEYWOOD AVENUE	OUTSIDE NO. 45 ON POLE 12
	Off	9140	HEYWOOD AVENUE	OUTSIDE NO. 26 ON POLE 7
	Off	9141	HEYWOOD AVENUE	OUTSIDE NO. 29 ON POLE 13
	Off	9142	HEYWOOD AVENUE	OUTSIDE NO. 18 ON POLE 6
	Off	9143	HEYWOOD AVENUE	OPPOSITE NO. 14 ON POLE 5
	Off	9144	HEYWOOD AVENUE	OUTSIDE NO. 10 ON POLE 4
	Off	9146	HEYWOOD AVENUE	OUTSIDE NO. 5 ON POLE 3
	Off	9147	HEYWOOD AVENUE	OPPOSITE NO. 1 ON POLE 2
	Off	9148	HEYWOOD AVENUE	JUNCTION HEYWOOD RD
	Off	9149	HEYWOOD AVENUE	OUTSIDE NO. 34 ON POLE 9
	Off	9150	HEYWOOD AVENUE	OPPOSITE NO. 28 ON POLE 8
	Off	9151	HEYWOOD AVENUE	AT NO. 13 ON POLE 14
	On	9179	HEYWOOD ROAD	OUTSIDE LONGVIEW ON POLE 518
	On	9180	HEYWOOD ROAD	OPPOSITE NO. 44

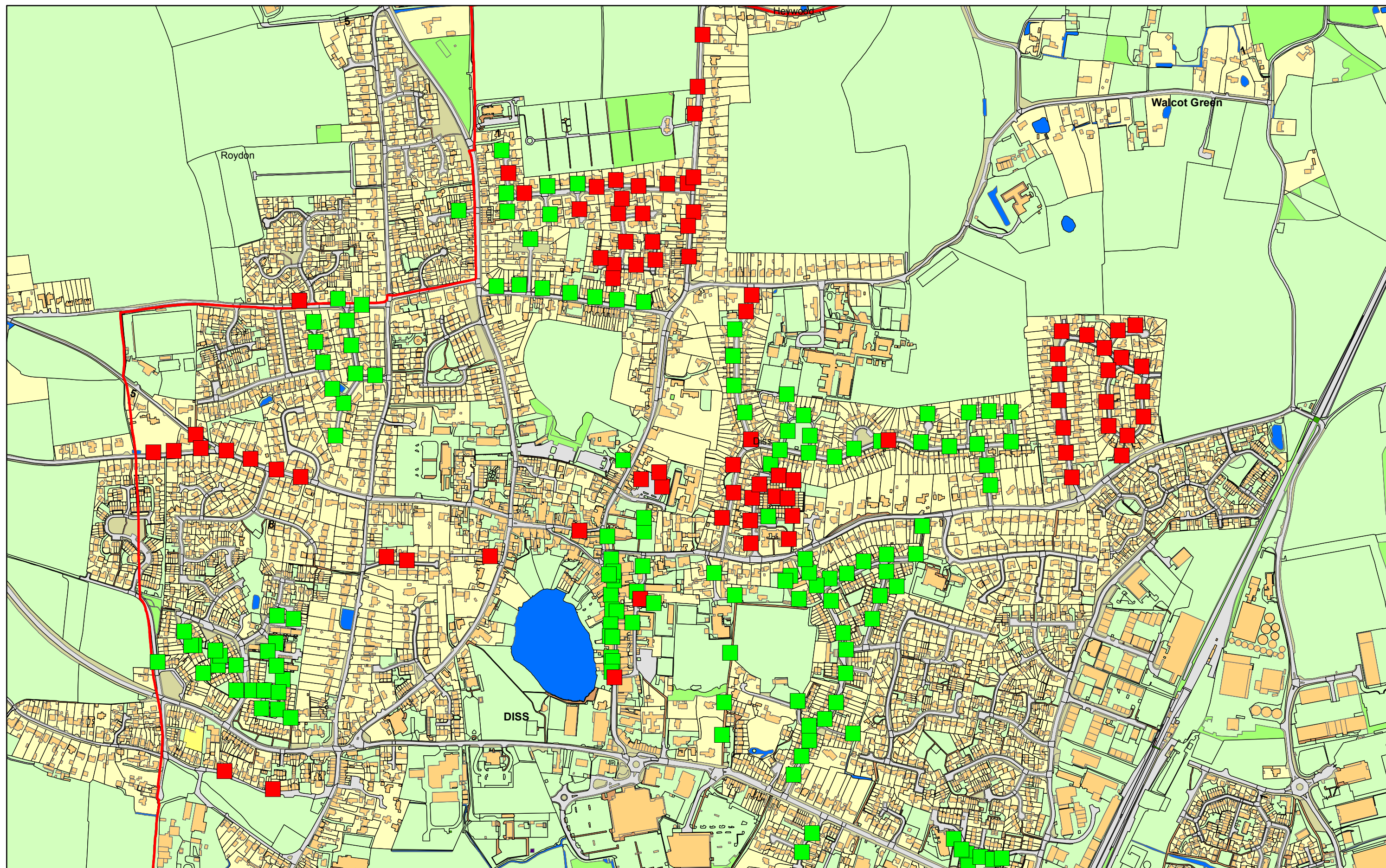


Notes	Proposal for part- night lighting	unit number	street	location
	On	9181	HEYWOOD ROAD	OPPOSITE NO. 38 ON POLE 28
	On	9182	HEYWOOD ROAD	OUTSIDE NO. 37 ON POLE 280
	On	9183	HEYWOOD ROAD	OUTSIDE NO. 14 ON POLE 122
	On	9184	HEYWOOD ROAD	OUTSIDE SCOUT HALL ON POLE
	On	9185	HEYWOOD ROAD	OUTSIDE NO. 4 ON POLE 119
	Off	9132	JENNINGS WAY	OUTSIDE NO. 12 ON POLE 3
	Off	9133	JENNINGS WAY	OUTSIDE NO.8 ON POLE 4
	Off	9134	JENNINGS WAY	OUTSIDE NO. 16 ON POLE 2
	Off	9135	JENNINGS WAY	OUTSIDE FLATS 22/25
	Off	9136	JENNINGS WAY	OUTSIDE NO. 5 ON POLE 5
	On	9266	JENNINGS WAY	IN FOOTPATH TO SUNNYSIDE
	Off	9307	LADBROOK CLOSE	LADBROOKE CLOSE AT
	Off	9308	LADBROOK CLOSE	ADJACENT TO GARAGE BLOCK
	Off	9309	LADBROOK CLOSE	ON PATH LEADING TO TAYLOR RD
	Off	9310	LADBROOK CLOSE	SIDE OF REAR GARDEN OF 20
	On	9213	MERE STREET	
	On	9214	MERE STREET	ON WALL OF NATIONWIDE
	On	9215	MERE STREET	ON CARPHONE WAREHOUSE
	On	9216	MERE STREET	ON WALL OF COSTA COFFEE
	On	9217	MERE STREET	ON WALL OF TATTERS
	On	9218	MERE STREET	ON WALL OF WILLIAM HILL
	On	9219	MERE STREET	OUTSIDE 16
	On	9220	MERE STREET	ON WALL OF HEMSTOCKS
	On	9323	MERE STREET	OUTSIDE TOURIST INFORMATION
	On	9278	MERE STREET (MARKET PLACE)	ON WALL OF BEALES
	On	9279	MERE STREET (MARKET PLACE)	ON WALL OF POST OFFICE RHS
	On	9280	MERE STREET (MARKET PLACE)	ON WALL OF POST OFFICE LHS
	On	9281	MERE STREET (MARKET PLACE)	ON WALL, CORNER OF SMITHS
	On	9282	MERE STREET (MARKET PLACE)	ON WALL, BTW N/P BUILDING
	On	9284	MERE STREET (MARKET PLACE)	ON WALL OF MEAT INN
	On	9285	MERE STREET (MARKET PLACE)	BETWEEN THIS AND THAT AND MR
	On	9044	MISSION ROAD	OUTSIDE SCRAP YARD ON POLE
	On	9045	MISSION ROAD	OUTSIDE NO. 13 ON POLE 346
	On	9046	MISSION ROAD	OUTSIDE NO. 11 ON POLE 49
	On	9288	MISSION ROAD	OUTSIDE NO. 1 ON POLE 47
	Off	9048	MOUNT PLEASANT	OUTSIDE NO. 25
	On	9296	MOUNT STREET	ON FOOTPATH TO CAR PARK
	Off	9051	ORCHARD GROVE	OUTSIDE NO. 1
	Off	9052	ORCHARD GROVE	OUTSIDE NO. 4
	Off	9053	ORCHARD GROVE	OUTSIDE NO. 8
	Off	9054	ORCHARD GROVE	OUTSIDE NO. 13
	Off	9055	ORCHARD GROVE	OUTSIDE NO. 16
	Off	9056	ORCHARD GROVE	OUTSIDE NO. 19
	Off	9199	PEARMAIN ROAD	OUTSIDE NO. 20
	Off	9200	PEARMAIN ROAD	OUTSIDE NO. 3
	Off	9201	PEARMAIN ROAD	OUTSIDE NO. 11
	Off	9202	PEARMAIN ROAD	OUTSIDE NO. 15
	Off	9160	PEREGRINE CLOSE	OUTSIDE NO. 13
	Off	9168	PEREGRINE CLOSE	OUTSIDE NO. 14
	Off	9077	RECTORY MEADOW	REAR OF 15B SKELTON RD (POST
	On	9039	ROSE LANE	ON POLE 50 ADJ MILLSTONE
	Off	9040	ROSE LANE	ON POLE 54 ADJ NO. 6
	Off	9287	ROSE LANE	ON POLE 55 ADJ ROSE COTTAGE
	On	9222	ROYDON ROAD	OUTSIDE NO. 55
	On	9223	ROYDON ROAD	NEAR JUNC OF COBBOLD ST
	On	9224	ROYDON ROAD	OUTSIDE NO.65 AND 67
	On	9225	ROYDON ROAD	OUTSIDE NO.71 AND 73
	On	9226	ROYDON ROAD	OUTSIDE NO.77 AND 79
	On	9227	ROYDON ROAD	OUTSIDE NO. 85
	On	9228	ROYDON ROAD	OUTSIDE NO. 89
	On	9117	SKELTON CLOSE	OUTSIDE NO. 11
	On	9118	SKELTON ROAD	NEAR TWO OAKS
	On	9119	SKELTON ROAD	OUTSIDE NO. 2A ALMA HOUSE
	On	9120	SKELTON ROAD	OUTSIDE NO. 6
	On	9121	SKELTON ROAD	OUTSIDE NO. 15
	On	9122	SKELTON ROAD	JUNCTION WITH SKELTON RD
	On	9123	SKELTON ROAD	OUTSIDE NO. 16
	On	9124	SKELTON ROAD	OPPOSITE NO. 37
	On	9125	SKELTON ROAD	OPPOSITE FLATS 48/60
	On	9126	SKELTON ROAD	OUTSIDE NO. 36
	On	9127	SKELTON ROAD	OPPOSITE NO. 87

Notes	Proposal for part- night lighting	unit number	street	location
	On	9128	SKELTON ROAD	OUTSIDE NO. 97
	On	9129	SKELTON ROAD	OPPOSITE NO. 72
	On	9130	SKELTON ROAD	OUTSIDE NO. 76
	On	9274	SKELTON ROAD	OUTSIDE FLATS NO. 111/115
	On	9275	SKELTON ROAD	SIDE OF FLATS NO. 111/115 O/S
	On	9277	SKELTON ROAD	REAR OF 93 IN GARAGE AREA
	On	9211	ST MARYS CHURCHYARD PATHWAY	AT 1ST LIGHT ON RIGHT
	On	9212	ST MARYS CHURCHYARD PATHWAY	AT 2ND LIGHT ON RIGHT
	Off	9114	ST MARYS DRIVE	OUTSIDE NO. 30
	Off	9115	ST MARYS DRIVE	OUTSIDE NO. 14
	Off	9116	ST MARYS DRIVE	OUTSIDE NO. 2 ON POLE 3
	Off	9272	ST MARYS DRIVE	REAR OF NO. 22 IN GARAGE AREA
	On	9248	STANNARD CLOSE	OUTSIDE GARAGES NO. 82/91
	Off	9311	STANNARD CLOSE	AT FIRST ON LEFT NR JUNCTION
	Off	9312	STANNARD CLOSE	OUTSIDE NO. 1
	Off	9313	STANNARD CLOSE	OUTSIDE NO. 8
9042 also on map - keep on	On	9043	STUSTON ROAD	ON POLE 220
	On	9067	SUNNYSIDE	OUTSIDE NO. 50 ON POLE 129
	On	9068	SUNNYSIDE	OUTSIDE NO. 48 ON POLE 128
	On	9069	SUNNYSIDE	OUTSIDE SALVATION ARMY
	On	9070	SUNNYSIDE	OUTSIDE NO. 16 ON POLE 125
	On	9072	SUNNYSIDE	OUTSIDE NO. 8 ON POLE 124
	On	9073	SUNNYSIDE	OUTSIDE NO. 56 ON POLE 130
	On	9265	SUNNYSIDE	OUTSIDE NO. 26 ON POLE 126
	Off	9071	TAVERN CLOSE	OUTSIDE NO. 8
	On	9026	TAVERN LANE	AT 1ST ON LEFT
	On	9027	TAVERN LANE	OUTSIDE NO. 1
	Off	9186	TAYLOR RD SITE	ON GARAGE NO.100
	Off	9187	TAYLOR RD SITE	ON GARAGE NO. 97
	Off	9188	TAYLOR RD SITE	ON GARAGE NO. 84
aka Crome Close	Off	9189	TAYLOR RD SITE	ON GARAGE NO. 72
aka Crome Close	Off	9190	TAYLOR RD SITE	ON GARAGE NO. 81
	Off	9191	TAYLOR RD SITE	ON GARAGE NO. 68
	Off	9192	TAYLOR RD SITE	ON GARAGE NO. 56
	On	9007	THE ENTRY	OUTSIDE IONA ON POLE 284
	On	9008	THE ENTRY	ON POLE 291
	On	9009	THE ENTRY	ON POLE 289
	On	9010	THE ENTRY	ON POLE 287
	On	9011	THE ENTRY	ON POLE 285
	Off	9029	THOMAS MANNING ROAD	OUTSIDE NO.4
	Off	9030	THOMAS MANNING ROAD	OUTSIDE NO.16
	Off	9031	THOMAS MANNING ROAD	REAR OF NO. 8
	Off	9032	THOMAS MANNING ROAD	OUTSIDE NO.14
	Off	9033	THOMAS MANNING ROAD	OUTSIDE NO. 22
	Off	9034	THOMAS MANNING ROAD	OUTSIDE NO. 30
	Off	9035	THOMAS MANNING ROAD	OUTSIDE NO. 40
	Off	9037	THOMAS MANNING ROAD	REAR OF NO. 32
	On	9203	UPLANDS WAY	OUTSIDE NO.67
	On	9204	UPLANDS WAY	OUTSIDE NO.57
	On	9205	UPLANDS WAY	OUTSIDE NO.49A
	On	9206	UPLANDS WAY	OUTSIDE NO.46
	On	9207	UPLANDS WAY	ON ROUNDABOUT
	On	9208	UPLANDS WAY	OUTSIDE NO.27
	On	9209	UPLANDS WAY	OUTSIDE NO.16
	On	9210	UPLANDS WAY	OUTSIDE NO.5
	On	9267	UPLANDS WAY	OUTSIDE NO.82
	On	9268	UPLANDS WAY	OUTSIDE VETS ADJ TO SUB
	Off	9024	VICTORIA CLOSE	OUTSIDE NO. 3 ON COL 1
	Off	9025	VICTORIA CLOSE	OUTSIDE NO. 7
	Off	9075	VICTORIA ROAD	SIDE OF 113A (NEAR ENTRANCE TO
	Off	9172	WALCOTT RISE	OUTSIDE NO. 7
	Off	9173	WALCOTT RISE	OUTSIDE NO.11
	Off	9174	WALCOTT RISE	OUTSIDE NO. 19
	Off	9175	WALCOTT RISE	OUTSIDE NO. 29
	Off	9176	WALCOTT RISE	OUTSIDE NO. 37
	Off	9177	WALCOTT RISE	OUTSIDE NO. 43
	Off	9178	WALCOTT RISE	OUTSIDE NO.49 ON POLE 7
	On	9079	WILLBYE AVENUE	OUTSIDE NO. 36
	Off	9080	WILLBYE AVENUE	OUTSIDE NO. 20
	On	9081	WILLBYE AVENUE	OUTSIDE NO. 19
	On	9082	WILLBYE AVENUE	REAR OF NO. 13 IN GARAGE AREA

Notes	Proposal for part- night lighting	unit number	street	location
	On	9083	WILLBYE AVENUE	OUTSIDE NO. 8
	On	9092	WILLBYE AVENUE	OUTSIDE NO. 84A
	Off	9094	WILLBYE AVENUE	OUTSIDE NO. 111
	Off	9095	WILLBYE AVENUE	OUTSIDE NO. 129
	On	9096	WILLBYE AVENUE	SIDE OF NO. 82
	Off	9097	WILLBYE AVENUE	OUTSIDE NO. 83/85
	On	9098	WILLBYE AVENUE	OUTSIDE NO. 75
	Off	9099 (233)	WILLBYE AVENUE	OUTSIDE NO. 48
	On	9229	WILLBYE AVENUE	SIDE OF HIGHFIELDS (29 FRENZE
	Off	9230	WILLBYE AVENUE	OUTSIDE NO. 92/94
	Off	9231	WILLBYE AVENUE	OUTSIDE NO. 116/118
	On	9232	WILLBYE AVENUE	OUTSIDE NO. 72/74
	On	9233	WILLBYE AVENUE	OUTSIDE NO. 48/50
	On	9234	WILLBYE AVENUE	OUTSIDE NO. 26/28
	Off	9235	WILLBYE AVENUE	OPPOSITE NO. 31
	On	N/N	WILLBYE AVENUE	OUTSIDE NO.51/53
	Off	9236	WILLBYE AVENUE	OPPOSITE NO. 5
	Off	9131	WILLIAMSON CLOSE	OUTSIDE NO. 11A ON POLE 3
	Off	9145	WILLIAMSON CLOSE	OUTSIDE NO. 4 ON POLE 2
	Off	9152	WILLIAMSON CLOSE	OPPOSITE NO. 2 ON POLE 1
	Off	9153	WILLIAMSON CLOSE	OPPOSITE NO. 9 ON POLE 4

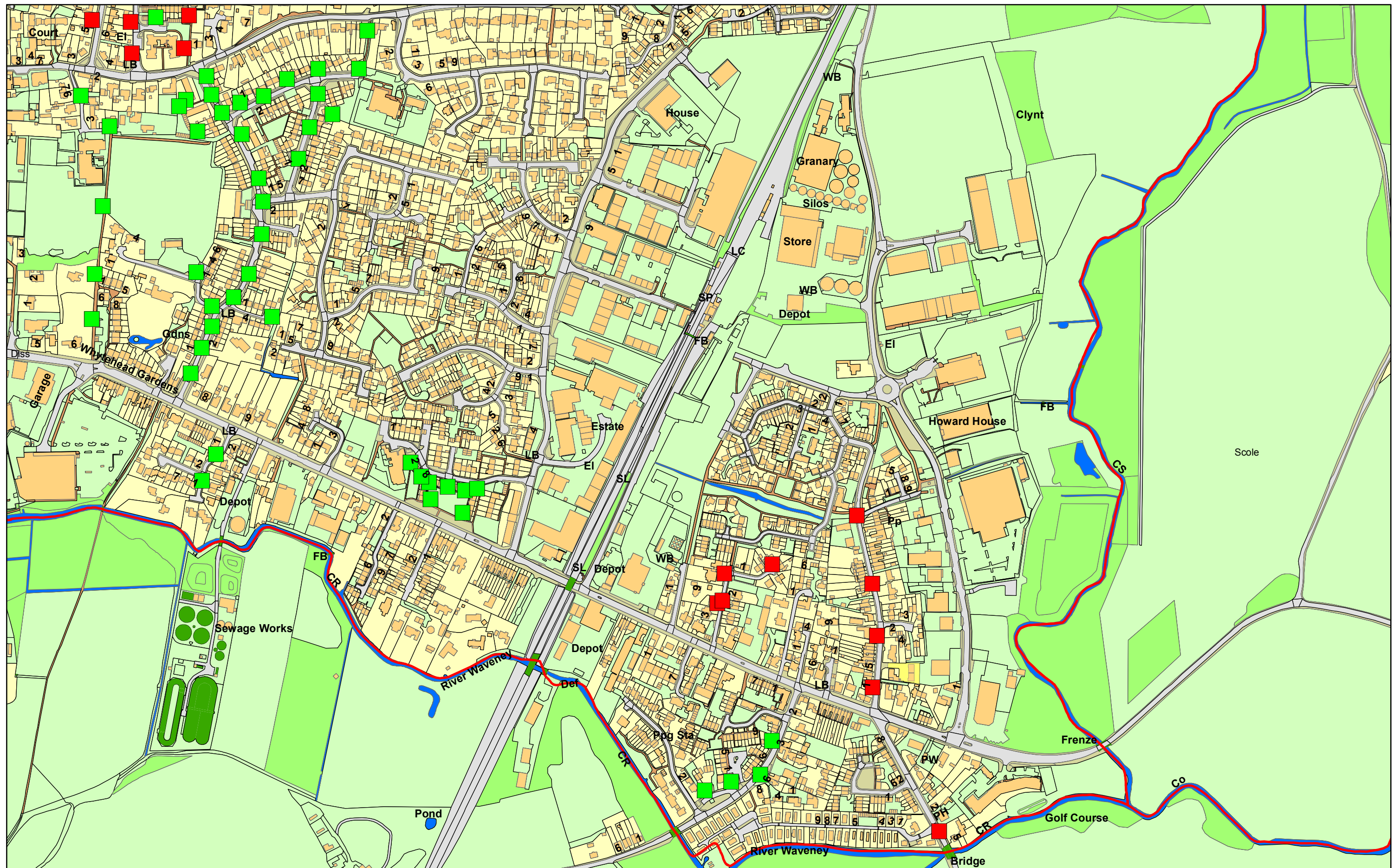



**Legend**

- Lights provisionally not needed
- Lights provisionally needed

**Footway Lights in the Provisional Assessment – Diss (Map 1)**





**Legend**

Lights provisionally not needed

Lights provisionally needed

Footway Lights in the Provisional Assessment – Diss (Map 2)



**From:** Albert Clegg <[albert@budstudio.co.uk](mailto:albert@budstudio.co.uk)>  
**Sent:** 18 January 2023 11:37  
**To:** Diss Town Council <[towncouncil@diss.gov.uk](mailto:towncouncil@diss.gov.uk)>  
**Subject:** Re: Public Realm art Project - Diss

Hey guys,

I was wondering if you have had a chance to look at this? I did a post on the Diss Community Facebook page and had an overwhelmingly positive response with 90 comments and 235 likes. In order to progress with the project we need the support of the local council.

After we have gained your support we will then contact freeholders for wall permissions. When we have done that we will then do our Arts Council bid. There will also be some formal community engaging before putting together a bid.

Please let me know if you have any questions, it would be great to make this happen for the community.

Many thanks,

Albert

On Fri, Jan 13, 2023 at 11:11 AM Albert Clegg <[albert@budstudio.co.uk](mailto:albert@budstudio.co.uk)> wrote:  
Hello, I hope you are well.

My names Albert and I am an artist working under the alias of Agwa. I am also the founder and lead artist at Bud Studio.

We have been developing an idea to create some large scale artworks in Diss and want to gauge if this is something the community may be interested in?

Our focus would be outside of the conservation area focusing on the more modern industrial buildings, especially around the station. No exact locations have been identified as of yet.

The artworks would be community led and the themes and aesthetics defined through community workshops.

The inspiration for this project comes from the massive oversaturation of similar projects in London, where we are based. We want to bring creative opportunities to areas outside of London, which we think would have a bigger benefit to the community.

I studied in Norwich and my father in law lives in Diss hence why we are suggesting Diss as a possible location.

If there is interest in the project we shall do an Arts Council England bid so no money will be taken from the local government.

You can learn more about our studio on our website [www.budstudio.co.uk](http://www.budstudio.co.uk). I have also attached a deck of some of our recent public realm artworks.

If you have any questions please get in touch.

Many thanks,

Albert

--

Albert Clegg  
Founder and Lead Artist

**DISS TOWN COUNCIL**

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Diss, Norfolk, IP22 4JZ.  
Telephone & Fax: (01379) 643848  
Email: [towncouncil@diss.gov.uk](mailto:towncouncil@diss.gov.uk)  
Website: [www.diss.gov.uk](http://www.diss.gov.uk)

Report Number:  
**49 / 2223**

Report to:	Infrastructure Committee
Date of Meeting:	25 <sup>th</sup> January 2023
Authorship:	Town Clerk
Subject:	Land purchase – Denmark Lane

Introduction

1. Councillor Waterman has identified a small triangle of land on Denmark Lane (as marked on Appendix A), which the owner is prepared to sell.
2. Further details about the land, correspondence with the landowner and proposals for the use of the land can be viewed at Appendix B.
3. The landowner purchased the land for £25k and would sell for £10k to Diss Town Council.
4. The proposal is to purchase the site, clear the rubbish and cut back rogue vegetation, excavate the Blacker Bombard (a form of Home-Guard defence) and place an information board by it so that it becomes a community green space. It is also suggested that it is managed as such by a group of Trustees, similar in nature and operation to Quaker Wood and its Steering Group.

Powers

5. The powers of local councils to acquire land by agreement or gift are largely contained in section 124 of the Local Government Act 1972, which states that for the purposes of the benefit, improvement or development of their area, a parish or community council may acquire by agreement any land, whether situated inside or outside their area.

Community Infrastructure Levy

6. The Community Infrastructure Levy (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 Community Infrastructure Levy (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.

#### **Budget**

8. Diss Town Council currently has £68,408 of CIL Funds in its Earmarked Reserves as at 31<sup>st</sup> December 2022.
9. It is proposed that this committee recommends to Full Council expenditure of £10k from CIL funds to purchase this land appointing a firm of qualified chartered surveyors or valuers to carry out the necessary conveyancing work on its behalf.
10. Where land is purchased by agreement, it is common practice for each party to bear their own legal costs in respect of the conveyancing and transfer. However, it sometimes occurs that one of the parties may require the other to pay all legal costs, as a precondition of his/her agreement to a sale or purchase.

#### **Recommendation**

To recommend to Full Council the purchase of the small triangle of land on Denmark Lane (marked by a cross on Appendix A) from the landowner for £10k allocated to Earmarked Reserves CIL with associated additional costs relating to conveyancing to be considered at a future Council meeting.





Long Meadow Play Park

The Jungle Body  
With Claire UK

Believe in Magic Parties

Denmark Ln

Basham St

Spiers Wy

Rainbow Photogra

Buxton Rd

Terri Rose  
Florist

Taylor Rd

Crone Cl

Stannard C

Jcs Cleaning Services

A1066

A1066

Stanley Rd

**Sarah Richards**

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**From:** George Waterman  
**Sent:** 15 January 2023 19:22  
**To:** Sarah Richards; Sonya French; Eric Taylor; Simon Olander; Sue Kiddie; Sonia Browne; Kieran Murphy; John Robertson; John Wooddissee; Welch Jim; Alex Jamieson; Liz Sinfield; Robert Ludkin; Collins Doreen; Mark Gingell; Richard Peaty  
**Subject:** George's Thoughts - Bombard  
**Attachments:** Image.jpeg; Image.jpeg; Image.jpeg; Image.jpeg; Image.jpeg; Image.jpeg; Image.jpeg; Image.jpeg; Image.jpeg; Image.jpeg; Image.jpeg

## George's Thoughts 15/1/23 - Bombarded with Possibility

This is a relatively short edition of George's Thoughts, following a chain of events that started back in about June last year. I'll summarise it all now for those of you who may not know what's been going on:

On the June litterpick last year I was picking through a piece of land to the west of Taylor Rd, coming off of Denmark Lane. It is a small triangle of land with some mature trees, numerous brambles and shrubs, a fence along one side and plenty of flytipped rubbish. While clearing the northern end of the site I came across a large concrete circle with a silver coloured metal spigot poking out the top of it. I mentioned this discovery to volunteers at Quaker Wood the following month in July, where one of them informed me that what I found was probably the mounting point of the old Home-Guard Blacker Bombard.

Blacker Bombards were a form of Home-Guard defence that were spread across the country in case of German invasion during WW2. They are essentially mobile machine guns, with the bit I discovered being the spigot that the gun would have sat on. The gun would have been trained up the old Roydon High Road had there been a battle. It's likely that the bit that's visible right now is just the top of the whole surviving Bombard structure, which should be a dugout in the ground with room for sandbags and a few Home-Guard soldiers.

Since my discovery I have joined Diss Town Council. During my two week break from work over Christmas, I asked Sarah our Clerk if she could help me determine who the landowner of the site was where the Bombard is located. I was hopeful that the landowner may agree to some volunteers tidying the site up, exposing the Bombard and perhaps placing an information board there to explain what the Bombard is.

Sarah managed to discover that the owner of the site was a Mr Richard Day. With this knowledge I wrote him a letter with a Diss Town Council heading and sent it to his address. The letter contained an explanation of who I am and what I'd like to see happen on his

land. A few weeks passed and Mr Day got in contact with me via email. He explained that he helped develop the affordable homes adjacent to the site and purchased his bit of land off of the original developers for £25,000. He intended to develop the site with some innovative affordable housing himself, but ill health has prevented him from doing this.

Mr Day has explained that he had intended to auction the site soon for the price that he had paid for it, but in light of my letter to him has offered to sell the land to 'our organisation' for the incredibly generous price of £10,000, taking a £15,000 loss on his investment but still securing some money for his family.

This is the entire situation so far. It is clear that the Council needs to have a discussion and come to an agreement on this issue with considerable speed, as this whole situation presents some incredible opportunities for the town.

Suggestions have been made about reviving efforts to develop the site, but given the number of large mature trees there and the historic value of the Blacker Bombard, I would like to make some ideas of my own clear to you all, before we meet to discuss next steps.

The field west of the site will inevitably see development, completely surrounding the site with housing. It is a difficult shape to work with from a development point of view, covered in habitat for wildlife and has significant historical value. In my opinion the Council should work to purchase the site, clear the rubbish on there and cut back rogue vegetation. It should then excavate the Blacker Bombard and place an information board by it. The Council should then create a group of trustees for the site to oversee and manage it as a community green space, similar in nature and operation to Quaker Wood and its Steering Group.

The site would be relatively easy to manage as semi-wild habitat to the south, and more curated green space to the North where the Bombard is located. The site would serve as a kind of 'pocket park', acting as a green lung between the Taylor Rd Estate to the east, Long Meadow Drive to the north and the new development when it is built to the west. It is the least the Council can do to provide green space to current and future residents on that side of town.

Anyway, this is the whole situation, my thoughts included, so I'm keen to hear what everyone else has to say!

George

Sent from [Outlook for iOS](#)









## DISS TOWN COUNCIL

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

Report Number:  
**50 / 2223**

Report to:	Infrastructure Committee
Date of Meeting:	25 <sup>th</sup> January 2023
Authorship:	Town Clerk
Subject:	Diss Park Beacon (item 11)

### Introduction

1. £5k of National Lottery funding has been earmarked for expenditure on extending the beacon in Diss Park (EMR Park General – Beacon Project).

### Specification of works

2. Anglia Stone Ltd were appointed to draft a specification of works in order that comparative quotes can be sourced (Appendix A).
3. The specification recommends that the groundworks are carried out up to 8 weeks in advance of phase 2 to install the panels, paving and seating to allow the ground to settle.

### Timescales

4. It was originally intended to have the unveiling of the extended beacon and lighting ceremony as part of the King's Coronation event. However, the late Queen's Pageant master, who has been managing major events for more than 30 years, has recently announced that beacons will not be lit in celebration as they would like these events to have a markedly different look to those of June 2022 (Appendix B).
5. Having said this, the National Lottery funding granted to the Town Council should usually be spent within one year of the award which is 31<sup>st</sup> March 2023. The funding bid timescales did assume receipt of the funds up to 12 weeks after application and in advance of the June event, which should provide some leeway.

### Quotation

6. Given the timescales above, a quotation has been received from Anglia Stone Ltd for the landscaping and foundation works to support the Beacon extension project (Appendix C).
7. It is therefore recommended that committee appoints Anglia Stone Ltd to carry out the phase 1 works to ensure this proportion of the funds are spent before the financial year end.

### Remaining (EMR) funds

8. The Clerk will liaise with the National Lottery Fund to request an extension to expenditure of the remaining £3k to ensure the project can be completed.

9. It is estimated that additional funds will be required and an application to the Diss Surveyor's Allotment Charity will be submitted in due course.

### Event

10. It is envisaged that a separate event will be planned to unveil the beacon and light it at an appropriate time later in the year.

### *For Beacon / King's Coronation event working group members ...*

11. Since approving the event date of Saturday 6<sup>th</sup> May, Buckingham Palace has announced further details on the ceremonial, celebratory and community events that will take place over the Coronation Weekend between Saturday 6<sup>th</sup> and Monday 8<sup>th</sup> May 2023 (Appendix D).
12. It is suggested that community events should be on the Sunday to give everyone a chance to see what is being televised. This includes the many volunteers who will be required to give up the opportunity to be with friends and family to set up the originally proposed event from approximately midday on the Saturday.
13. It is therefore proposed that we change the date of the event from the Saturday to the Sunday, possibly starting earlier in the afternoon given the time of year / potential weather conditions, remove the beacon ceremony aspect of the event and update the content for the monthly column in the Diss Express accordingly.

### **Recommendations**

1. To appoint Anglia Stone Ltd to carry out the landscaping and foundation works as per quotation received to support the Beacon extension project.
2. To agree a date of Sunday 7<sup>th</sup> May 2023 for the King's Coronation celebration event.

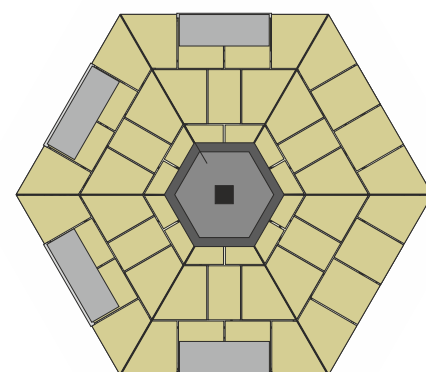
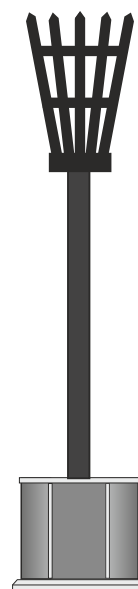


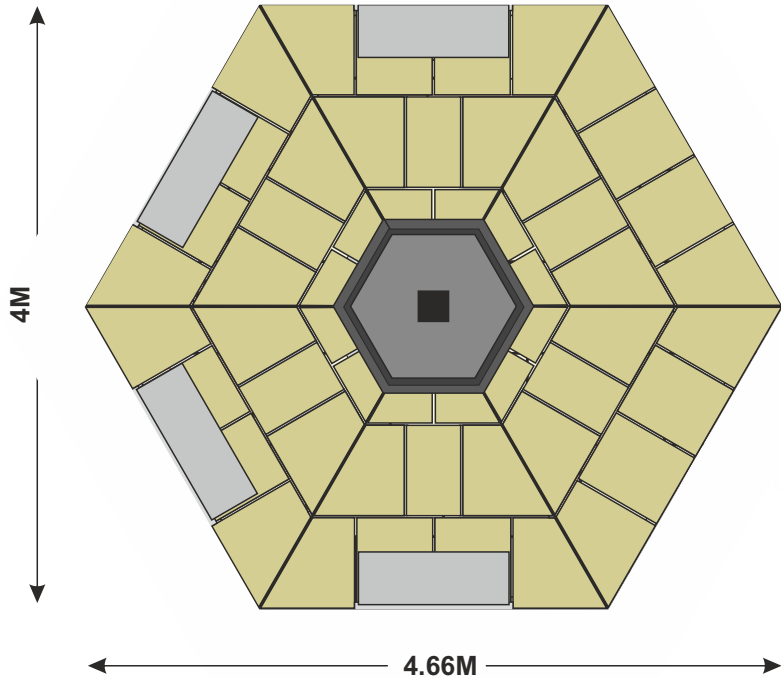
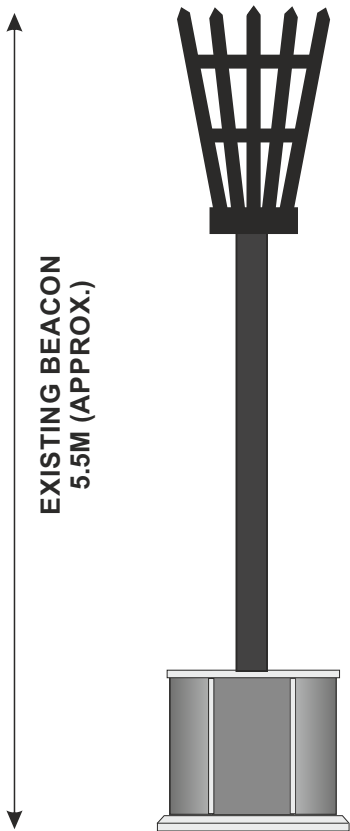
## Proposed commemorative surround and seating area for the existing beacon located in the Park, Diss



### Description of Diss Town Council Requirements

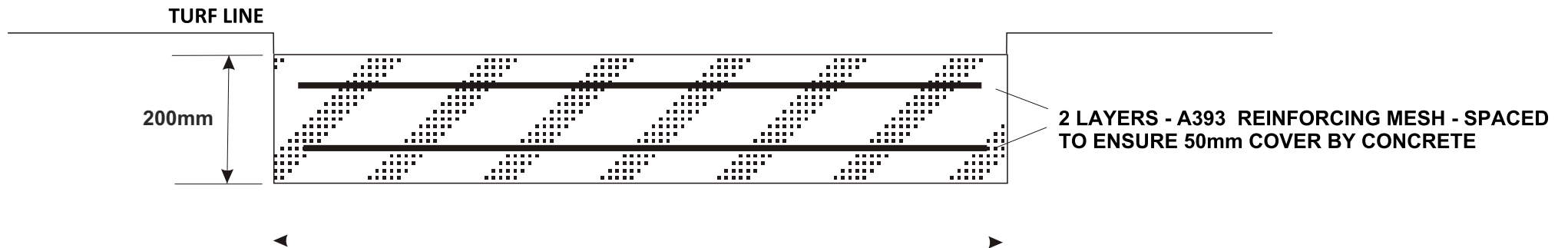
- 1: Site Landscaping
- 2: Construct Foundation
- 3: Supply and lay selected quartz paving (sample to be approved by DTC.).
- 4: In accordance with the attached drawings:
  - a) Construct splayed granite base and concrete block work core
  - b) Supply and install engraved panels (see attached requirements) **TBA?**
  - c) Supply and install stainless steel protective pieces at the panel joints
  - d) Supply and install stainless steel top
- 5: Supply and install 4 granite seats (drawings enclosed)
- 6: Work to a strict completion program April 28th 2023 -  
Landscaping, relaying turf and foundation to be completed by 6th March  
**(Essential to permit restoration of area)**







## FOUNDATION DETAIL

**Foundation Specification:**

Foundation to be in accordance with BS8415 and the National Association of Memorial Masons Code of Working Practice.

Excavate to a depth of 200mm and cart away spoil to licensed landfill site.

Inspect for remaining vegetable matter and possible non load bearing infill.

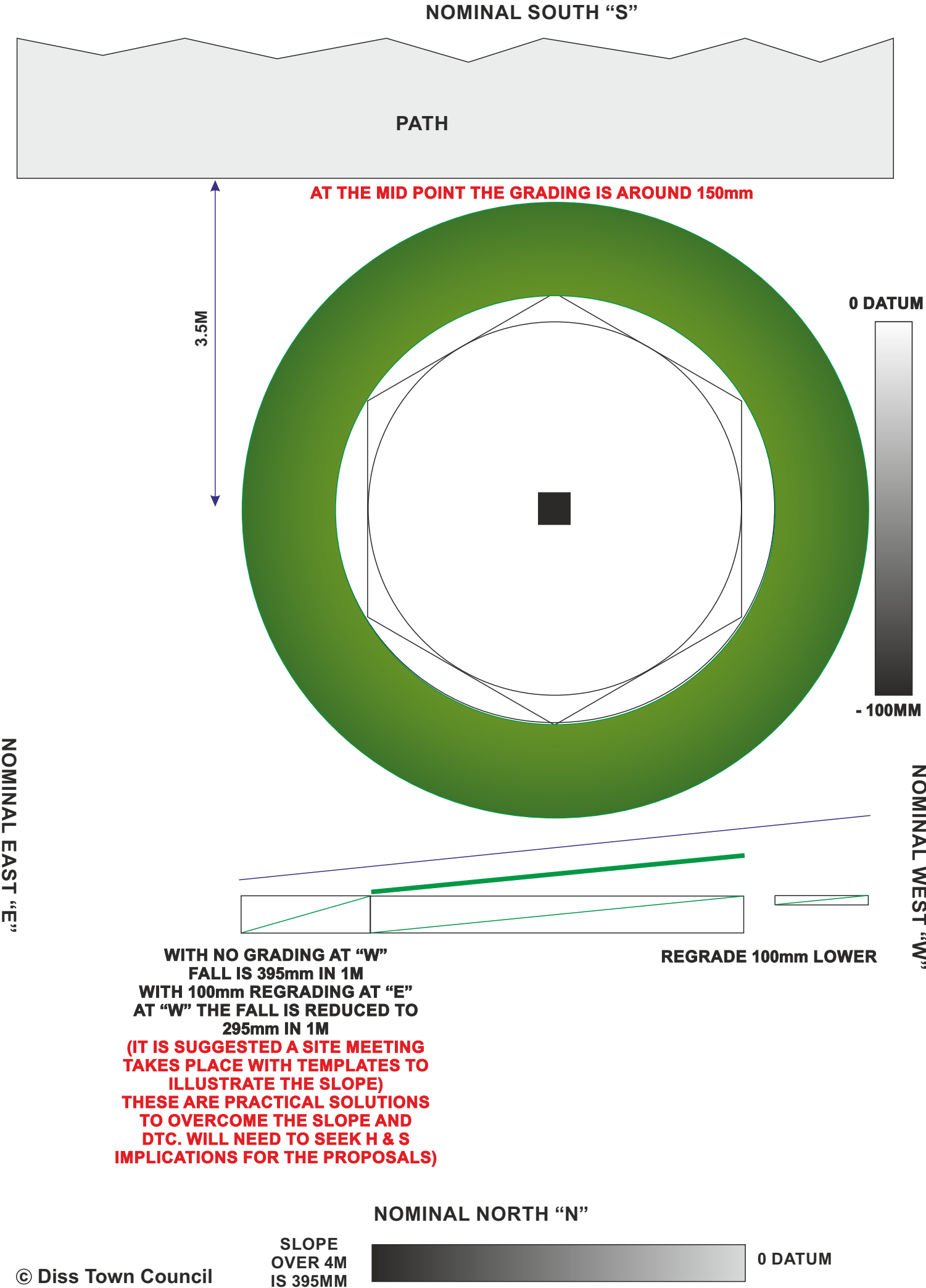
Construct hexagonal formwork - the surface to be level with 1W" end turf line

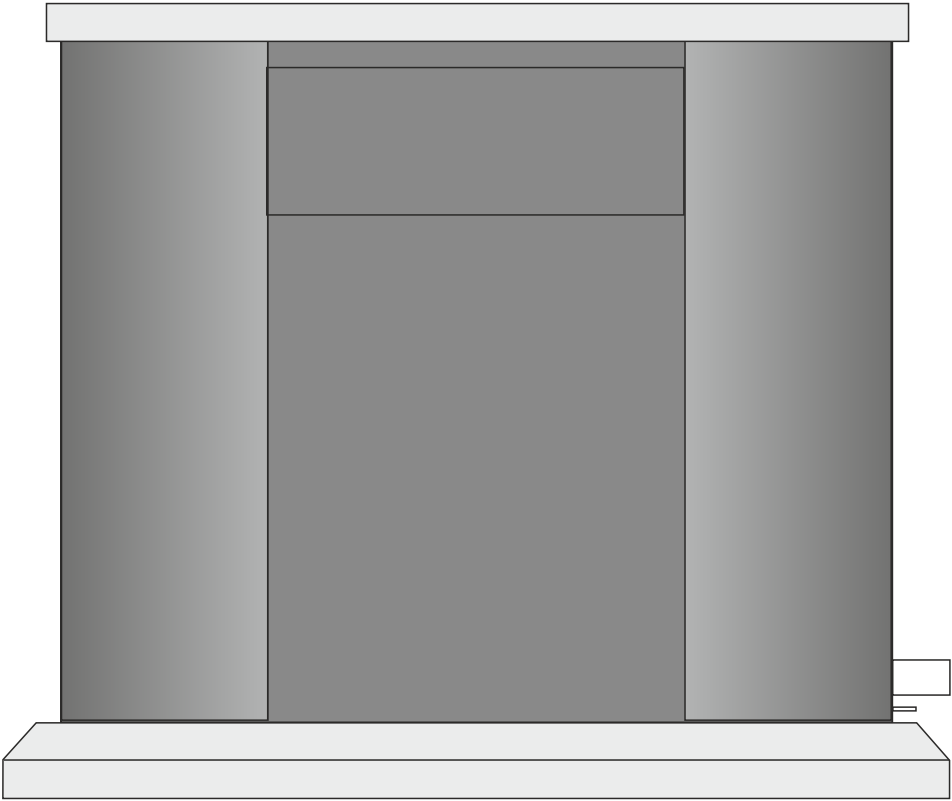
Supply and consolidate type 2 hardcore over excavated area leaving 200mm for concrete

PLACE 1 layer of PIFA 1200 Damp Proof membrane to base. All lap joints to be taped with min. 350 mm overlaps.

Place 2 layers of A393 reinforcing mesh.

Cast Concrete (BS EN 206-1:2000) - R C28/35, 280, 0.60,CEM. IV/B-V 20 mm gravel. 100WRA.

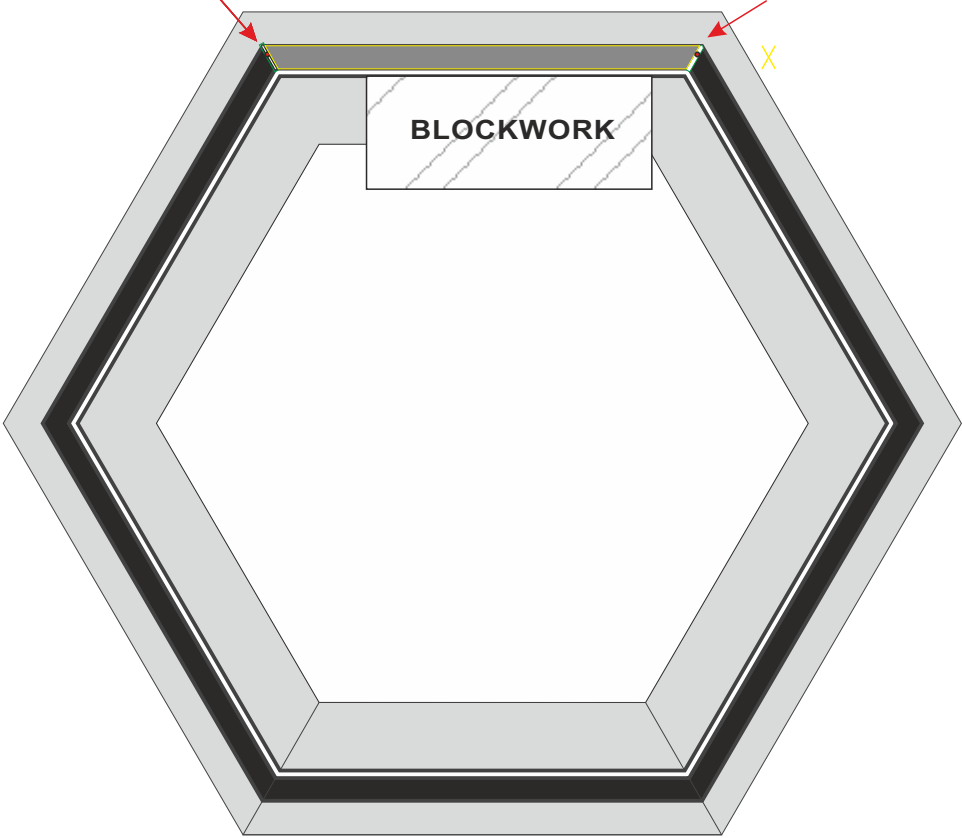




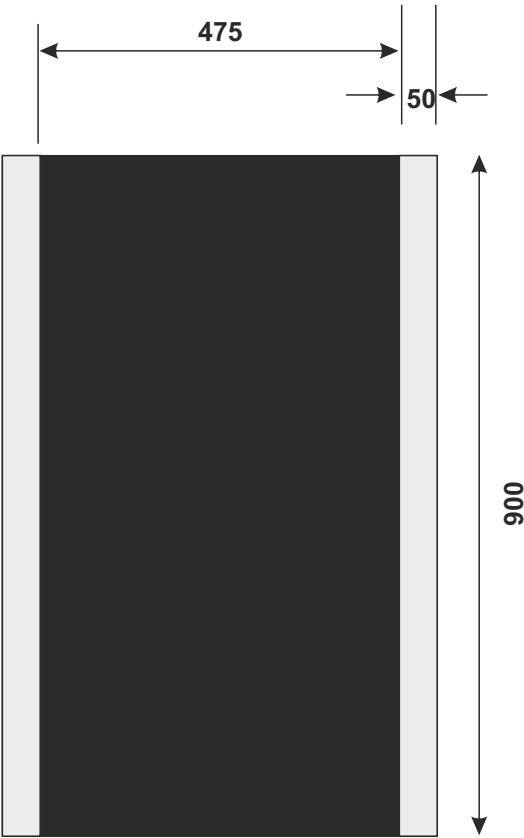
6 PANELS 30MM X 575 X 900MM



6MM GAP COVERED BY STAINLESS STEEL

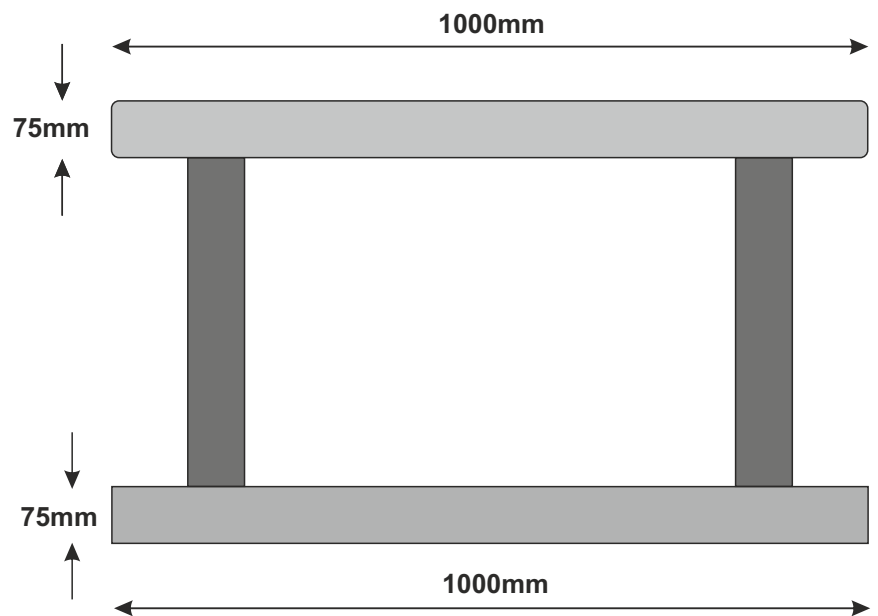
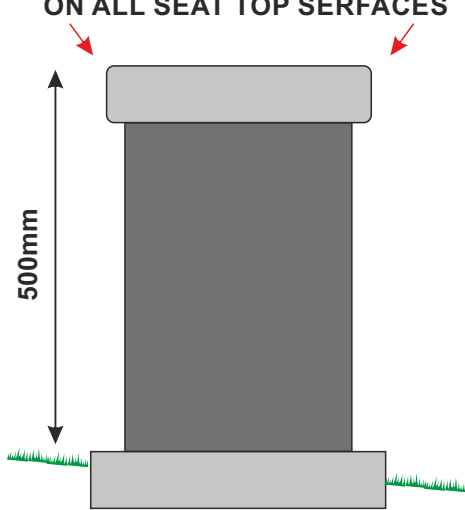


ACTUAL PANEL SIZE 575 X 900



PROPOSED GRANITE SEATS (4) FOR THE DISS BEACON OF LIGHT AND HOPE PROJECT

10MM RADIUS TO PREVENT HARD EDGES  
ON ALL SEAT TOP SURFACES



**MATERIALS**

**SEAT TOPS AND BASE:**

78mm LIGHT GREY GRANITE HONED TOP

**SEAT UP STANDS:**

UNPOLISHED DARK GREY GRANITE

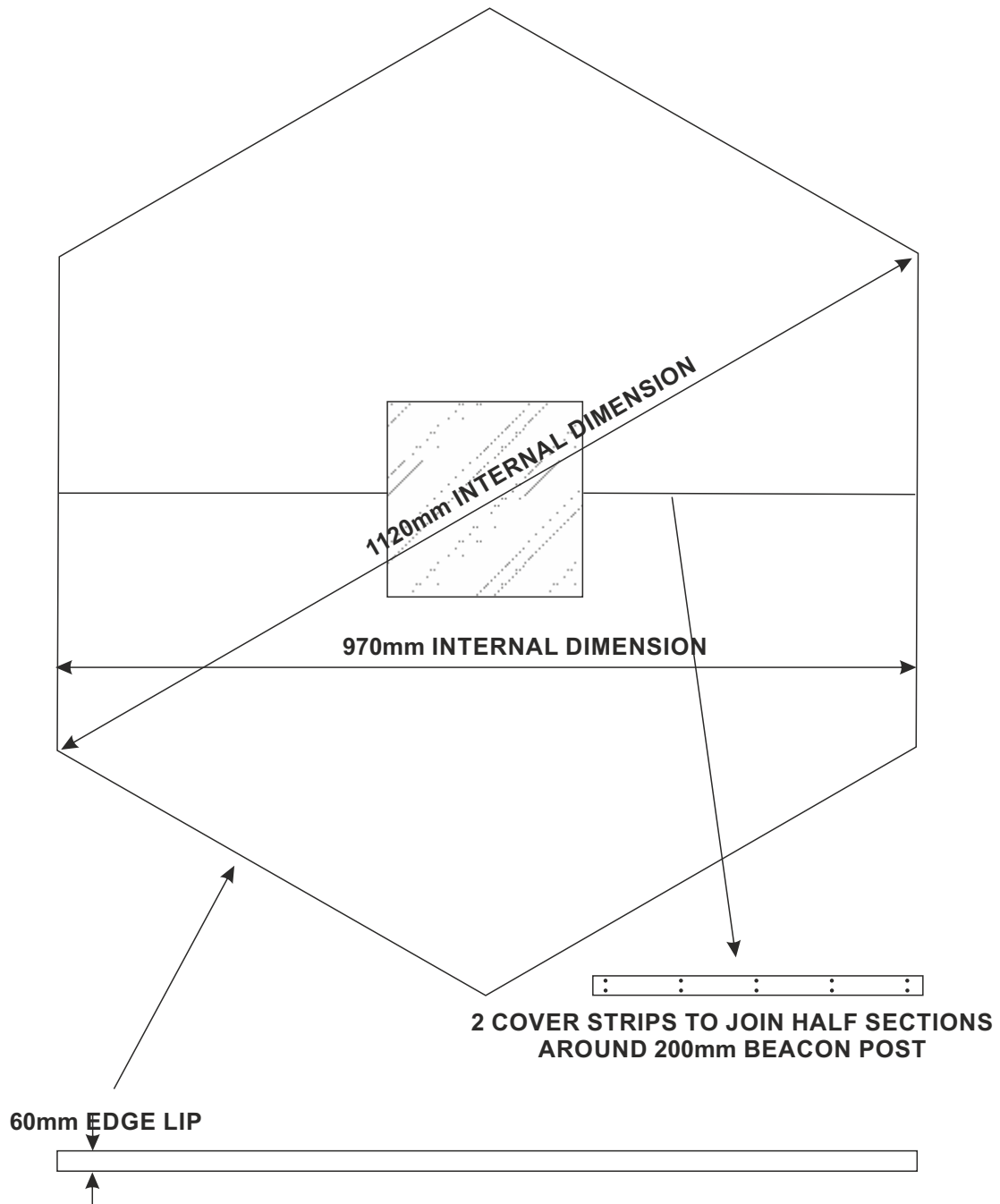
**INSTALLATION SPECIFICATION**

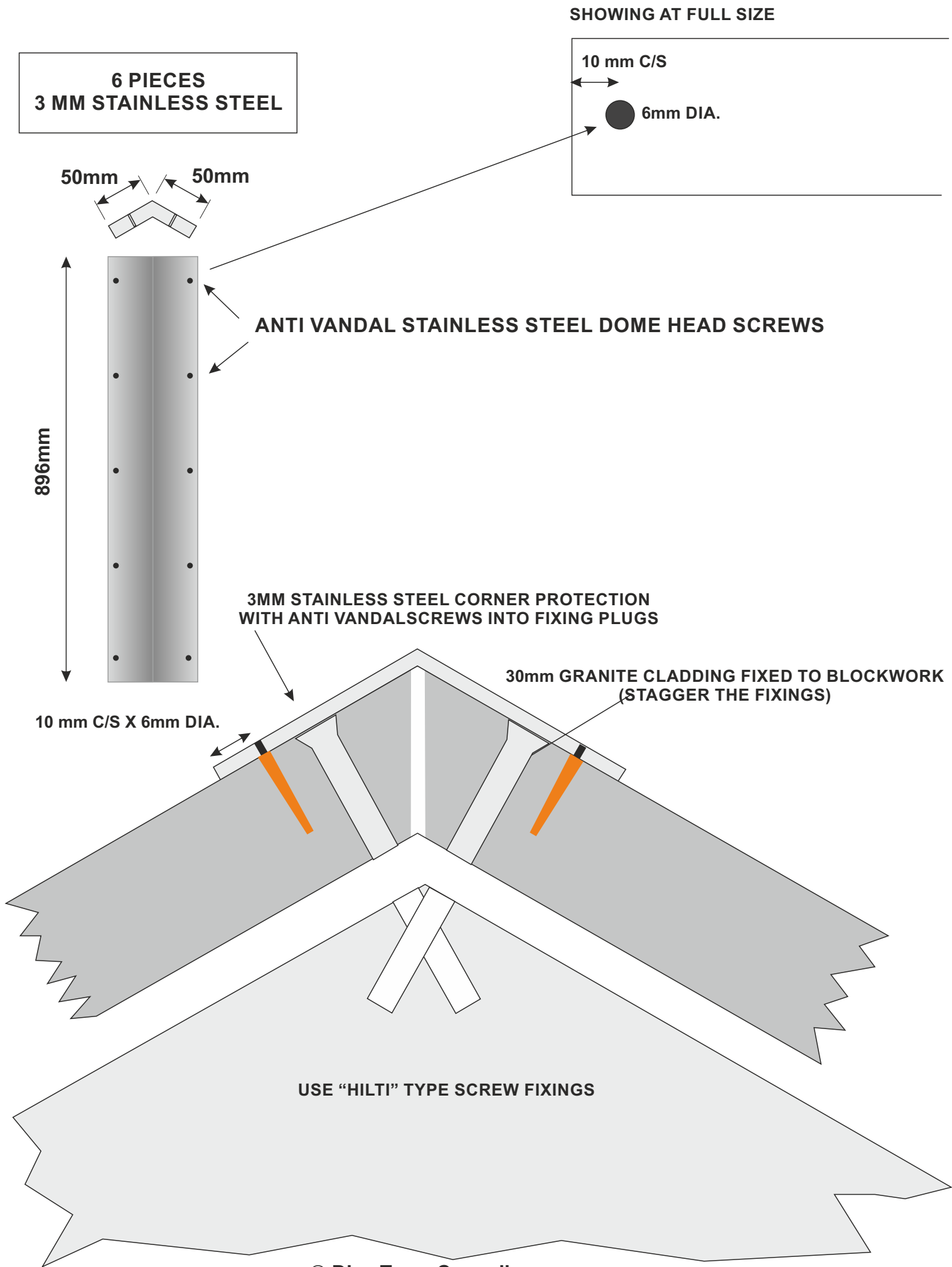
REMOVE TURF AND TOPSOIL

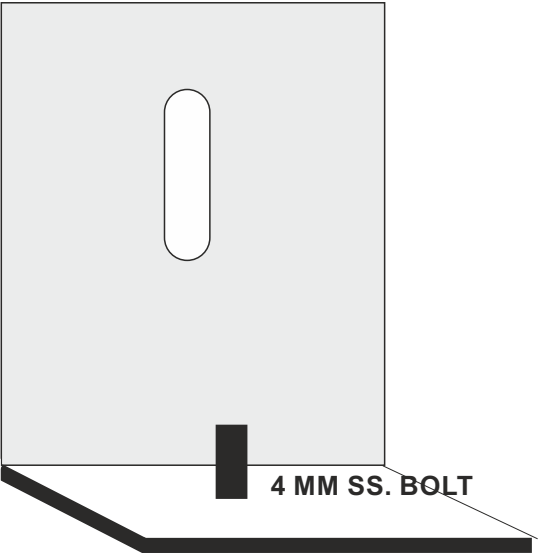
CONSTRUCT CONCRETE FOUNDATION

WITH REINFORCING MESH

STAINLESS STEEL TOP IN 2 SECTIONS TO FIT AROUND THE \*200 mm BEACON POST.  
(\*CHECK POST SIZE ON SITE)

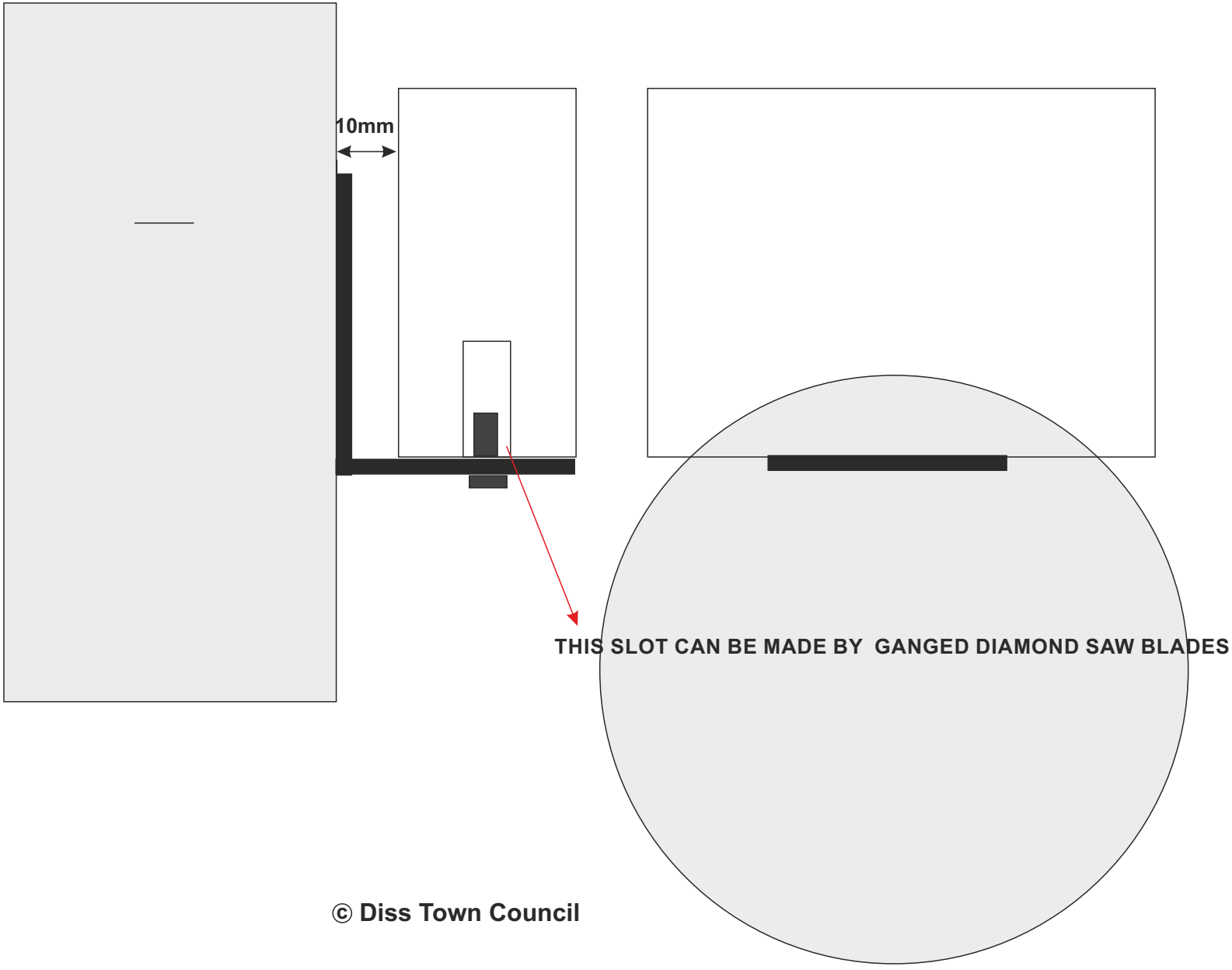




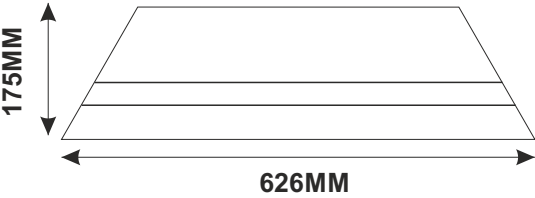
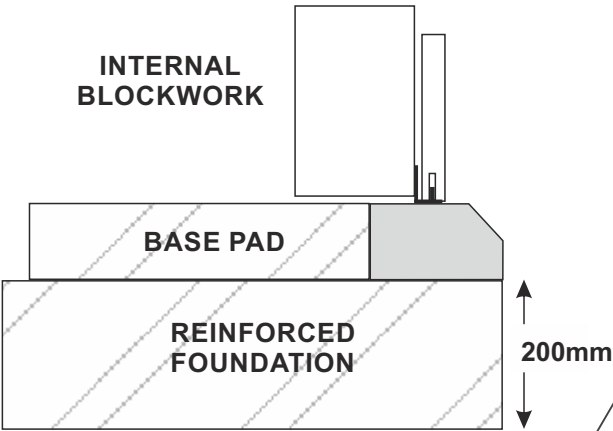
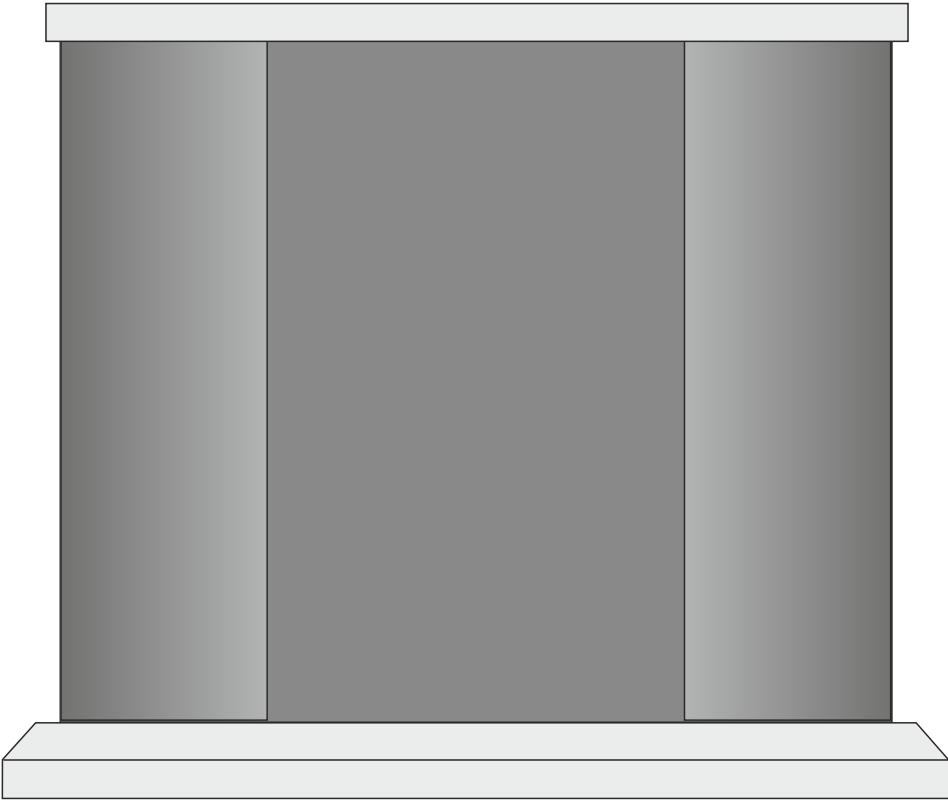


12 BOTTOM SUPPORT BRACKETS  
2 MM THICKNESS STAINLESS STEEL

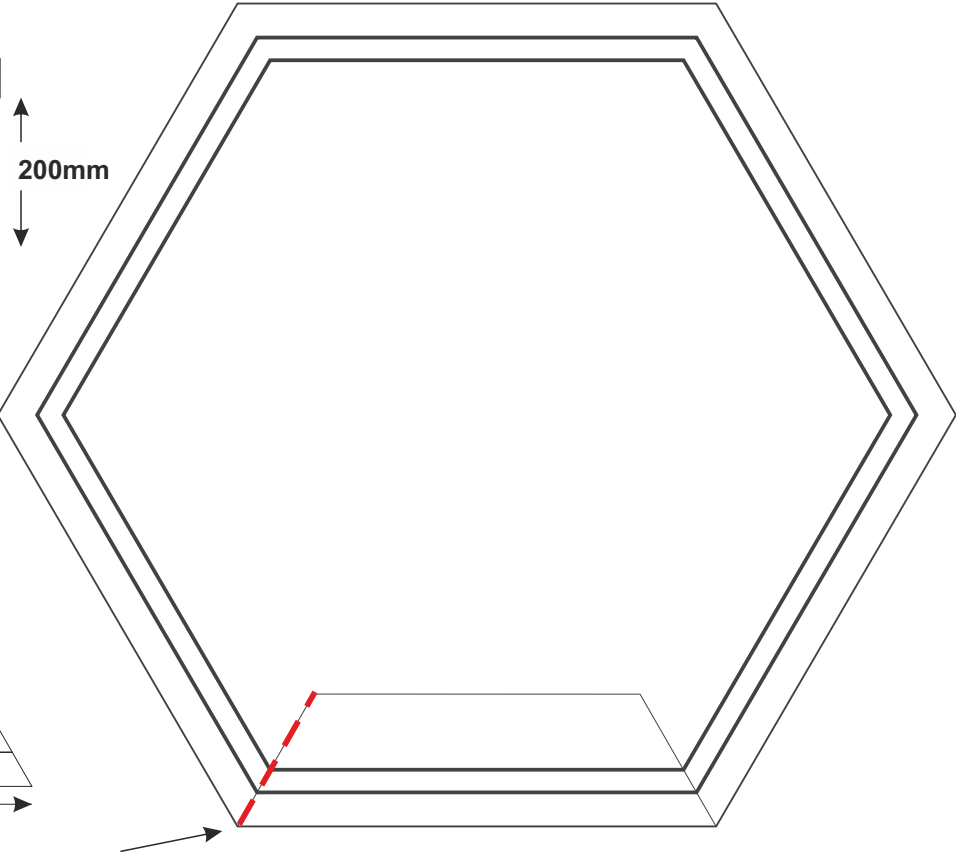
POSSIBLY MODIFY TOOLSTATION STOCK ??







LENGTH ADJUSTED FOR 6 MM JOINT ON MITRES





**URGENT CORRESPONDENCE PLEASE  
FROM BRUNO PEEK LVO OBE OPR  
PAGEANTMASTER**

Dear previous participant,

**RE: FORTHCOMING CORONATION OF HIS MAJESTY KING CHARLES III.**

I do hope you are well, and enjoyed your involvement in the celebration of our late Queen Elizabeth II Platinum Jubilee.

I am sure you would have seen through the media, our past, most gracious Queen Elizabeth undertook the lighting of her Principal Beacon at Windsor Castle on 2nd June this year, an honour we will all never forget, especially as it was one of her last official engagements before her sad passing.

However, the important reasons for contacting you are as follows.

(1) To thank you, your City, Borough, Town, Parish or local community, and the many, many thousands of others that supported you again, in taking part in the lighting of the Beacons and associated events, including the Commonwealth Song, Proclamation, Bugle Call and those Pipers and others around the world who took part in this

celebration. We will not see another Platinum Jubilee for many generations to come, so your involvement was even more important, and is now part of history.

(2) We have received so many calls and emails from previous participants, asking if Beacons are being planned to be lit in celebration of the forthcoming Coronation of King Charles III, in June next year. The answer from Buckingham Palace is NO, the reason being, they are conscious that the Coronation will take place less than a year after The Queen's Platinum Jubilee Beacons were lit, and are therefore anxious to ensure that the events planned for May 2023 have a markedly different look to those of June 2022.

(3) **IMPORTANT HOWEVER**, it has been agreed that Beacons should be lit on **6th June 2024**, as the **PRINCIPAL LEADING** event led by our communities and organisations etc, in the celebration/commemoration/tribute to D-Day 80, the 80th Anniversary of the D-Day landings in Normandy.

D-Day as you know, was the the largest Naval, Air and Land operation in history, so we need to undertake this 80th Anniversary opportunity with great enthusiasm, saying thank you through respect/remembrance/tribute to many hundreds of thousands of souls who sacrificed so much to ensure the freedom/peace we all enjoy today.

With this in mind therefore, I will be sending you the official Guide To Taking Part in D-Day 80 in the New Year, enabling us all to start our planning for this special occasion, involving all areas of our local communities and organisations throughout the UK, Channel Islands, and the Isle of Man, many of which, would have had relatives and loved ones involved 80 years ago.

The above logo, developed for D-Day 80 will be available for free use as soon as the Guide To Taking Part has been produced and published in the new year, includes the flags of the Nations involved in the landings on 6th June 1944. This will ensure they receive the correct acknowledgement for the amazing, selfless and important part they played, along with providing the opportunity to become involved in the celebrations/commemorations/tribute in 2024, if they so wish.

May I also take this opportunity to thank you once again for the amazing role you and your community/organisation, played in the great success of the Platinum Jubilee Beacons and its associated events this year, and to wish you and your family a very Happy Christmas and New Year.

My warmest regards,

VAT REG: 228 0504 33

**24<sup>th</sup> January 2023**  
**Diss Town Council**  
**Market Hill**  
**Diss**  
**Norfolk**

## **The proposed beacon surround – Landscaping and Foundation.**

### **Site Description:**

The site of the existing beacon has been surveyed and the fall in 4M is typically 400mm towards the mere. To ensure that the paved area is flat with a slight fall to accommodate drainage, landscaping will be required, ideally in early March so that the turf will be able to recover to allow public footfall.

**Description of Work –** A method statement and health and safety risk assessment will be provided before work commences.

Erect Heras Fencing, Remove turf and set aside, supply and install wood hexagonal form work and landscape the area around 1m beyond the formwork. **Practical note:** The final result will require a gentle slope of 250mm in 1 m at the east (mere) part.

Excavate foundation and dispose of surplus soil to a licensed landfill site.

Supply reinforcing mesh, PIFA damp proof membrane, and concrete foundation all in accordance with the attached detail.

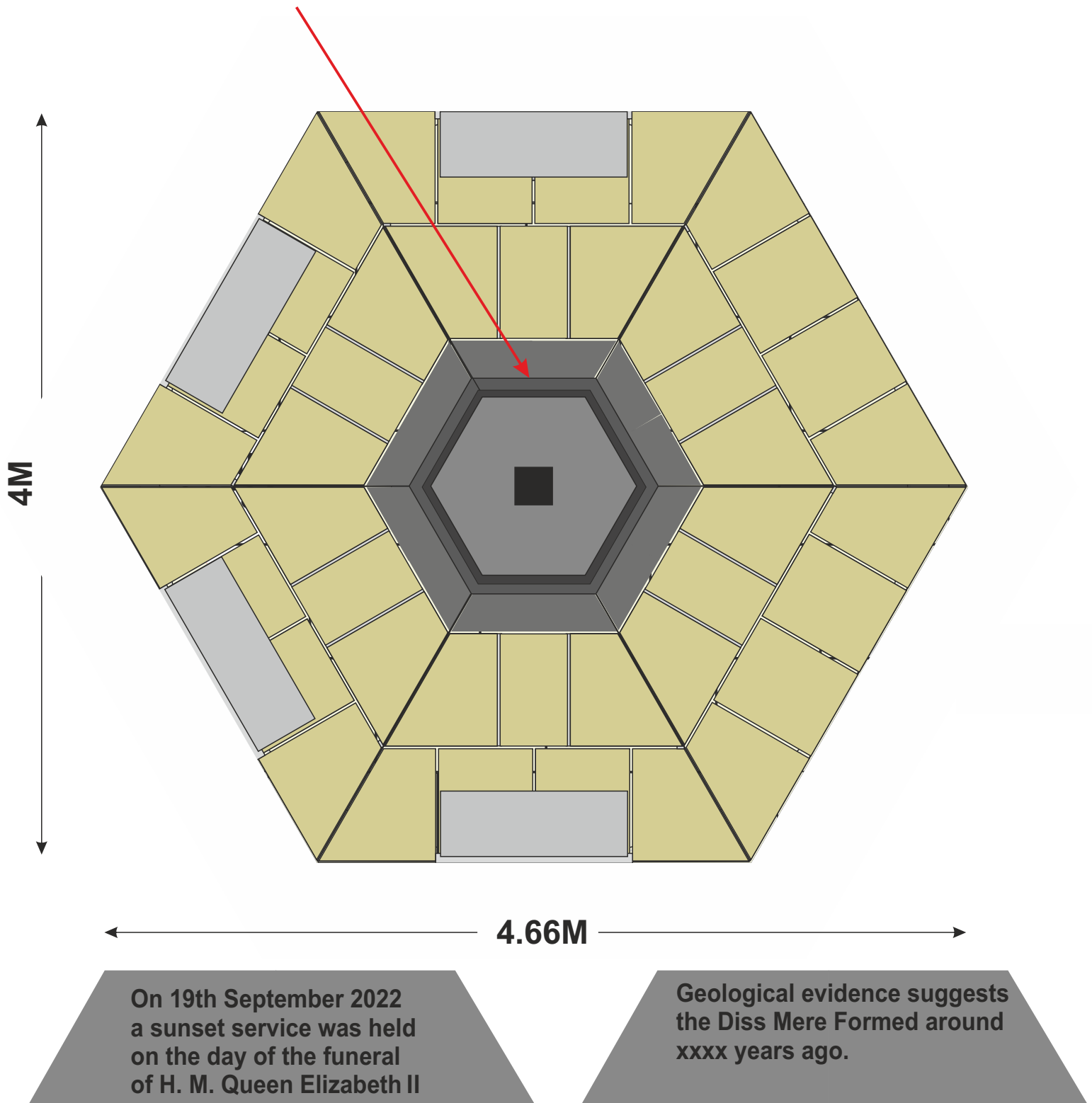
Relay existing turf, and water, leaving barrier fencing in place until DTC and ourselves agree that the turf has re-established. In the event of an unseasonal dry spell as contractors we would water on at least 1 occasion.

### **Anglia Stone Consultants Quotation**

To carry out the work to the above details:	£1960.00
VAT @ 20%	392.00
Contract Total	<b><u>£2352.00</u></b>

## DISS TOWN COUNCIL PROPOSED BEACON SURROUND

For consideration by the Beacon Committee  
(Ref: these 6 panels) **please see below.**



A proposal for consideration:

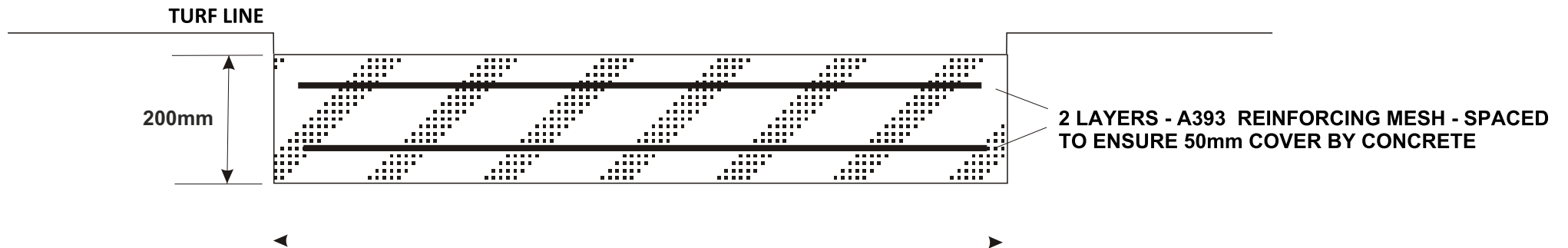
To complement the design it is proposed to include 6 flat panels as part of the paving around the base with historical inscriptions.

Sponsorship for 2 panels has been obtained as illustrated above.

Diss Town Council could seek 4 other facts to engrave.

A suggestion from the Diss Town Guide Committee, which they will sponsor, is along the lines of:  
"Diss Town was granted a charter to hold as weekly market in 12xx".

## FOUNDATION DETAIL

**Foundation Specification:**

Foundation to be in accordance with BS8415 and the National Association of Memorial Masons Code of Working Practice.

Excavate to a depth of 200mm and cart away spoil to licensed landfill site.

Inspect for remaining vegetable matter and possible non load bearing infill.

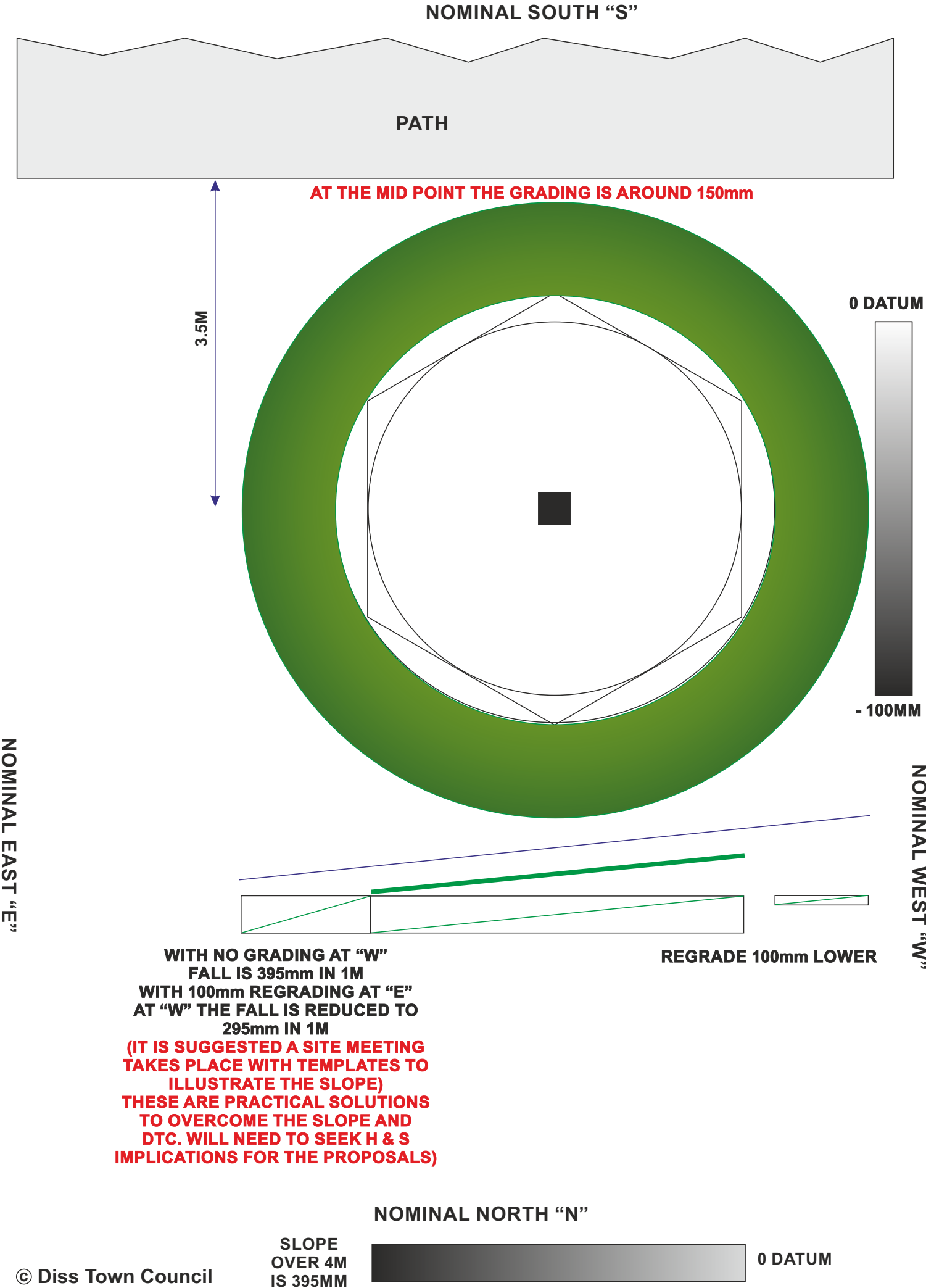
Construct hexagonal formwork - the surface to be level with 1W" end turf line

Supply and consolidate type 2 hardcore over excavated area leaving 200mm for concrete

PLACE 1 layer of PIFA 1200 Damp Proof membrane to base. All lap joints to be taped with min. 350 mm overlaps.

Place 2 layers of A393 reinforcing mesh.

Cast Concrete (BS EN 206-1:2000) - R C28/35, 280, 0.60, CEM. IV/B-V 20 mm gravel. 100WRA.



**Buckingham Palace is pleased to announce further details on the ceremonial, celebratory and community events that will take place over the Coronation Weekend between Saturday 6th and Monday 8th May 2023.**

Across the Coronation Weekend, there will be further opportunities for people to come together in celebration of the historic occasion. On Sunday, 7th May 2023, a special Coronation Concert will be staged and broadcast live at Windsor Castle by the BBC and BBC Studios, with several thousand pairs of tickets to be made available via public ballot.

Their Majesties The King and The Queen Consort hope the Coronation Weekend will provide an opportunity to spend time and celebrate with friends, families and communities across the United Kingdom, the Realms



and the Commonwealth. Their Majesties are looking forward to marking the occasion with the public throughout 2023.

## Saturday 6th May 2023

### *The Coronation Service at Westminster Abbey*

The Coronation Service will take place on the morning of Saturday, 6th May 2023 at Westminster Abbey. The Coronation is a solemn religious service, as well as an occasion for celebration and pageantry.

Their Majesties The King and The Queen Consort will arrive at Westminster Abbey in procession from Buckingham Palace, known as 'The King's Procession'.

After the Service, Their Majesties will return to Buckingham Palace in a larger ceremonial procession, known as 'The Coronation Procession'. Their Majesties will be joined in this procession by other Members of the Royal Family.

At Buckingham Palace, The King and The Queen Consort, accompanied by Members of the Royal Family, will appear on the balcony to conclude the day's ceremonial events.

## Sunday 7th May 2023

### *The Coronation Concert at Windsor Castle*

On Sunday, 7th May 2023, a special Coronation Concert will take place at Windsor Castle. Produced, staged and broadcast live by the BBC and BBC Studios, the Coronation Concert will bring global music icons and contemporary stars together in celebration of the historic occasion.

Attended by a public audience including volunteers from The King and The Queen Consort's many charity affiliations, the concert will see a world-class orchestra play interpretations of musical favourites fronted by some of the world's biggest entertainers, alongside performers from the world of dance. The performances will be supported by staging and effects located on the Castle's East Lawn and will also feature a selection of spoken word sequences delivered by stars of stage and screen.

Through a national ballot held by the BBC, several thousand members of the public will be selected to receive a pair of free tickets for the Coronation Concert at Windsor Castle.

Alongside the stars of the concert, the show will also see an exclusive appearance from The Coronation Choir. This diverse group will be created from the nation's keenest community choirs and amateur singers from across the United Kingdom, such as Refugee choirs, NHS choirs, LGBTQ+ singing groups and deaf signing choirs. A new documentary exploring the formation of The Coronation Choir will tell the stories of the people representing the many faces and voices of the country. The Coronation Choir will appear alongside The Virtual Choir, made up of singers from across the Commonwealth, for a special performance on the night.

The centrepiece of the Coronation Concert, 'Lighting up the Nation', will see the country join together in celebration as iconic locations across the United Kingdom are lit up using projections, lasers, drone displays and illuminations.

The Coronation Concert will be produced by BBC Studios, broadcast live on BBC One, BBC iPlayer, BBC Radio 2 and BBC Sounds.

Further details about the concert, the national ticket ballot and the line-up will be released in due course.

## *The Coronation Big Lunch*

Neighbours and communities across the United Kingdom are invited to share food and fun together at Coronation Big Lunches on Sunday 7th May 2023, in a nationwide act of celebration and friendship. From a cup of tea with a neighbour to a street party, a Coronation Big Lunch brings the celebrations to your neighbourhood and is a great way to get to know your community a little better.

The Coronation Big Lunch will be overseen and organised by the Big Lunch team at the Eden Project. The Big Lunch is an idea from the Eden Project, made possible by The National Lottery, that brings millions of people together annually to boost community spirit, reduce loneliness and support charities and good causes. Her Majesty The Queen Consort has been Patron of the Big Lunch since 2013.

Thousands of events are expected to take place in every corner of the United Kingdom this May as people take to their streets, gardens, parks and community spaces to join the Coronation celebrations and mark this historic occasion.

Free downloadable resources will also be made available online by the Big Lunch team at [CoronationBigLunch.com](https://CoronationBigLunch.com), to help people and communities start their Coronation Big Lunch planning.

## Monday 8th May 2023

### *The Big Help Out*

The Big Help Out will be held on Monday, 8th May 2023 and is being organised by The Together Coalition and a wide range of partners such as The Scouts, the Royal Voluntary Service and faith groups from across the

United Kingdom. The Big Help Out will highlight the positive impact volunteering has on communities across the nation.

In tribute to His Majesty The King's public service, The Big Help Out will encourage people to try volunteering for themselves and join the work being undertaken to support their local areas. The aim of The Big Help Out is to use volunteering to bring communities together and create a lasting volunteering legacy from the Coronation Weekend.

# Progress Report

# Item 12

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	Beacon committee awaiting confirmation regarding maps and cycling trial signage. Chased former councillor for information 17.01.23.
Infrastructure	INF0720/18	CCTV	to appoint etc. (East Anglia) Ltd to proceed with the proposed works to improve the CCTV system in the town centre.	Clerk/MM	immediately	It is expected that this project will be completed before financial year end. The only works outstanding are due to supply issues.
Infrastructure	INF0621/08	Walking and Cycling Infrastructure	To support the proposal to investigate the possibility of opening the route from Mere's Mouth to Denmark Street to cyclists in the context of work being undertaken by NCC on creating a Local Cycling Walking Infrastructure Plan.	Clerk	immediately	Public consultation currently expires 30th May. Update on this specific route requested 23/05/22. No update.
Infrastructure	FC0921/17	Christmas Lights Display	2. To review the options for hire/purchase of new Christmas Lights with suppliers to inform future budgeting	Clerk/RFO	30.06.22	Quoted for £21K p.a between 2 suppliers over 3 years. Requested quote for replacement lights & inventory from P&K. Have quote from Lite.
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	On agenda. Called Saffron Housing regarding ownership of lights in Blomefield Road and left message for call back 17.01.23. Sent two emails in October to info@saffronhousing.co.uk and received no reply. Also left message for Carl @ SCC ref latest update on amber column replacement scheme / queries / check Mere St progress.
Infrastructure	INF0222/10	Diss Youth & Community Centre	4. To approve the siting of a donated bench in front of the Diss Youth & Community Centre by the trees should it not be feasible to locate it in South Norfolk Council's car park.	Clerk / KK / ET / JWo;	by 25.04.22	Confirmation has been received that the bench can be sited in SNC's car park. Resident donating the bench would prefer a lower cost bench / design, which is being investigated. The other bench may be sited under the tree at the Chapel / Church St junction as part of a small scheme to remove slabs, replace with grass seed. The latter project was undertaken last week but the works against specification has been queried with SNC. No update.
Infrastructure	INF0722/08	Pedestrianisation of Mere St	To approve expenditure to up to £2.5k from Earmarked Reserves on an illustration to reflect the proposed pedestrianisation of Mere St scheme to share with stakeholders.	Clerk	immediately	This project no longer has the support of the County Councillor and therefore will not be proceeding. However 'cyclists dismount' signage will be introduced. Await update from Highways Engineer.
Infrastructure	INF0722/10	Illegal Parking	There was discussion about the low number of Penalty Charge Notices issued in South Norfolk compared with other districts, the district's mantra to educate drivers before enforcement and the requirement for any surplus income generated from PCN's in Diss to be put back into the community if the Town Council is to pay for enforcement hours in Diss. It was suggested that a Civil Enforcement Officer should be based at the District's new hub in Diss.	Clerk	by 20.10.22	Allow new Officer to embed before actioning possible TC funded Officer. Cllrs Olander, Sinfield & Taylor are meeting to review the positioning of street furniture in the Heritage Triangle and a proposal to better prevent illegal parking will be presented to the next meeting.
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. There were further suggestions regarding relocation of lampposts in this area to improve access given narrow pavements and considerable footfall and councillor Peaty was asked to attend the forthcoming site meeting regarding the proposals.	Clerk	immediately	Awaiting date for works from Highways Engineer.

## Progress Report

Committee	Minute Reference	Subject	Action	Assigned to	Timescale	Comments or further action
Infrastructure	INF1122/07	Strategic Plan	1.To stop hiring the Max Vax Sweeper and water bowser with immediate effect. 2.To purchase another van at a specification to accommodate the proposed water pump system up to the value of £15k allocated to Earmarked Reserves Street Cleaner. 3.To purchase a fuel-based generator water pump system with low- and high-pressure units at a cost of up to £5k excl. VAT allocated to EMR Street Cleaner. 4.To install the water pump system in the van at a cost of £1k allocated to EMR Street Cleaner. 5.To purchase or rent a petrol operated commercial billy goat Hoover / cleaner at a cost of £3.5k allocated to EMR Street Cleaner.	FBM	30.11.22	1. Completed. 2. Van has been purchased and has been fitted with water pump pressure system for cleaning streets and watering planters and other tasks around the Town. 3. Completed and see above as fitted inside new van. 4. Completed. 5. This has been ordered and will be delivered in Feb 2023.  Once the Billy goat has been delivered the B&F Manager and supervisor are working on a programme of works to ensure the machine is utilised around the Town in conjunction with the new water system.
Infrastructure	INF1122/09	Parish Partnership Bid	1. Not to submit a Parish Partnership Bid application for 2023 -24 but consider using Earmarked reserves and /or Community Infrastructure Levy funds to improve walking and cycling infrastructure once a feasibility study has been undertaken. 2. To appoint an action group of councillors Olander, Welch & Wooddissee to work with the Clerk to investigate the feasibility of installing electric vehicle charging points at Town Council owned sites.	Clerk/GW/DC		Look to consider this during the warmer months so site visits can determine feasibility of options.  Scheduled a meeting to review options for 8th February.
Infrastructure	INF1122/10	Residents Parking Scheme	It was noted that parking in the Triangle is still a significant issue, that this has been added to this scheme including consideration of the limited and unclear signage. There is an issue with parking opposite the Saracens Head car park which might be addressed with 'do not park here' signage from Market Place to Mount St and not only in the opposite direction.	Clerk	immediately	Dates for on site meetings with NCC requested to flesh out options for streets prior to consultation.
Infrastructure	INF1122/12	Streetlighting	That the Chair and councillor Sinfield works with the Clerk to determine Council owned streetlights which should be kept on for safety reasons with proposals for the switching times to be included.	SO/LS/Clerk	19.01.23	On agenda.
Infrastructure	INF1122/13	Budget	To approve a budget allocation of £10k for Infrastructure committee related projects as set out in the Appendix.	RFO	Immediately	Completed
Infrastructure	INF1122/15	Member Forum	Cllrs Collins & Sinfield advised that they are sourcing funding to produce a 'Welcome to Diss' leaflet and it was noted that the bench will be replaced outside Diss Publishing in due course	GW/JW/Clerk/DC/L S	19.01.23	Bench delivery due February 2023.