



COMMITTEE MEMBERSHIP:

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

FOR INFORMATION:

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

Diss Express

DISS TOWN COUNCIL

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

Telephone: (01379) 643848

Email: towncouncil@diss.gov.uk

TOWN CLERK

Mrs S Villafuerte Richards (CiLCA)

Our ref: INF. 26.07.23

Date: 20 July 2023

NOTICE OF MEETING

Dear Members of the Public and Press,

You are cordially invited to attend a meeting of the **Infrastructure Committee** to be held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 26th July 2023** at **7.15pm** to consider the business detailed below.

Deputy Town Clerk / Chief Operations Officer

AGENDA

- 1. Election of Chairman**
To elect a Chairman of the Infrastructure Committee for the Municipal Year 2023-24.
- 2. Apologies**
To receive and consider apologies for absence.
- 3. Election of Vice-Chairman**
To elect a Vice-Chairman of the Infrastructure Committee for the Municipal Year 2023-24.
- 4. Nomination of Substitute Representatives**
To note nominated substitute representatives attending in place of those who have sent their apologies.
- 5. Declarations of Interest ¹ and Requests for Dispensations**
To note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.
- 6. Minutes**
To confirm as a true record, the minutes of the Infrastructure Committee held on 5th April 2023 (copy herewith).
- 7. 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*).

- 8. 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*).
- 9. Residents Parking Scheme**
To receive an update on the Residents Parking Scheme and consider a stakeholder group (report reference 17/2324 herewith).
- 10. Parish Partnership Scheme**
To appoint an action group to consider potential Parish Partnership Schemes for local highway improvements for submission by 8th December 2023 deadline (copy details herewith).
- 11. Green Corridors**
To appoint an action group to consider developing more green corridors in Diss as part of the Council's green agenda and in response to comments received at the last Annual Town Meeting.
- 12. Items for Noting**
 - a) Strategic Plan – to note the progress towards the Strategic Plan actions (copy herewith) and that an action group will review the current plan to inform future strategic direction.
 - b) Norwich Western Link – to note the update on the Norwich Western Link project (copy details herewith).
 - c) 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 18th October 2023.
- 15. Public Bodies (Admissions to Meetings)**
To consider a resolution under the Public Bodies (Admissions to Meetings) Act 1960 and Standing Orders 3d to exclude members of the public and press in order to discuss the following item which is properly considered to be of a confidential nature.
- 16. CCTV**
To consider a proposal to re-house some of the Council's CCTV equipment (confidential report reference 18/2324 herewith).

NOTES

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

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

DISS TOWN COUNCIL

MINUTES

DRAFT

Minutes of the meeting of the **Infrastructure Committee** held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 5th April 2023** at **7.15pm**.

Present: Members: D. Collins
S. Kiddie
A. Kitchen
S. Olander (Chair / ex-officio)
L. Sinfield
E. Taylor (ex-officio)
G. Waterman
J. Welch
J. Wooddissee (Vice-Chair)

In attendance: Sarah Villafuerte Richards, Town Clerk
Cllr R. Peaty

INF0423/01 **APOLOGIES**

There were no apologies.

INF0423/02 **NOMINATION OF SUBSTITUTE REPRESENTATIVES**

There were none.

INF0423/03 **DECLARATIONS OF INTEREST¹ AND REQUESTS FOR DISPENSATIONS**

Minute No.	Councillors Name	Personal/Other Interest	Pecuniary Interest	Reason
INF0423/08	D. Collins			This councillor is leading on the wildflower project

INF0432/04 **MINUTES OF THE LAST MEETING**

It was

RESOLVED: That the minutes of the meeting of the Infrastructure Committee held on 25th January 2023 were a true record and were duly signed by the Chairman.

INF0423/05 **PUBLIC PARTICIPATION**

There were no members of the public in attendance.

INF0423/06 **ITEMS OF URGENT BUSINESS**

There were none.

INF0423/07 **STRATEGIC PLAN**

a) Members considered report (reference 63/2223 referred) regarding a revised strategic action plan relevant to the objective of improving cleanliness in the town centre. It was

RESOLVED: To approve the revised strategic action plan relevant to the town cleanliness objective.

(Action: Clerk; immediately)

b) Committee noted the update regarding the strategic objective relevant to the Diss & District Neighbourhood Plan (DDNP). The meeting with the health centre has been postponed to 12th April. South Norfolk District Council (SNDC) approached the examiner regarding changes to DDNP relating to leisure provision. Given the consultations have closed and SNDC has had plenty of opportunities to comment, the DDNP Steering Group has met and replied stating they are not prepared to change it and will continue with it revising at a later date if required. This will likely delay

the examination period by up to three weeks and a referendum wouldn't be held until after the elections anyway.

It was noted that the developer of DIS 2 and 7 is keen to provide leisure provision but that Norfolk County Council Highways has rejected the plans due to access issues and that the Aldi planning application will not be considered until May.

INF0423/08 WILDFLOWER PLANTING

Members considered report (reference 65/2223 referred) regarding a proposal to plant wildflowers in three areas of the town. Cllr Collins commented that SNDC will leave the area on Victoria Road next to the tyre shop to see what grows. Regarding the two options, cllr Waterman helped to manage the wildflower meadow at Quaker Wood established in 2010 and recommended option B for expedience as the areas demarcated are unlikely to have much wildflower in the ground. Once the area has been established, chemicals can't be used so weeding is required by hand. It was

RESOLVED: To trial wildflower seeding and management on three areas of the town namely the verge at the Diss Youth & Community Centre and the area of land at the end of Mere St subject to using method b and the area of land along Victoria Road subject to landowner consent and as per the corresponding Appendices.

(Action: DC / Clerk / FBM / SNDC; by 31.10.23)

INF0423/09 PROGRESS REPORT

Members noted the progress on decisions made at the last meeting. Norfolk County Council is busy with other projects at present but the Residents Parking Scheme for Diss is on the list and they will be able to consider how the existing restrictions in the Heritage Triangle operate. This should help with the issue of vehicles parking on the corner of St Nicholas St and Market Place outside the butchers restricting the movement of large vehicles and damage to the building whilst considering the requirements of businesses for deliveries. The positioning of another 7.5T restriction sign at the top of St Nicholas St is being reviewed.

It was noted that the new road markings in the spaces outside the butchers give the impression blue badge holders can park in all the spaces so this should be checked. An update regarding the additional enforcement support has been requested from South Norfolk Council.

Cllr Collins advised that a new Diss map has been produced & is circulating. The Welcome to Diss leaflet content has been updated but funds are not available to cover the costs.

INF0423/10 MEMBER FORUM

There were several items raised relevant to this committee. It was noted that the sign to the boardwalk & gardens on Mere St has been removed with the damaged pole, Poundland will be changing to a restaurant, and the trees on the Harrier Way development have died. The Clerk agreed to forward a contact for Persimmon Homes to cllr Waterman to follow this up.

(Action: Clerk / GW; by 31.08.23)

It was noted that the empty shops & condition of them lies within the remit of the building owners. There was also a discussion regarding free parking in neighbouring towns, which is funded by local businesses and its impact on footfall.

Cllr Olander has received correspondence regarding a proposal for a hotel in Diss form Travelodge, which would be circulated to all members.

(Action: Clerk; immediately)

It was agreed that councillors Kiddie, Olander, Sinfield and Wooddissee would consider the strategic objectives for the Infrastructure committee for the forthcoming electoral term for consideration at the next meeting.

(Action: SK / SO / LS / JWo; by 20.07.23)

INF0423/11 DATE OF THE NEXT MEETING

Members noted that the next meeting of the Infrastructure Committee is scheduled for 26th July 2023.

INF0423/12 **PUBLIC BODIES**

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

INF0423/13 **TELEPHONE & BROADBAND CONTRACT**

Members considered the Council's telephone & broadband provision (confidential report reference 66/2223 referred). It was

RESOLVED:

1. To recommend to Full Council that the Council's telephone and broadband contract with the existing supplier etc... (EAST ANGLIA) LTD & Red5 Networks is extended for another year.
2. To review the Council's requirements in six-nine months' time during the budgeting process.
(Action: Clerk; immediately)

Meeting Closed at: 9.05pm.

Chairman: Councillor Olander

**DISS TOWN COUNCIL**

Council Offices, 11-12 Market Hill,
Diss, Norfolk, IP22 4JZ.
Telephone & Fax: (01379) 643848
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Report Number:
17 / 2324

Report to:	Infrastructure Committee
Date of Meeting:	26 th July 2023
Authorship:	Town Clerk / CEO
Subject:	Residents Parking Issues

Introduction

1. Norfolk County Council is now able to push forward with what was previously referred to as the Residents Parking Scheme review for Diss. The aim is to consider strategic long-term solutions to the current parking management and traffic congestion problems.
2. Options could include time residents parking permits, time limited parking bays and yellow lines.
3. The Town Council initially drafted a list of streets that should be considered (see Appendix A).

Funding

4. When this was first presented in 2018, the District Council was offering to help with money, time, and resources. The Town Council also set aside £10k as a contribution to jointly fund the surveys, legal work and consultation required to bring a solution forward.
5. The Earmarked Reserves allocation no longer exists given the length of time it was not required however there is £10k available against the Mere St pedestrianisation project, which is not currently progressing and over £60k in Community Infrastructure Levy receipts, an appropriate funding pot for such a project.
6. Once we have a better idea regarding potential scope of the project and costs, committee or Council can consider an appropriate funding allocation.

Stakeholder engagement

7. The Clerk has met with NCC's Better Parking Strategy Manager, the Officer responsible for the project, to discuss stakeholder engagement and project (see Appendix B).
8. A proposed stakeholder list has been drafted (Appendix C) and it is proposed to schedule the initial meeting in August using an adapted invite letter (Appendix D).
9. The Clerk has spoken to the Parking Services Manager at Great Yarmouth Borough Council to see how Diss Town Council can learn from their experiences and the notes of this discussion are included at Appendix E.

10. The Clerk will also arrange to speak with the Assistant Director – Operations & Commercial at King’s Lynn & West Norfolk Borough Council in advance of the above meeting.

Conclusion

11. Members are asked to note the content of this report and consider the draft list of stakeholders.

Recommendation

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

Streets put forward for Residents Parking Scheme – April 2019, added to January 2021

Scheme includes on-street parking solutions such as residents parking permits, time limited parking bays and yellow lines.

1. Frenze Hall Lane - Frenze Rd (All to Skelton Rd junction)
2. Bloomfield Rd (Congestion issues)
3. Owen Rd (Ambulance exit issues)
4. Mission Rd/Court (Residents letter)
5. Mount Street
6. Sunnyside
7. Uplands Way
8. Vincés Road
9. Willbye Avenue
10. Roydon Road
11. Heritage Triangle (St Nich St / Market Hill & Market Place)

CPE Information & Stakeholder engagement

5th June 2023

Morning Sarah,

A very useful and productive meeting last Friday – thank you.

As promised in the meeting, I've included Martin's and Lorraine's contact details. Both are very experienced and hands-on managers who can provide you with their own experiences of their CPE and parking scheme journeys at Kings Lynn and Gt Yarmouth respectively. Both towns have very mature hybrid schemes (a good mix of restrictions [signs/lines], P&D and residents parking) which have been in place and bedded in over a number of years.

Attached is a Word copy of the initial invite I prepared for our Brancaster Parking Stakeholder Group, which we could easily adapt for Diss, to explain the rationale for the group, aims and objectives and benefits to the town etc. At the bottom we could also list your proposed initial stakeholder group for Diss, which could easily be added to/amended if required.

As discussed, we need to adopt a coordinated and inclusive approach, so as a minimum, we would need yourself (as TC clerk), me (as NCC/CPE project rep) and your NCC Highways Engineer rep and potentially your town council chair (as TC chair) *and importantly, your County Councillor, Keith Kiddie* - who you will need the support of for any new TRO scheme and may also have some useful LMF money available! From our experience though, the County Council Member doesn't attend many meetings, but you still need to invite them as a matter of process and courtesy.

Then build up the group (suggest up to 10-12 max people) with other positive, forward thinking, solution-orientated 'doers' who may have a vested interest in and contribute well to the cause – one from each potential stakeholder group eg which could include, but not limited to:

- Local District Councillor or officer, especially if previously involved
- Local business association/respected local business person
- Local residents association/well-known resident spokesperson
- Police/Fire/Ambulance Service - if there have been historical issues affecting blue light services (eg access, safety). *May be a good idea to invite all anyway.*
- Bus/public transport operators
- Clubs and associations who may be affected/impacted eg golf club
- Other national/local organisations/large landowners
- Who else you think may be crucial/important to invite

As you probably appreciate, too many people in the group can easily become a committee that talks a lot and doesn't achieve much, so it's always best to restrict numbers!

I would suggest a longer initial meeting to do introductions, discuss the aims/outcomes etc of the group (and also make sure the right members are present), then meet every 6-8 weeks or sooner if required) to work up a long/action list of traffic/parking/highways related issues affecting everyone, followed by working up suggested solutions for each issue (eg short/medium and long term) and also identifying funding streams and resources to support this, and who is going to do what to implement the solutions. And as solutions and schemes progress, we may need to temporarily invite additional people to the group to discuss or explain specific action points they are working on.

That's it in a nutshell and I hope the above helps as a starter for 10 list, and once you've prepared a shortlist of potential stakeholder group members, I'm more than happy to have a follow up Teams meeting to finalise how you'd like to take this forward ie what you'd like to say in the invite, who sends it out (me/you/another) etc.

If I've forgotten to cover anything at this stage, please shout and I'll get onto it. Other than that, I look forward to hearing back from you and arranging the first stakeholder group meeting.

Kind regards,

Ian

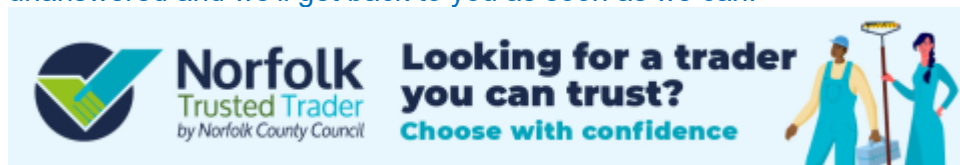
Ian Gregory, Better Parking Strategy Manager
Highways, Transport & Waste



Norfolk County Council



We're currently working remotely in response to COVID-19 health advice. However, our teams are available by email, TEAMS and phone. Please leave a voicemail if your call is unanswered and we'll get back to you as soon as we can.



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To see our email disclaimer click here <http://www.norfolk.gov.uk/emaildisclaimer>

Stakeholder initial invite list

1. DTC Clerk
2. DTC Council Leader and Chair of Infrastructure
3. NCC/CPE project rep
4. NCC Highways Engineer rep
5. NCC / SNC Councillor
6. SNC Parking Services Manager
7. Diss Community Team rep
8. Heritage Triangle Trust rep
9. Diss Business Forum Chair
10. Simonds bus company
11. Sergeant, Norfolk Constabulary
12. Norfolk Fire & Rescue
13. Ambulance Service

N.B. We will invite additional representatives e.g. residents for the relevant discussion on specific streets / areas.

Dear colleague,

Brancaster – Parking Stakeholder Group

To complement the positive work being undertaken by existing and newly formed organisations in Brancaster, local borough and county councillor MP Andrew Jamieson, in conjunction with Norfolk County Council, is seeking to establish a wider and inclusive group of stakeholders to help with more strategic long term solutions to the current parking management and traffic congestion problems in the parish.

As an interested stakeholder, we would like to convene an initial meeting with yourself and similar others to discuss how the County Council can best assist you with the long-term aspirations and parking-related strategies for Brancaster. We feel we are well-placed to provide technical advice and experience on parking and other infrastructure solutions, and would be pleased to explore mutually agreed proposals, and have a number of our own to add to the discussion.

At the foot of this e-mail is an initial list of the stakeholders who are being invited to participate in the group. However, please free to suggest any others you feel may need to be included, who have both an interest and willingness to contribute, and they can also be considered and contacted - in the spirit of inclusivity and fairness.

We are looking to hold our first meeting during a working week in September, with subsequent meetings held as required and agreed between the group. To that end, could you please confirm your interest in participating in the Stakeholder Group and let me know your availability during September, by return e-mail?

Our thoughts on initial discussion topics for the group are shown below/appended and could form an outline agenda for the meeting – but please feel free in the meantime to send me any other parking-related items that you feel also need discussion and haven't been included.

It is intended that members of the Parking Stakeholder Group will be positive participants, who want to contribute to outcomes for Brancaster, with both ideas and actions, on behalf of a combined, collective effort, which works with and complements existing organisations.

Suggested agenda items:

- 1. Aims and scope of Stakeholder Group** – aspirations and limitations
- 2. Current parking-related issues/priorities**
- 3. Existing organisations and scope of work/activity**
- 4. Existing/in the pipeline solutions**
 - Short term/seasonal
 - Long term/permanent
- 5. Desired/future solutions**
 - Short term/seasonal
 - Long term/permanent
- 6. Future Direction/Strategy**
 - Road flooding/queue management
 - Resident v visitor demands and provision v restriction – desired balance
 - Additional off-street/emergency parking and alternatives eg park & stride
 - Additional parking controls, signage and on-street pay & display
 - Linkage with stakeholders/adjoining properties – AONB, Golf Club etc
 - Linkage with public transport

Notes of discussion with Parking Services Manager at Great Yarmouth Borough Council (July 2023)

1. Their scheme has been operating for over 10 years and is currently under review by Norfolk County Council.
2. They have a large resident permit zone (2k properties incl. combination of residential, guest houses, businesses, and pubs) without which residents would not be able to park due to the volume of visitors.
3. They increased the annual permit price from £40 - £50 a year ago and review annually.
4. The zone operates 8am – 6pm 7 days per week and residents are keen to extend this to 8pm as it's a free for all after 6pm.
5. It is enforced by at least one officer all day daily.
6. They also have shared use bays within the zone (the corner shops sell vouchers for £3 a day). These are being misused and permits are copied. It relies on the shops to police and doesn't come recommended.
7. Kings Lynn administer virtual resident / visitor permits which are applied for & purchased online. The customer is responsible for managing their account, changing their vehicle details, logging visitors in register and Officers have handheld pcs to check.
8. They also have similar problems with their Controlled Parking Zone. They have installed planters to prevent parking, but they make perfect parking bays! Certain bollards had to be purchased for heritage reasons.

cc Local Members

Your Ref:	My Ref:	HI/12/GEN/DH/KT
Date: June 2023	Tel No.:	0344 800 8020
	Email:	ppschemes@norfolk.gov.uk

From the Cabinet Member for Highways, Infrastructure & Transport

Dear Sir/Madam

Delivering local highway improvements in partnership with Town and Parish Councils

I am delighted to inform you that due to the success of working in partnership with Parish/Town Councils for the last ten years the Parish Partnership Scheme Initiative will again be repeated in the financial year 2024/25. Further supporting information, including possible funding sources for your share of the bid, is available on our website (click on [this link](#)).

The County Council has provisionally allocated £300,000 on a 50/50 basis (There is an upper limit on Norfolk County Council funding support of £25,000 per bid) to fund schemes put forward by Town and Parish Councils to deliver projects that are priorities for local communities. We are particularly keen to encourage and support first-time bids.

This letter provides more information on the process, invites you to submit bids, and explains how the County Council can support you in developing your ideas. The closing date will be the 8th December 2023. Please contact your local Highway Engineer based at the local Area Office for agreement and any advice in developing your ideas, especially around the practicalities and cost estimates.

Once all bids have been received, we will assess them and inform you of our decision in March 2024 following approval by the Norfolk County Council Cabinet.

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

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

Continued .../

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

What sort of schemes would be acceptable?

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

Continued .../

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

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

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

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

Schemes which will not be considered

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

Information you must include in your bid

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

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

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

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

Yours sincerely



Graham Plant
Cabinet Member for Highways, Infrastructure & Transport

Parish Partnership bid application form 2024/25

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

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

Item 12a

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
Priority 1 of 5: Town Cleanliness (Infrastructure Committee)	<p>A. To reduce the number of cigarette ends in the town centre by 50% from March 2021 to Summer 2023</p> <p>B. To reduce the quantity of other litter including dog waste in the town centre by 20% from Spring 2021 to Summer 2023</p> <p>C. To reduce the quantity of pigeon faeces in the town centre of Diss by 50% from January 2021 to Summer 2023</p>	1. Liaise with Greyhound / Corn Hall regarding installation of cigarette butt receptacle.	March - September 2023	Action group - DC / SK / Jwo / FBM / FBS / Clerk (CEO)	£135	Physical install of bin & usage reports.	Requested the ops team request permission from the building owner to install a cigarette bin on their building.
		2. Trial the Council's new cleaning schedule (staffing team & equipment) for six months with any problem areas recorded / monitored and reviewed.		South Norfolk District Council	Staffing costs / equipment maintenance costs	Report of cleaning schedule to inform future scheduling and to determine whether objectives have been achieved.	F&B to record and monitor any problem areas during cleaning schedule for review.
		3. Continue to work with SNC regarding their street cleaning schedule & Environmental Services team to increase recycling across the town.		Diss Litterpicking Group		Photos of town centre before & after	
		4. Review number of litter bins, location, capacity versus used space & frequency of emptying to determine appropriateness.		Local traders	Staffing costs	Change to frequency of streetcleaning schedule / increase in opportunities to recycle.	SNC Ass Director for Community Services confirms that following our meeting they implemented the twice a weekly visit (predominantly on a Tuesday and Friday, but it may be switched to a Monday and Thursday when operational issues require) with the mini sweeper to Diss including the market loop. From Paul's observations the cleansing of Diss has been going well.
		5. Litterpicking Group to promote themselves in schools to encourage youth engagement (Appendix B).		Marketing staff member	Staffing costs	A bin review report & potential revised bin emptying schedule	COO & CEO discussed this and propose carrying forward this review into the new strategic plan.
		6. Work with local businesses to support them in keeping their premises clean and well maintained			Member / volunteer time	Report on outcomes & plan of helping the environment campaign for schools	Meeting with GW / JWo (former Chair of Governors) & KM (Alumnus) to be scheduled over next few weeks. Plan to speak in one of first assemblies of September term regarding the Diss Litterpicking Group & Duke of Edinburgh volunteering opportunities. KM to highlight his journey with DTC & volunteering in the community to inspire a change in behaviour if we are offering something in return for their attention.
		7. Conduct a publicity campaign to promote DTC's efforts ref town cleanliness including responsible wildlife feeding			Staff / member time	No. of well-maintained and clean shop fronts at end of period vs existing	This was specifically relevant to the Natwest building given its condition but contractors are now working inside.
Priority 2 of 5: Diss and District Neighbourhood Plan (Infrastructure Committee)	A. To gain a majority community support (51% or more from at least 21 residents) for the Diss & District Neighbourhood Plan by Spring 2023 to ensure it becomes planning policy for the area and allows the community to influence land development	4. Arrange for independent examination	Spring-23		£500 new wildlife display boards around Mere / Park	No. of press releases / web visits / social posts / likes, reach and shares.	This will be undertaken post data collection comparison.
		5. Arrange Referendum			Staffing costs	No. of residents supporting the plan at referendum / Future developments versus plan	
		6. Use Plan					DDNP was passed by the South Norfolk Cabinet 17.07.23 & public referendum booked for 28.09.23.

Sarah Richards

From: Norwich Western Link <Norwichwesternlink@norfolk.gov.uk>
Sent: 03 July 2023 14:41
To: Sarah Richards
Subject: Norwich Western Link Project Update

Dear Ms Sarah Richards

As promised in my last email to you, I'm getting in touch to update you on the outcome of today's meeting of the county council's cabinet, where a report about the Norwich Western Link was considered.

My cabinet colleagues and I voted to approve the recommendations made in the report, which you can read in the cabinet papers [here](#) on our website (full weblink also at the end of this email). This means that while we are awaiting a funding commitment from central government, which would enable us to move forward with submitting the planning application, we will reduce our activity on the project for a period of approximately three months. The rationale of this is to reduce spending given we can't progress the project in the way we were intending to at this point, but also allow us to be able to respond quickly as and when we do receive this funding commitment and finalise and submit the planning application.

As mentioned in my last email, we know there are other infrastructure projects across the country in a similar position to the Norwich Western Link. We also know we have a strong business case and there is no reason to think that we won't get this funding commitment. We'll continue to push for a decision as soon as possible and keep reminding Ministers just how important this project is for Norfolk.

I'll email again when we have further news.

Best Wishes,

Graham

Cllr Graham Plant
Cabinet Member for Highways, Transport and Infrastructure Delivery
Norfolk County Council

Full link to cabinet papers:
www.norfolkcc.cmis.uk.com/norfolkcc/CalendarofMeetings/tabid/128/ctl/ViewMeetingPublic/mid/496/Meeting/2050/Committee/169/Default.aspx

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Progress Report

Committee	Minute Reference	Subject	Action	Assigned to	Timescale	Comments or further action
Infrastructure	INF0119/09	Town Centre Signage	Draft town map designs are being mocked up as replacement inserts for the map boards around the town, overlays are being considered for the highways signage on approaches to the town to highlight Diss as an historic market town & a review of the traffic survey results and car parking usage statistics should help to determine directional signage.	Clerk	end July 2021	Review requirement for this project during strategic planning.
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	Completed.
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	Original PO cleared and update requested from contactor regarding date for works.
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		Confirmation has been received that the bench can be sited in SNC's car park. Offered more expensive spare bench to resident for price they are willing to pay for donated bench. .
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	Works to remove the centre line, the placing for road narrows together with 'Oncoming vehicles in middle of road' sub-plates should be carried out by the end of September. The proposed '20 mph' will require a traffic regulation order. The process does take several months. We expect this to be completed next year.
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	Summer 23	On agenda
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	On agenda. NCC keen to address the parking issues in the Triangle as part of the Residents Parking Scheme.
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	Update June 2023 from designer - I have one extra curriculum project that I need to finish before starting anything else. Hopefully this will be completed in the next couple of months. I am still very keen to get this project going. I just need to finish my current self initiated project before starting anything else. I will hundred percent be in touch when we're ready to progress and I am very confident we can make it happen.
Infrastructure	INF0123/10	Land on Denmark Lane	1. To appoint a working group of councillors Sinfield, Waterman and Welch to work with the Clerk to further consider the requirements and proposal regarding the purchase of the small triangle of land on Denmark Lane for eventual presentation to Full Council.	LS / GW / JW / Clerk	30.03.23	For consideration during strategic planning process.
Infrastructure	INF0423/08	Wildflower Planting	To trial wildflower seeding and management on three areas of the town namely the verge at the DYCC and the area of land at the end of Mere Street subject to using method B and the area alongside Victoria Road subject to landowner consent and as per the corresponding appendices.	Clerk/CEO	31.12.23	This will be scheduled for Spring 2024 / in line with review of green corridors.
Infrastructure	INF0423/10	Member Forum	Forward contact for Persimmon Homes to cllr Waterman to enquire ref dead trees on the Harrier Way development.	Clerk / GW	25.07.23	Contact forwarded.

Progress Report

Committee	Minute Reference	Subject	Action	Assigned to	Timescale	Comments or further action
Infrastructure	INF0423/10	Member Forum	Circulate correspondence regarding a proposal for a hotel in Diss form Travelodge to all members.	Clerk	immediately	Completed. Email sent to Travelodge to follow up.
Infrastructure	INF0423/10	Member Forum	It was agreed that councillors Kiddie, Olander, Sinfield and Wooddissee would consider the strategic objectives for the Infrastructure committee for the forthcoming electoral term for consideration at the next meeting.	SK / SO / LS / Jwo	19.07.23	Proposed on July FC agenda to set up action group to review existing plan to inform future direction. Await review before considering specific committee objectives.
Infrastructure	INF0423/13	TELEPHONE & BROADBAND CONTRACT	<p>1. To recommend to Full Council that the Council's telephone and broadband contract with the existing supplier etc... (EAST ANGLIA) LTD & Red5 Networks is extended for another year.</p> <p>2. To review the Council's requirements in six-nine months' time during the budgeting process.</p>	Clerk	immediately	Completed