



**COMMITTEE MEMBERSHIP:**

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

**FOR INFORMATION:**

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

**DISS TOWN COUNCIL**

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

Telephone: (01379) 643848

Email: [towncouncil@diss.gov.uk](mailto:towncouncil@diss.gov.uk)

**TOWN CLERK**

Mrs S Villafuerte Richards (CiLCA)

Our ref: INF. 24.04.24

Date: 19 April 2024

**NOTICE OF MEETING**

Dear Members of the Public and Press,

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

Town Clerk / Chief Executive Officer

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## AGENDA

- 1. Apologies**  
To receive and consider apologies for absence.
- 2. Election of Vice-Chair**  
To elect Vice-Chair for the Infrastructure committee.
- 3. Nomination of Substitute Representatives**  
To note nominated substitute representatives attending in place of those who have sent their apologies.
- 4. 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.
- 5. Minutes**  
To confirm as a true record, the minutes of the Infrastructure Committee held on 24<sup>th</sup> January 2024 (copy herewith).
- 6. 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*).

- 7. 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*).
- 8. Residents Parking Scheme**  
To receive an update on the last Parking Stakeholder Group meeting (copy details herewith).
- 9. National Grid's Norwich to Tilbury Consultation**  
To consider submitting a response to the National Grid's Norwich to Tilbury Consultation (copy details herewith) and for a representative to attend the consultation on 15<sup>th</sup> May.
- 10. Post Office Consultation**  
To note the decision by the Diss Post Office to move to 35E Mere St (copy details herewith) and consider lobbying Richard Bacon MP thereon.
- 11. Denmark Lane Development Street Naming**  
To consider the street naming proposals for the Denmark Lane development (copy details herewith).
- 12. Diss & District Neighbourhood Plan**  
To receive an update on the Diss & District Neighbourhood Plan following a recent Steering Group meeting.
- 13. Progress Report**  
To note progress on decisions made at the last meeting (copy herewith).
- 14. Member Forum**  
To consider information or issues relevant to this committee from members for brief discussion, action or inclusion on a future agenda.
- 15. Date of Next Meeting**  
To note that the next meeting of the Infrastructure Committee is scheduled for 3<sup>rd</sup> July 2024.

## **NOTES**

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

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

# DISS TOWN COUNCIL

## MINUTES

### DRAFT

Minutes of the meeting of the **Infrastructure Committee** held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 24<sup>th</sup> January 2024** at **7.15pm.**

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

In attendance: Sarah Villafuerte Richards (Town Clerk/Chief Executive Officer)  
1 member of the public

#### INF0124/01 **APOLOGIES**

There were none.

#### INF0124/02 **NOMINATION OF SUBSTITUTE REPRESENTATIVES**

There were none.

#### INF0124/03 **DECLARATIONS OF INTEREST<sup>1</sup> AND REQUESTS FOR DISPENSATIONS**

Minute No.	Councillors Name	Personal/Other Interest	Pecuniary Interest	Reason
INF0124/08	A. Kitchen	X		This councillor lives on one of the roads being considered under the Residents Parking Scheme.

#### INF0124/04 **MINUTES OF THE LAST MEETING**

It was

**RESOLVED:** That the minutes of the meeting of the Infrastructure Committee held on 18<sup>th</sup> October 2023 were a true record and were duly signed by the Chairman.

#### INF0124/05 **PUBLIC PARTICIPATION**

There was one member of the public in attendance who spoke on item INF0124/07.

#### INF0124/06 **ITEMS OF URGENT BUSINESS**

The height of the Mere water levels was raised given significant rainfall, which is impacting on effective drainage. It was noted that there are several stakeholders required to act. The development of the John Grose site by South Norfolk & Broadland District Council and proposed move by Aldi would provide a good opportunity to discuss requirements. The landowners behind the premises in Mere St which back on to the Mere are working together to fill in the potholes in the rear access via the Kingshead Yard. It was

**RESOLVED:** That the Clerk would schedule a meeting with the stakeholders to discuss the Mere water levels and drainage issues.

**(Action: Clerk; by 31.03.24)**

*This item was brought forward to allow the member of the public to speak.*

INF0124/07

### **GREEN CORRIDORS**

Members received a verbal update regarding developing more green corridors in Diss as part of the Council's green agenda. Additional trees have already been planted on the Old High Road between Diss & Roydon. Given the ownership of Rectory Meadow by Diss Town Council, this is a relatively straight forward site to improve next. Planting is proposed around the fringes of the site to avoid use by Diss & District Cricket Club. They propose improving the connectivity of the hedgerow adjacent to the Junior school given gapping. The Skelton Road end is bare & a trap for litter. It is proposed to remove the ivy and instal hedgerow plants and smaller trees to allow animals to move about.

It was noted that large trees were removed from this area due to anti-social behaviour so this would need to be carefully considered. The repair café and / or men's shed have been approached to help supply bat & bird boxes. Possible tree species include flowering cherries, which are attractive and don't grow too big and a variety to keep interest throughout the year & increase pollen. Contact details for the Cricket Club would be forwarded.

**(Action: Clerk; immediately)**

A wildflower area could be planted alongside verges in Bramley Close & Orchard Grove and a few bags of seed have been acquired. It should be relatively straightforward to sow wildflower seed in the grassed area at the end of Mere St as permissions have been acquired. The Morrisons recycling centre has been tidied with agreement from the supermarket that this will be regularly monitored. Members wanted to improve the Morrisons roundabout albeit this is land owned by G W Padley.

There is traffic island mud build up and grass growth along Park Road and this would be added to the task list for the next Highways Rangers visit.

**(Action: Clerk; immediately)**

There was discussion regarding a working party to plant the trees / hedgerows. Five or so volunteers would be sourced from Council and the public. Roydon is having a Green Day at 4pm on Sat 3<sup>rd</sup> February and Cllr Welch agreed to attend and speak about the Green Corridors project.

**(Action: cllr Welch; by 03.02.24)**

Members considered the area on the Park near the Nunnery and it was proposed that bat boxes could be installed on the three oak trees near water and away from path lights and iris' would be planted in this area. Content would be provided on this project for the forthcoming issue of Diss Matters.

**(Action: G. Waterman; by 15.02.24)**

It was also noted that the Quaker Wood Steering Group had contacted the Denmark Lane landowner as they are interested in taking over management of the space.

INF0124/08

### **RESIDENTS PARKING SCHEME**

Members received a verbal update on the Residents Parking Scheme following the second stakeholder group meeting with the three local authorities. The Heritage Triangle would be the priority given the amount of illegal parking. Some quick wins can be considered from the original pedestrianisation of Mere St project and site visits are scheduled to Vines Road, Owen Road, Uplands Way, Willbye Avenue, Mount St & Sunnyside to determine requirement. Members raised double parking issues on Uplands Way, which is an area for consideration.

Mission Road is no longer considered problematic, but Stuston Road would be included. Permit holder schemes are only feasible for large areas where the costs can be met. The east – west link road constructed as part of the development next to the Cemetery should alleviate traffic on Sunnyside. Hedges are overgrown along Roydon Road & Norfolk County Council would be requested to write to the landowners.

**(Action; Clerk; immediately)**

INF0124/09

### **RAILWAY STATION ACCESS**

Members received a verbal update regarding the near completion of the railway station access / egress project including consideration of another westbound bus stop near Station Road on the A1066. It has transpired that the project has been signed off on a bus access / egress only when an exit out only specification for all was agreed. This followed a preference for dual access and egress, which didn't gain support from Network Rail / GA franchise holder. County Councillor Kiddie is following up on this with relevant members at Norfolk County Council as considerable funds were invested in the project not to realise all the benefits and it required his authorisation. Once this has been determined, members can consider the location of a proposed additional bus stop on the A1066.

**(Action; County Councillor Kiddie; immediately)**

**INF0124/10 POST OFFICE CONSULTATION**

Members considered the responses received regarding the Post Office consultation and the banking hub. It was noted that the Area Manager for the Post Office franchises, nor the owner of the proposed new premises were unaware of the proposal. The District Council has introduced the Post Office to a business innovation space developer so they can engage regarding potential development or innovation use of the site. It was noted that a banking hub is being considered for Harleston which still has ATMs in Barclays and the Post Office and the removal of ATMs would make it more challenging for local businesses to make cash deposits.

**INF0124/11 ROYDON PRIMARY SCHOOL CONSULTATION**

Members considered a response to Roydon Primary School's consultation regarding a proposal to establish a 16 place Specialist Hub of Inclusion Practice. Cllr Murphy attended the school consultation and raised concerns regarding the infrastructure impact with the Headteacher. It was noted that the pupils attending are unlikely to move into the area and would travel by taxi if they do not live in Diss already, which would not impact on demand for doctor or dentist services. The additional students would be using the side gate with space to build a taxi turn around point, impacting minimally on the highway particularly given the size of school. The positives of the student experience were discussed including individual support. Roydon Parish Council is considering the consultation before the end of January and Diss Town Council's view on parking impact would be shared with the neighbouring parish. It was

RESOLVED: To support Roydon Primary School's proposal to establish a 16 place Specialist Hub of Inclusion Practice provided it doesn't supplement the existing vehicular flow issues on the highway outside the school.

**(Action: Clerk; by 16.02.24)**

**INF0124/12 ITEMS FOR NOTING**

a) Kingshead Yard – members noted that the owner(s) plan to re-instate a car park on the Kingshead Yard temporarily and from February 2024 until they develop the site. Landowners responsible for the rear access behind Mere St through the car park are pooling resources to fill in the large potholes and information to be shared with the District Council as they are reviewing car park charges.

**(Action: KM; immediately)**

b) Flooding on Burston Road – members noted that due to flooding issues on the Burston Road concerning properties located in Diss, Burston & Shimpling Parish Council whose residents are predominantly affected, will be contacting the landowner and relevant authorities to find a solution.

c) Progress Report – members noted progress on decisions made at the last meeting.

**INF0124/13 MEMBER FORUM**

Members considered information and issues relevant to this committee for brief discussion, action or inclusion on a future agenda. Cllr Taylor has been approached by Walcot Rise asking how they can reduce speed limit to 20mph. It was agreed that Norfolk County Council would liaise with residents. Cadent also left the site in a poor state following recent works and a request would be sent for this to be addressed.

**(Action: NCC; by 31.03.24 / Clerk; immediately)**

**INF0124/14 DATE OF NEXT MEETING**

Members noted that the next meeting of the Infrastructure committee is scheduled for 24<sup>th</sup> April 2024.

Meeting Closed at: 9.15pm.

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Chairman: Councillor Olander

## Revised list of streets/actions following site meeting on 22<sup>nd</sup> March 2024

1. **Heritage Triangle** – Agreed that this is the most reported area of concern regarding illegal parking. To improve safety and significantly reduce maintenance costs of attending to loose pavers, it was agreed that yellow lines and former, 'more visual' parking controls should be re-introduced.

**Action** - IG investigated current TROs with CMG and some need amending to re-introduce former parking controls eg DYLS. IG to try and locate original pre-2017 designs (via Elliott Cox) and estimate work required/cost to undertake scheme to implement agreed parking controls.

**Action (C/Fwd)** - SR to locate conditions and any clawback risk of Heritage Lottery grant.

2. **Mere Street** – New proposal to introduce P&D parking bays to help better manage parking, reduce long stay/all day parking abuse. Potential to re-instate removable bollards.

**Action** – Diss TC/GO to decide on best layout of new P&D bays and appropriate free/chargeable tariffs. IG liaising with Elliott Cox re bollards (on block paved area) and widening disabled bays. Once P&D bay layout decided, IG to estimate cost of scheme – potential for joint TC/SNC/NCC funding.

3. **Frenze Hall Lane – Frenze Rd** (to Skelton Rd junction) – daytime parking causing safety issues regarding visibility.

**Action** – Check original TY proposal: Frenze Hall Lane - Frenze Rd (to Skelton Rd junction) – combination of double yellow lines to protect junctions and 8am-9am plus 2pm-3pm single yellow lines - Monday to Friday (or time as agreed locally ie 9am to 5pm). This would deter commuters whilst having minimal impact on local residents if they needed on-street parking for themselves or visitors etc.

No obvious issues along entire length. Adequate existing provision of DYLS at various points/junctions and parking appears well controlled. Chicane area lines faded in places and could do with refresh. No further action proposed.

4. **Vinces Rd** – Daytime parking issues also along here – lining may be a solution. Site visit did not identify any issues at all. Wide road with DYLS both sides along majority of length and parking well controlled. No further action proposed.
5. **Owen Road** – Ambulance exit issues. Site visit only identified worn/faded zig zag lines around entrance to ambulance station. No other issues identified.

**Action** – Refresh zig zags as part of line maintenance programme.

6. **Uplands Way** - RSCF scheme pending to provide temporary 20mph wig-wag signs to cover each access to Diss High School. Ex council estate with well-controlled parking and many houses having their own off-street parking. No issues identified, so no further action proposed.
7. **Willbye Avenue** - RSCF scheme pending to provide temporary 20mph wig-wag signs to cover each access to Diss High School. Ex council estate with well-controlled parking and many houses having their own off-street parking. No issues identified, so no further action proposed.

8. **Mount Street** – Check highway boundary line and extent of highway/where enforceable to. Consider extending DYL to opposite No 26 and erecting low level post and rail fence on grassed area, to prevent parking.
9. **Stuston Road** – Some recently identified parking and traffic management issues. Affected areas to be monitored and observations fed back to next meeting for discussion.





**From:** [Contact Norwich to Tilbury](#)  
**To:** [Contact Norwich to Tilbury](#)  
**Subject:** National Grid – Norwich to Tilbury, statutory consultation 10 April to 18 June 2024  
**Date:** 10 April 2024 13:37:29  
**Attachments:** [image001.png](#)

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Good afternoon

### **National Grid Electricity Transmission plc (National Grid) – Norwich to Tilbury**

We are emailing to inform you of the start of National Grid's statutory consultation for Norwich to Tilbury (the "Project"). We are contacting you as we believe you may be interested in our proposals.

The consultation starts at **12:00 noon on Wednesday 10 April 2024 and runs until 11:59pm on Tuesday 18 June 2024.**

The Project is a proposal by National Grid to upgrade the electricity transmission system in East Anglia between Norwich and Tilbury. The Project includes a new 400 kilovolt ("kV") electricity transmission connection of approximately 184 kilometres ("km") in overall length from Norwich Main Substation and Tilbury Substation via Bramford Substation, comprising:

- approximately 159 km of new overhead line supported on approximately 510 steel lattice pylons (approximately 50 metres ("m") in height) some of which are gantries (typically up to 15 m in height) within proposed Cable Sealing End ("CSE") compounds or existing or proposed substations
- approximately 25 km of 400 kV underground cabling some of which is located through the Dedham Vale National Landscape (formerly known as Dedham Vale AONB)
- six new CSE compounds, each with a permanent access, to connect the overhead lines to the underground cables
- a new 400 kV East Anglia Connection Node ("EACN") substation, with a new permanent access, on the Tendring Peninsula. This is proposed to be an Air Insulated Switchgear ("AIS") substation
- substation extension works at the existing Norwich Main and Bramford substations and works within the existing Tilbury Substation to connect and support operation of the new transmission connection
- temporary works associated with the construction of the Project.

An alternative design at the Waveney Valley (referred to as the Waveney Valley Alternative) is also being considered and is the subject of consultation and ongoing assessment. This design alternative, if taken forward, would result in changes to those elements of the Project set out below. This would instead comprise:

- installation of approximately 157 km of new 400 kV overhead line
- installation of approximately 27 km of 400 kV underground cabling (some of which is located through the Dedham Vale National Landscape)
- eight new CSE compounds (each with a permanent access) to connect the overhead lines to the underground cables.

All other works not listed above would be consistent with either alternative.

In other words, the Waveney Valley Alternative, if taken forward and based on the 2024 preferred draft alignment would comprise approximately 2 km less new 400 kV overhead line and approximately an additional 2 km of 400kV underground cabling and two additional new CSE compounds, each with a permanent access, to connect the overhead lines to the underground cables.

Third party utilities diversions and / or modifications would also be required to facilitate the construction of the Project. There would also be land required for mitigation, compensation and

enhancement of the environment including Biodiversity Net Gain.

As well as the permanent infrastructure, land would also be required temporarily for construction activities including for example working areas for construction equipment and machinery, site offices, welfare, storage and temporary construction access.

Norwich to Tilbury will play a vital role in delivering electricity efficiently, reliably, and safely and will support the UK's move to reduce carbon emissions and we are committed to working with local communities as we develop our plans.

National Grid expects the Project to be classified as a Nationally Significant Infrastructure Project ("NSIP") and to require consent from the Secretary of State for Energy Security & Net Zero via a Development Consent Order ("DCO"). The development consent being sought will include a number of other provisions, including those which authorise the compulsory acquisition of land and rights over land, if necessary, to construct and maintain the Project.

### **Statutory consultation**

The proposed Project is an Environmental Impact Assessment ("EIA") development, as defined by the Infrastructure Planning (Environmental Impact Assessment) Regulations 2017 (as amended) ("EIA Regulations"). As part of the consultation, we are seeking views on the potential environmental effects of the proposals and if consultees have suggestions for reducing these effects (for example, through mitigation measures). This information is detailed in the Preliminary Environmental Information Report ("PEIR"). An Environmental Statement will be prepared subsequently in accordance with the EIA Regulations and will accompany the application for development consent.

The Project is currently in the pre-application stage of the DCO application process. As such, the Project is consulting on its proposals between **12:00 noon on Wednesday 10 April and 11:59pm on Tuesday 18 June 2024**.

### **Supporting materials**

National Grid (as required by the Planning Act 2008) has prepared a Statement of Community Consultation ("SoCC") which sets out how it will undertake the statutory consultation for the proposed application with those people living and working in the vicinity of the Project. The SoCC is available to view on the Project website: <http://www.nationalgrid.com/n-t> and at the inspection points listed further down in this letter.

A copy of the full suite of consultation documents is available to view on the Project website from **12:00 noon on Wednesday 10 April 2024 until 11:59pm on Tuesday 18 June 2024**.

These include:

- Project Background Document
- Community Newsletter 2024
- Feedback questionnaire
- Copy of the newspaper notice published under Section 48 of the Planning Act 2008 (as the Project is 'EIA Development' for the purposes of the EIA Regulations and as required by Regulation 4 of the Infrastructure Planning (Applications and Prescribed Forms and Procedure) Regulations 2009 (as amended))
- Preliminary Environmental Information Report ("PEIR") and non-technical summary ("NTS") of the PEIR
- Project maps/Project area maps showing the extent of the Project
- Statement of Community Consultation ("SoCC").

Copies of consultation materials and documents can be provided on request by contacting us either by email at [contact@n-t.nationalgrid.com](mailto:contact@n-t.nationalgrid.com) or by telephone 0800 915 2497.

### **Public information events**

During the consultation a series of face-to-face public information events will be held where you can speak with the Project team.

You can attend any of our events to meet the Project team, ask questions and view more details of the Project:

<b>Date and time</b>	<b>Venue</b>
Wednesday 24 April 2024 12pm-5pm	Towngate Theatre, St Martin's Square, Basildon, Essex SS14 1DL
Thursday 25 April 2024 2pm-7pm	The Brentwood Centre, Doddinghurst Road, Pilgrims Hatch, Brentwood, CM15 9NN
Saturday 27 April 2024 11am-4pm	Chelmsford City Racecourse, Chelmsford, CM3 1QP
Tuesday 30 April 2024 12pm-5pm	Gislingham Village Hall, Mill Street, Gislingham, IP23 8JT
Wednesday 1 May 2024 11am-4pm	Copdock Village Hall, Old London Road, Copdock, IP8 3JN
Friday 3 May 2024 1pm- 6pm	Needham Market Community Centre, School St, Needham Market, Ipswich IP6 8BB
Saturday 4 May 2024 11am-4pm	Lawford Venture Centre 2000, Bromley Road, Lawford, Manningtree CO11 2JE
Wednesday 8 May 2pm- 7pm	The Civic Hall, Blackshots Lane, Grays, RM16 2JU
Thursday 9 May 2024 1pm- 6pm	Thorpe Hall, Ashwell Thorpe and Fundenhall Community Centre, Musket Road, Ashwellthorpe, NR16 1FD
Friday 10 May 2024 1pm- 6pm	Tibenham Community Hall, Pristow Green Lane, Tibenham, Norwich NR16 1PX
Tuesday 14 May 2024 11am-4pm	Witham Public Hall, Collingwood Road, Witham, CM8 2DY
Wednesday 15 May 2024 1pm-6pm	Diss Town Football Club, Diss, IP22 4QP
Thursday 16 May 2024 2pm-7pm	Langham Community Centre, School Road, Langham, Colchester, CO4 5PA
Friday 17 May 2024 1pm- 6pm	Great Bromley Village Hall, Parsons Hill, Great Bromley, Colchester, CO7 7JA

Printed copies of the consultation materials will be made available at consultation events for attendees to review. Attendees will also be able to take away copies of the Project Background Document and Feedback questionnaire.

In addition to being available online, the Community Newsletter, Project Background Document, non-technical summary ("NTS") of the Preliminary Environmental Information Report ("PEIR"), Statement of Community Consultation ("SoCC") and Feedback questionnaire will be available to view free of charge at the following inspection points throughout the consultation period.

<b>Location</b>	<b>Address</b>	<b>Opening hours</b>
Long Stratton Library	The Street Long Stratton NR15 2XJ	Monday - 11am-7pm Tuesdays - 1pm-7pm Wednesday - 8am-7pm (unstaffed) Thursday - 1pm-7pm Friday - 8am-7pm (unstaffed) Saturday - 11am-4pm Sunday - 10am-4pm (unstaffed).
Norwich Library	Unit 3 The Forum Millenium Plain Norwich NR2 1AW	Monday - Friday - 10am-7pm Saturday - 9am-5pm
Tuckswood Library	Robin Hood Road Eaton NR4 6BX	Monday - 8am – 7pm (unstaffed) Tuesday - 11am-7pm Wednesday - 8am-7pm (unstaffed)

		Thursday - 8am-7pm (unstaffed) Friday - 11am-7pm Saturday - 10am-4pm Sunday - 10am-4pm (unstaffed).
Diss Library	Church Street Diss IP22 4DD	Monday - 10am-7pm Tuesday - 8am-7pm Wednesday - 10am-7pm Thursday - 10am-7pm Friday - 10am-7pm Saturday - 10am-7pm Sunday - 10am-4pm
Stowmarket Library	Milton Road Stowmarket IP14 1EX	Monday - Closed Tuesday - 8.30am-6.45pm Wednesday - 8.30am-5.45pm Thursday - 8.30am-5.45pm Friday - 8.30am-6.30pm Saturday - 8.30am-4pm Sunday - 10am-4pm.
Capel St Mary Library	Village Hall The Street Capel St Mary IP9 2EF	Monday - Closed Tuesday - 9am-12.30pm, 2pm-5.30pm Wednesday and Thursday - 9am-12.30pm Friday - 2pm-5.30pm Saturday - 9am-3pm Sunday - 10am-3pm.
Coggeshall Library	The Friends Meeting House Stoneham Street Coggeshall CO6 1UH	Monday - Closed Tuesday - 2pm-5.30pm Wednesday - Closed Thursday - 9am-5.30pm Friday - Closed Saturday - 9am-5pm Sunday - Closed.
Chelmsford Library	Market Road Chelmsford CM1 1QH	Monday - 9am-5.30pm Tuesday - 9am-5.30pm Wednesday - 9am-5.30pm Thursday - 9am-7pm Friday - 9am-5.30pm Saturday - 9am-5pm Sunday - 10.30am-1.30pm
Colchester Library	Trinity Square Colchester CO1 1JB	Monday - 9am-5.30pm Tuesday - 9am-5.30pm Wednesday - 9am-7pm Thursday - 9am-5.30pm Friday - 9am-5.30pm Saturday - 9am-5pm Sunday - 1pm-4pm
Tilbury Library	Civic Square Tilbury RM18 8AD	Monday - 10am-1pm and 2pm-5pm Tuesday - Closed Wednesday - 10am-1pm and 2pm-5pm Thursday - Sunday - Closed
Greenstead Library	Hawthorn Avenue Colchester CO4 3QE	Monday - 9am-5.30pm Tuesday - 9am-5.30pm Wednesday - Closed Thursday - 9am-5.30pm Friday - Closed Saturday - 9am-5pm Sunday - Closed
Stanway Library	10 Villa Road Stanway CO3 0RH	Monday - Closed Tuesday - 2pm-7pm Wednesday - Closed

		Thursday - 9am-1pm Friday - Closed Saturday - 9am-1pm Sunday - Closed
Prettygate Library	Prettygate Road Colchester CO3 4EQ	Monday - Closed Tuesday - 9am-7pm Wednesday - 9am-5.30pm Thursday - Closed Friday - 9am-5.30pm Saturday - 9am-5pm Sunday - Closed
Wivenhoe Library	104/6 High Street Wivenhoe CO7 9AB	Monday - Closed Tuesday - 2pm-7pm Wednesday - Closed Thursday - 9am-5.30pm Friday - Closed Saturday - 9am-5pm Sunday - Closed

Prior to attending these locations, it is advised opening times are checked.

In addition to the public information events, we will be holding six webinars, where members of the Project team will be available to answer questions. The dates and times of these sessions are as follows:

Date and time	Webinar
Wednesday 17 April 6pm-7pm	Project Overview One*
Wednesday 29 May 6pm-7pm	Section A and B - South Norfolk and Mid Suffolk
Thursday 30 May 6pm-7pm	Section C and D - Babergh, Tendring and Colchester
Wednesday 5 June 6pm-7pm	Section E and F – Braintree and Chelmsford
Thursday 6 June 6pm-7pm	Section G and H – Basildon, Brentwood and Thurrock
Wednesday 12 June 6pm-7pm	Project Overview Two

\* A British Sign Language interpreter will be available.

You can register for a webinar by signing up on our Project website: <http://www.nationalgrid.com/n-t>.

### Responding to the Consultation

Responses to this consultation must be received between **12:00 noon on Wednesday 10 April 2024 and 11:59pm on Tuesday 18 June 2024**.

Responses to this consultation can be submitted online at <http://www.nationalgrid.com/n-t>

Alternatively, you can return a printed copy of the Feedback questionnaire or a free text response via email: [contact@n-t.nationalgrid.com](mailto:contact@n-t.nationalgrid.com) or post: **FREEPOST N TO T** (please write this in capitals, you do not need a stamp).

Requests for paper copies of the technical documents will be reviewed on a case by-case basis. To cover printing costs a reasonable copying charge may apply, to be paid for by the recipient and up-to a maximum value of £500 for the whole suite of consultation documents. Please get in touch with us using the details below if you would like a printed or alternative format copy of materials.

Telephone: 0800 915 2497.

Email: [contact@n-t.nationalgrid.com](mailto:contact@n-t.nationalgrid.com)

Following the close of the consultation all feedback will be collated, reviewed and analysed to understand key themes and concerns. Our proposals will be reviewed and, where practicable,

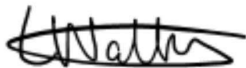
refined in light of feedback.

We may be required to make copies of representations available to the Secretary of State. However, we will request that personal details are not placed on the public record. Personal details will be held securely in accordance with the relevant data protection legislation and will be used solely in connection with the consultation process and the development of this Project and, except as noted above, will not be disclosed to any third parties. National Grid's privacy policy can be found on its website: [www.nationalgrid.com/privacy-policy](http://www.nationalgrid.com/privacy-policy).

If you have any questions about the Project, please don't hesitate to contact us at the above freephone, freepost or email address.

We look forward to hearing from you.

Yours faithfully



**Liam Walker**  
Project Director

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Dear Customer

## **Local public consultation – Decision**

**Diss Post Office  
7 Market Place, Diss, IP22 4AA**

I'm writing to confirm that following a period of local public consultation and review, we have made the decision to proceed with the move of the above Post Office into 35e Mere Street (formerly Octagon Craft Gallery and Coffee Lounge), Diss, IP22 4AD, where it will be operated by a retail partner.

I would like to thank everyone who took the time to let us have their comments and provide information. All the feedback we received helped us to better understand the views of customers and this was taken into account, along with all other relevant factors, in making our decision. A summary of the feedback is enclosed along with an information sheet providing further details about the new branch.

After careful consideration of the feedback received, we remain confident that the layout and location of the new branch will continue to meet customer needs and deliver an excellent service, whilst securing the long-term viability of Post Office services in the local community.

We're currently making the final arrangements for the move and further information will be provided in branch once the dates have been agreed.

This information is also available on the Post Office Consultation Hub at: [postofficeviews.co.uk](https://postofficeviews.co.uk)

We're carrying out this notification in line with our Principles of Community Engagement. An extract relating to Consultation is available at the end of this letter.

Yours faithfully

*Allison Wallace*

**Allison Wallace  
Network Provision Manager  
Post Office Limited**

[comments@postoffice.co.uk](mailto:comments@postoffice.co.uk)

[postofficeviews.co.uk](https://postofficeviews.co.uk)

FREEPOST Your Comments

**To get this information in a different format, for example, in larger print, audio or braille call 03452 66 01 15 or Textphone 03457 22 33 55.**

## Appendix A

### Response to Local Public Consultation

**Consultation started 21 February 2024**

**Consultation ended 20 March 2024**

#### **Consultation responses**

- 69 responses from customers

#### **Key issues raised**

- Parking
- Access and internal space

#### **Response to issues raised**

##### **Parking**

Parking and the availability of parking spaces are problems faced generally in many locations nationwide. Whilst the availability of parking spaces is outside the direct control of Post Office Limited. A further review of parking has been carried out and has confirmed that time restricted roadside parking is available nearby with dedicated disabled parking bays and Chapel Street carpark is also available nearby with dedicated disabled parking.

##### **Access and Internal Space**

Access at the new location is level. Internally the new branch will be in line with Post Office specifications, making sure there is sufficient space for the Post Office service to operate alongside the retail offer. We will be working closely with the new operator on the internal layout and some fixtures and fittings will be re-aligned or removed to make sure there is clear access into the premises, ensuring the entrance, aisles and the waiting area are kept free from obstructions and adequate room is provided for customers and a wheelchair to move around without difficulty.



## Appendix B

### Diss Post Office Information Summary

35e Mere Street  
formerly Octagon Craft Gallery and Coffee Lounge  
Diss  
IP22 4AD

#### New opening hours

Mon - Fri	09:00 - 17:30
Sat	09:00 - 12:30
Sun	Closed

**There are times our branches may need to make changes to its opening hours. The latest available branch information can be found on our website [www.postoffice.co.uk/branch-finder](http://www.postoffice.co.uk/branch-finder)**

#### **Products & Services**

The same wide range of products and services will still be available.

#### **Serving positions**

There will be three serving positions in total: one screened and two open plan counter positions. The total number of serving positions has been based on current and future predicted business levels..

#### **Access**

Access will be level at the entrance to the new premises. Internally, there will be a hearing loop, a low-level writing desk, a low-level serving counter and space for a wheelchair.

#### **Getting there**

The new branch will be located approximately 300 metres away from the previous branch, along mostly level terrain. Time restricted roadside parking is available nearby with dedicated disabled parking bays and Chapel Street carpark is available nearby with dedicated disabled parking.

#### **Retail**

Cards & Stationery.

---

**From:** [Diss Town Council](#)  
**To:** [Sarah Richards](#)  
**Subject:** FW: SE0106 Denmark Lane Diss - New Site - Street Naming  
**Date:** 11 April 2024 12:56:18  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image005.png](#)  
[image004.png](#)  
[71327 - D01AD - SITE LAYOUT.pdf](#)

---

Sarah,

Are you able to respond to these?

**Regards,**

**Alex Rolfe - Office Administrator**

**Available:** Monday, Tuesday & Thursday

**Address:** Diss Town Council, 11/12 Market Hill, Diss, IP22 4JZ

**Email:** [alexander.rolfe@diss.gov.uk](mailto:alexander.rolfe@diss.gov.uk)

**Tel:** 01379 643848 - ext #207

**Website:** [www.diss.gov.uk](http://www.diss.gov.uk)



---

**From:** Lucas Sim <[Lucas.Sim@placesforpeople.co.uk](mailto:Lucas.Sim@placesforpeople.co.uk)>  
**Sent:** Thursday, April 11, 2024 11:08 AM  
**To:** Diss Town Council <[towncouncil@diss.gov.uk](mailto:towncouncil@diss.gov.uk)>  
**Subject:** SE0106 Denmark Lane Diss - New Site - Street Naming

Morning

We are soon to be starting on the above new build scheme [planning ref: 2022/1976]

We are just about to apply for the postal addresses and would like to see if you have any proposals or comments on ours.

Attached is the site plan. We will most likely need 2 names for “adopted road” & “shared road” as noted on plan. Council might equally just have one name due to size of site.

Since starting we have taken note of the resident ducks that like to sit on the neighbour’s lawn and watch so thought “Mallard Way” might be one suggestion.

Some other suggestions / links

- “Market drive” – as know for its antique markets
- “Kings Mews” – links to the crown in the early says
- “Anglo drive” – links with Anglo-Saxon times.

Due to the time scales involved with the naming and numbering process. I would appreciate it if I could have any comments within the next couple of weeks.

Any problems please don't hessite to contact me.

Regards

**Lucas Sim**  
Technical Manager



[PLEASE NOTE IM NOW AVAILABLE ON MY MOBILE AGAIN!](#)  
e: [lucas.sim@placesforpeople.co.uk](mailto:lucas.sim@placesforpeople.co.uk) w: [placesforpeople.co.uk](http://placesforpeople.co.uk)



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# ACCOMMODATION SCHEDULE

HOUSE TYPES		STOREYS	AREA (m <sup>2</sup> )	AMOUNT
1A	1B/2P	2	57.50	06
2A	2B/3P	2	72.50	04
2B	2B/4P	2	79.12	14
2C	2B/4P	2	79.12	07
3A	3B/6P	2	102.2	12
<b>TOTAL</b>			<b>4800</b>	<b>43</b>

TOTAL POS: 4800m<sup>2</sup>

## KEY

-  PROPOSED TREE
-  POS
-  RETAINED EXISTING TREE/VEGETATION
-  REMOVED EXISTING VEGETATION



BIN COLLECTION POINT  
SERVING PLOTS: 01, 02, 03, 43

INFORMAL FOOTPATH

10m LANDSCAPE BELT TO  
WESTERN BOUNDARY

PUBLIC PEDESTRIAN LINK

BIN COLLECTION POINT  
SERVING PLOTS: 13-22

**G2(C)**

**G1(C)**

**G3(C)**

**G4(C)**

**T4(C)**

**T1(A)**

**T2(B)**

**T3(A)**



Notes:  
 Copyright in this drawing remains the property of BM3.  
 Do not scale this drawing.  
 All dimensions are to be taken from the finished or as shown.  
 Contractors and consultants are to advise BM3 in the event of any discrepancies.  
 Revision:  
 1. Updated to reflect the latest client's requirements and comments.  
 2. Updated to include the latest comments from Senior Heritage & Design Officer.  
 3. Updated to include comments from Heritage and Design Officer, also minor tweak to parallel parking bays.  
 4. Updated to include changes to plot 38-43, other minor tweaks.  
 5. Updated to include client comments.  
 6. Updated to include layout.  
 7. Updated to reflect on verge and footpath position along Denmark Lane and extend footpath along Roundem Way.

Rev	Date	By	Check	CDM Name
1	19.03.23	BR	JJ	
2	18.03.23	BR	JJ	
3	02.03.23	BR	JJ	
4	02.03.23	BR	JJ	
5	02.03.23	BR	JJ	
6	18.03.23	BR	JJ	
7	19.03.23	BR	JJ	

Project	Drawing	Client
LAND AT DENMARK LANE	SITE LAYOUT	INSIDE LAND
Scale: 1:500 @ A1	Job No: 171327	Revision: PLANNING
Date: 15.09.2021	Drawn By: JJ	Checked: JJ
Drawn No: DD1	Drawn By: JJ	Checked: JJ
CS/E Element: PLANNING	CS/E Element: PLANNING	Revision: AD
Birmingham Office: 26 Pinfold Street, Digbeth, Birmingham, B5 5QH. T: 0121 633 0000 F: 0121 633 0006 E: design@bm3.co.uk		



## Progress Report

Committee	Minute Ref	Subject	Action	Assigned to	Timescale	Comments or further action
Infrastructure	INF0123/09	Public Realm Art Project	To support in principle the large-scale artwork and appoint councillors Collins, Sinfield, and Waterman to work alongside the Clerk and the designer to consider possible locations and design ideas.	DC / LS/ GW / Clerk	30.03.23	Designer 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. Update requested from designer.
Infrastructure	INF0123/10	Land on Denmark Lane	To appoint a working group of councillors Sinfield, Waterman and Welch to work with the Clerk to further consider the requirements and proposal regarding the purchase of the small triangle of land on Denmark Lane for eventual presentation to Full Council.	LS / GW / JW / Clerk	30.03.23	Quaker Wood interested in exploring the opportunity of the land at Denmark Lane. QW reps are now talking to the landowner. Update requested.
Infrastructure	INF0423/08	Wildflower Planting	To trial wildflower seeding and management on three areas of the town namely the verge at the DYCC and the area of land at the end of Mere Street subject to using method B and the area alongside Victoria Road subject to landowner consent and as per the corresponding appendices.	Clerk/CEO	31.12.23	This will be scheduled as part of green corridors project.
Infrastructure	INF0124/06	ITEMS OF URGENT BUSINESS	That the Clerk would schedule a meeting with the stakeholders to discuss the Mere water levels and drainage issues.	Clerk	31.03.24	Email sent to stakeholders (Morrison's, Alci, District Council) - meeting dates proposed for early May
Infrastructure	INF0124/07	GREEN CORRIDORS	Contact details for the Cricket Club would be forwarded. Traffic island mud build up and grass growth along Park Road would be raised with Highways Rangers. Roydon is having a Green Day at 4pm on Sat 3rd February and Clir Welch agreed to attend and speak about the Green Corridors project. Content would be provided on this project for the forthcoming issue of Diss Matters.	Clerk / Clir Welch	Immediately	All items completed. Mtg of AG to progress proposals with stakeholders being scheduled for May.
Infrastructure	INF0124/08	PARKING STAKEHOLDER GROUP	Hedges are overgrown along Roydon Road & Norfolk County Council would be requested to write to the landowners.	Clerk	Immediately	Works completed. An update on this item is included on the agenda.
Infrastructure	INF0124/09	RAILWAY STATION ACCESS	Project has been signed off on a bus access / egress only when an exit following up on this with relevant members at Norfolk County Council as considerable funds were invested in the project not to realise all the benefits and it required his authorisation. Once this has been determined, members can consider the location of a proposed additional bus stop on the A1066	County Clir Kiddie	Immediately	KK to liaise with Officers, Cabinet member at NCC 19.04.24 & report back.
Infrastructure	INF0124/11	ROYDON PRIMARY SCHOOL CONSULTATION	To support Roydon Primary School's proposal to establish a 16 place Specialist Hub of Inclusion Practice provided it doesn't supplement the existing vehicular flow issues on the highway outside the school.	Clerk	16.02.24	Response sent
Infrastructure	INF0124/12	ITEMS FOR NOTING	Kingshead Yard – members noted that the owner(s) plan to re-instate a car park on the Kingshead Yard temporarily and from February 2024 until they develop the site. Landowners responsible for the rear access behind Mere St through the car park are pooling resources to fill in the large potholes and information to be shared with the District Council as they are reviewing car park charges.	KM	Immediately	No update.
Infrastructure	INF0124/13	MEMBER FORUM	Clir Taylor has been approached by Walcot Rise asking how they can reduce speed limit to 20mph. It was agreed that Norfolk County Council would liaise with residents. Cadent also left the site in a poor state following recent works and a request would be sent for this to be addressed.	NCC & Clerk	31.3.24 & immediately	Request sent to NCC. Cadent completed remedials and grass seeded (NCC to send photo evidence). NCC believe someone had large delivery afterwards.