



**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**

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. 05.04.23

Date: 30 March 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 5<sup>th</sup> April 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 25<sup>th</sup> January 2023 (copy herewith).
- 5. Public Participation**  
To consider a resolution under Standing Orders 3d to 3h to suspend the meeting to hear comments from members of the public on items to be discussed on the agenda (*members of the public are entitled to speak for a maximum of three minutes*).
- 6. Items of Urgent Business**  
To discuss any item(s) of business which the Chair or Town Clerk has previously been informed at least 24 hours before the meeting and decides should be considered as a matter of urgency (*councillors are reminded that no resolutions can be made under this agenda item*).

- 7. Strategic Plan**
  - a) To consider a report (reference 63/2223 herewith) regarding a revised strategic action plan relevant to the objective of improving cleanliness in the town centre.
  - b) To note the update regarding the strategic objective relevant to the Diss & District Neighbourhood Plan (included at Appendix D above).
- 8. Wildflower planting**

To consider a report (reference 65/2223 herewith) regarding a proposal to plant wildflowers in three areas of the town.
- 9. Progress Report**

To note progress on decisions made at the last meeting (copy herewith).
- 10. Member Forum**

To consider information or issues relevant to this committee from members for brief discussion, action or inclusion on a future agenda.
- 11. Date of Next Meeting**

To note that the next meeting of the Infrastructure Committee is scheduled for 26<sup>th</sup> July 2023.
- 12. 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.
- 13. Telephone & Broadband Contract**

To consider a proposal to change the Council's telephone & broadband provider (confidential report reference 66/2223 to be tabled).

### **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 25<sup>th</sup> January 2023** 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: Cllr Robertson  
Sarah Richards, Town Clerk  
1 member of the public

**INF0123/01** **APOLOGIES**  
There were none.

**INF0123/02** **NOMINATION OF SUBSTITUTE REPRESENTATIVES**  
There were none.

**INF0123/03** **DECLARATIONS OF INTEREST<sup>1</sup> AND REQUESTS FOR DISPENSATIONS**

Minute No.	Councillors Name	Personal/Other Interest	Pecuniary Interest	Reason
INF0123/10	G. Waterman			This councillor has put forward the proposal regarding the land on Denmark Lane.
INF0123/11	D. Collins			This councillor is a member of the Beacon / King's Coronation organising committee
INF0123/11	S, Kiddie			As above
INF0123/11	L. Sinfield			As above
INF0123/11	J. Welch			As above

**INF0132/04** **MINUTES OF THE LAST MEETING**  
It was

RESOLVED: That the minutes of the meeting of the Infrastructure Committee held on 25<sup>th</sup> November 2022 were a true record and were duly signed by the Chairman.

**INF0123/05** **PUBLIC PARTICIPATION**  
There was one member who wished to speak on item 11 at the appropriate time on the agenda.

**INF0123/06** **ITEMS OF URGENT BUSINESS**  
The Chair provided an update regarding the roadworks in Diss. It was noted that the Vinces Road water burst main repairs should be completed on Monday & re-opened on Tuesday once the bespoke kerb stones have been delivered and installed. Good progress is being made on the drainage replacement scheme at the Desira junction should be completed ahead of schedule. Frenze Hall Lane will be reinstated & resurfaced tomorrow. There is considerable damage to Walcot Green due to the diversion and the gas main along Roydon Road is soon to be replaced.

**INF0123/07** **STRATEGIC PLAN**  
Members considered appointing members of this committee to support the strategic objective of improving cleanliness in the town centre. It was agreed that an update from the Facilities and

Buildings team regarding the current cleaning schedule and their presence at the initial meeting would be helpful. It was

RESOLVED: to appoint cllrs Collins, Kiddie, Olander & Wooddissee to work alongside the Clerk and Facilities & Buildings Manager / Supervisor to review the town cleanliness strategic objective.  
**(Action: DC / SK / SO / JW / Clerk / F&BM; by 30.03.23)**

**INF0123/08**     **STREETLIGHTING**

Members considered report reference 48/2223 regarding streetlighting upgrades and part-night lighting proposals. It was noted that the recommendations support the retention of night-lighting on connecting footways and highways and that Norfolk County Council will be contacted regarding the possibility of aligning the switching times. It was

RESOLVED: 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.  
**(Action: Clerk; immediately)**

**INF0123/09**     **PUBLIC REALM ART PROJECT**

Members considered a project to install a large-scale artwork in Diss from the founder of Bud Studio. It was noted that this fits in the mission of the Town Council to support the community and promote Diss as the heart of East Anglia for Business, Leisure and the Arts. The designer has links to Diss, has had an overwhelmingly positive public response via the Diss Community Noticeboard already, intends to consult further regarding the design, will bid for Arts Council funding to pay for the project and appears to deliver good standard artwork on his website.

Members discussed potential sites in and around the town for consideration such as covering up the artwork on the Lowes, the Park Pavilion, sides of garages on Taylor Road, wall at the Diss Youth & Community Centre and shutters or windows of temporarily unused buildings. It was noted that the artwork would probably last up to a year and protection from vandalism of easy to reach locations should be considered. It was

RESOLVED: 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.  
**(Action: DC / LS / GW / Clerk; by 30.03.23)**

**INF0123/10**     **LAND ON DENMARK LANE**

Members considered the purchase of a small triangle of land on Denmark Lane for use as a community green space (report reference 49/2223 referred). It was noted that Historic England had no record of it, nor is it reference in the Diss & District Neighbourhood Plan. The area is currently an eyesore, which may worsen with further development to the west. Future maintenance is proposed to be minimal with a similar set up to the way Quaker Wood is managed via a Steering Group. It was noted that the land would be unsuitable for development given the size, topography, proximity to neighbouring properties and mature trees but it could provide a community open space to the west of the town amongst a large residential area.

Members were advised that Financial Regulations 14.4 state that no real property (interests in land) shall be purchased or acquired without the authority of Full Council and a report in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate). There was discussion regarding community engagement, available funds, the level of initial works and ongoing maintenance, allocating it as a non-designated heritage asset with the DDNP and the different community groups including schools who may also benefit from the space. It was

RESOLVED: 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 (marked by a cross on Appendix A) for eventual presentation to Full Council.

2. That Councillor Waterman and the Clerk will update the landowner accordingly.  
(Action: LS / GW / JW / Clerk; by 30.03.23)

**INF0123/11**    **DISS PARK BEACON**

Members considered appointing a contractor carry out landscaping and foundation works in Diss Park to support the Beacon extension project (report reference 50/2223 referred). There was discussion regarding a change of date of the King's Coronation event from Saturday 6<sup>th</sup> to Sunday 7<sup>th</sup> May. It was noted that beacon lighting ceremonies are not being encouraged by Buckingham Palace, potentially impacting on the firework display and that a budget request will be considered by the Facilities committee. There was a discussion regarding starting the event earlier, which would also enable those attending to watch the concert being organised for that evening. The content submitted regarding the event for the monthly column in the Diss Express would be updated accordingly. It was

RESOLVED:    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.

(Action: Clerk; immediately)

**INF0123/12**    **PROGRESS REPORT**

Members noted progress on decisions made.

**INF0123/13**    **MEMBER FORUM**

There was no information or issues raised relevant to this committee.

**INF0123/14**    **DATE OF THE NEXT MEETING**

Members noted that the next meeting of the Infrastructure Committee is scheduled for 5<sup>th</sup> April 2023 subject to the confirmation regarding whether committee meetings would be held during the pre-election period.

Meeting Closed at: 8.45pm.

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Chairman: Councillor Olander



## DISS TOWN COUNCIL

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Report Number:  
**63 / 2223**

Report to:	Infrastructure Committee
Date of Meeting:	5 <sup>th</sup> April 2023
Authorship:	Town Clerk
Subject:	Town Cleanliness strategic objective

### Introduction

1. At the last meeting of the Infrastructure committee, members considered appointing members to support the strategic objective of improving cleanliness in the town centre. It was agreed that an update from the Facilities and Buildings team regarding the current cleaning schedule and their presence at the initial meeting would be helpful. It was

RESOLVED: to appoint cllrs Collins, Kiddie, Olander & Wooddissee to work alongside the Clerk and Facilities & Buildings Manager / Supervisor to review the town cleanliness strategic objective.

### Meeting outcomes

2. The Facilities & Buildings Manager (FBM) and Supervisor (FBS) provided an update regarding the current cleaning schedule to members at a meeting on 22<sup>nd</sup> February.
3. All equipment has been received including third van equipped with water pump system and billy goat hoover & accessories. Various areas of the town have been trialled using the new kit and it is doing an effective job.
4. The Town Council has a good outdoor team on board and the FBM & FBS has met with the staff to talk them through the details of the new programme.
5. The cleaning schedule of the town centre starts at 7am to minimise the noise impact of the equipment on residents living in the area.
6. It allows for watering all the planters in the town centre (Market Place, Mere St & Heritage Triangle).
7. They plan to do a thorough clean of the street corners with the new hoover where there is build-up of detritus, which should alleviate the workload in the summer months.
8. The team is also tidying up the Town sign and Anglian Garden floral beds near the Mere's Mouth and the contract with the Council's gardener has ended to allow this task to be brought in-house, saving money. Together with the 'Flock' artwork currently being installed at the Mere's Mouth and the recent upgrade to the fishing platforms around the Mere's edge, this will enhance further this key area of the town.

9. The team was asked to feedback to the volunteer Litterpicking group (via cllrs Waterman & Wooddissee) leading up to the second Saturday of the month, any areas of the town that require particular attention whilst on their rounds.

#### Strategic plan review

10. It was agreed by all that the new cleaning schedule and resources (staff team & equipment) along with the work of the Diss Litterpicking Group should achieve all three of the Council's objectives regarding improving town cleanliness.
11. Progress has also been made in the following ways:
  - a) The South Norfolk Council owned path cleaners collect cigarette butts. A meeting was held recently with SNC regarding their revised cleaning schedule and a summary of this can be viewed at Appendix A.
  - b) The DTC team has worked with SNC to complete thorough cleans of Mere Street, which includes removing all rubbish from underneath street furniture and planters.
  - c) The use of 'normal' bins for dog waste has been reviewed and several dogs' bins removed or relocated to increase capacity and reduce cost.

#### Revised actions to achieve remaining objectives

12. There are two areas where cigarette ends are problematic – along St Nicholas St by the Greyhound pub and Corn Hall and near the Anglian Gardens outside Aldi.
13. A cigarette end receptacle was installed by the pod seating area in the Park at a cost of £135 and this has helped reduce the issue. It is proposed that another one is purchased and installed by the Corn Hall / Greyhound pub.
14. The Hoover will be used to complement and enhance the current cleaning schedule operated by SNC and DTC.
15. It is proposed to further review the number of litter bins, location, capacity versus used space & frequency of emptying to determine appropriateness including liaison with SNC regarding (additional) stickers stating that dog waste can be deposited in normal bins.
16. There was a report of dog waste in St Mary's churchyard so this will be monitored and reviewed.
17. It was agreed that the Litterpicking Group would be promoted in schools to encourage youth engagement and the proposal for this is attached at Appendix B.
18. DTC will continue to encourage responsible wildlife feeding in its publicity but that the plan to install feeders has not materialised due to lack of interest from the contractor. There are still a few individuals who feed the wildlife in large quantities, but they are unlikely to be those who would have used the feeder machines anyway.
19. Members were keen to engage with the owner of the Natwest building again to see if she would be willing for a volunteer group to enhance the appearance of her building at her cost given she has been unable to find anyone interested in purchasing the property. Cllr Waterman's thoughts at Appendix C may be helpful in this regard. Since the meeting however, it has been confirmed that, there is interest in the building as contractors are working inside.
20. Two sonar devices have been installed on buildings in Mere Street and appear to have prevented pigeons from sitting on those buildings. However, the batteries now

need replacing so once this has been undertaken and monitored, additional devices could be purchased.

21. It was also noted that Scrivens and the Corn Hall buildings have been effectively bird proofed and that liaison with other building owners regarding the methods undertaken along the aims of the Council regarding town cleanliness may be helpful.
22. Given the time of year where pigeon numbers are lower, it was agreed that this would be reviewed over the spring / summer to determine appropriate steps.
23. The new cleaning schedule would be trialled for six months and reviewed with any problem areas recorded / monitored.

#### Budget

24. It is proposed that £135 is spent on a second cigarette butt bin for installation on the Greyhound bar building subject to consent or on the Corn Hall railings.
25. Pending the review of the effectiveness of the sonar devices, it is further proposed to spend up to £250 on three additional units for installation on buildings prevalent to pigeons roosting and subject to landowner consent.
26. The expenditure described above comes well within the Clerk's delegated authority.

#### Conclusion

27. The strategic action plan has been updated to reflect the proposed actions to achieve the remaining objectives (see Appendix D).
28. The F&B team is undertaking another data collection exercise to compare the results with the original source data collected in 2021 (see Appendix E) so that we can measure the effectiveness of the objectives. This will feed into the overall review of the strategic plan in the new mayoral year.

#### **Recommendation**

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



Thu 23/03/2023 13:16

RE: Street cleanliness - Diss.

Hi Simon

Thank you to you and Paul for meeting with councillors and I recently to discuss your new street cleaning schedule.

To summarise our meeting, the District Council's new sweeping schedules are in place and Diss is visited every two weeks on a Monday & Tuesday rather than weekly as before.

You have had to adhere to coupler standards requiring a minimum service schedule covering more areas, reducing the cleaning frequency. Once you have baseline data, you should be able to adjust the programme.

The mini sweeper operator for Diss is very good and SNC will confirm in 6 weeks or so whether they can do more frequent cleans and, on a Monday, & Thursday to spread it out.

Once we've heard back from you / Paul, we will liaise accordingly regarding our new cleaning schedule to ensure a joined-up approach.

Whilst researching the spelling of 'coupler' standards, I came across this district council's approach to cleaning, which I thought reflects the notion I was trying to get across at our meeting.

<https://www.braintree.gov.uk/streets-transport-parking/street-cleaning-standards/2>

Kind regards  
Sarah Richards  
Town Clerk / Chief Executive Officer

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

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**From:** George Waterman <[councillorwaterman@diss.gov.uk](mailto:councillorwaterman@diss.gov.uk)>  
**Sent:** Saturday, February 25, 2023 5:58 PM  
**To:** John Wooddissee <[councillorWooddissee@diss.gov.uk](mailto:councillorWooddissee@diss.gov.uk)>  
**Subject:** Re: Town Cleanliness.

Hi John,

As promised earlier here is a follow-up email regarding what was discussed at our meeting this morning!

It's clear that in order to meet the Council's strategic objective of improving town cleanliness, engagement with the youth of Diss is essential. The Diss Litterpicking Group has a proven track record of empowering young people to take matters into their own hands and make improvements to the cleanliness of the town. This ranges from competing their voluntary hours necessary for their D of E qualification, to providing the Army and Air cadets with Litterpicking equipment on days such as the Carnival to keep litter under control.

Seeing as I have conducted the Litterpicking Group since back before I was a councillor, and as a younger person myself, the Infrastructure Committee feel that I would be best placed among the Council to take some steps at engaging directly with more of the young people of Diss.

Our current proposals include me visiting the High School and Junior School to speak to students there about the issues of Town Cleanliness. To my mind this would be from the angle of environmentalism and them taking some pride in looking after the town that many of them will be inheriting and living in within the near future. It would be important to highlight that the Litterpicking Group has already provided voluntary hours for those students who may be doing their D of E. This would be the simplest route to leading young people in Diss to taking direct action toward meeting the Council's strategic objective.

In terms of how we go about this in practice, our first step should be to contact both the outgoing and incoming heads of Diss High School, as well as the head of Diss Junior School, to lay the groundwork of my visits to both schools. It would be best to have everything in place in time for the start of the next academic year in September, as this is when the new Head of the High School will hopefully have bedded in by and when most students will be actively looking for D of E volunteering opportunities.

This particular objective of town cleanliness could inadvertently lead to the Council making great strides in empowering the young people of Diss, educating them on how their town is actually run and maybe eventually even inspire the next generation of young councillors!

Hope all of this is helpful,

Kind Regards,  
George

**Sarah Richards**

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**From:** George Waterman  
**Sent:** 26 February 2023 19:10  
**To:** John Wooddissee; Liz Sinfield; Richard Peaty; Simon Olander; Collins Doreen; Kieran Murphy; Sue Kiddie; Sonia Browne; Mark Gingell; Welch Jim; Eric Taylor; John Robertson; Robert Kitchen; Sarah Richards; Sonya French  
**Subject:** George's Thoughts - Art, Breadcrumbs and Windows

## **George's Thoughts - Art, Breadcrumbs and Windows**

Since our Zoom meeting with Agwa on Thursday, it's safe to say my mind's been very busy with ideas about where we go next! From what I can see after our meeting it's clear that this arts project presents a number of opportunities that the Council could seize upon that would make a big impact on the mood and feel of the town, without actually costing us too much at all!

I appreciate all of Albert's opinions about the limitations of creating artworks within the Conservation Area, admittedly there were a lot of things I hadn't taken into consideration such as planning permission etc. Having walked around the outer areas of town this weekend, I can see plenty of walls and buildings that would benefit from Agwa's creative input! My first thought would be that we should try to create a kind of 'trail' leading from the Train station either into the Town Centre, or possibly leading east towards the Sawmills Rd industrial estate. You would be surprised how many businesses and outlets can be found there that would benefit from a trail of colourful breadcrumbs leading you to them!

I took the time to ring my grandfather this weekend, as he was involved in a lot of 'regeneration' work in Brentwood and other towns surrounding London in the 80's and 90's. He made many of the same points as Albert, but did mention a couple of useful methods for brightening up the high street without necessarily creating too much red tape compared to directly painting buildings!

Our town centre has a few shop fronts and buildings that currently sit unoccupied. Many of them are simply sitting empty awaiting new tenants, with the old business signage still above the window, with the window itself left clear with a view into the vacant building! At one point in Brentwood in the early 90's, almost an entire half of the high street there was vacant. My grandfather and the people he worked with at the time decided to contact the freeholders of these buildings, and got permission from many of them to put large wooden boards behind the empty windows, with a view to covering the boards in colourful artworks. Many of these artworks were from local artists, but also many of them were works by local art students at the high school and sixth form. Many of the students and artists were quite happy to paint something on a

board at very little expense, with the idea that it may be put on display for people to see!

It doesn't take much to picture a similar situation emerging in Diss. One option could be to see if Agwa's offer to bring his art to Diss would extend to filling vacant shop windows with the method discussed above. If he would prefer to stick to his original idea of painting the sides of buildings on a larger scale, then I'd absolutely encourage that he continue with this. That doesn't mean however that the Town Council couldn't by itself look further into sourcing some local art and acquiring permission to post it in vacant shops in the Town Centre.

Before the end of the financial year, Mere's Mouth will be getting its 'Flock' statue. I admit I had my reservations about the upheaval of Mere's Mouth and the energy costs, but I'm still very grateful that Diss is receiving some artistic investment of the scale presented by Flock. I don't doubt it will be a draw for many people to come and see it! It's unfortunate then that M&Co, the shop directly behind flock, is now sitting empty. In my mind, the impact of a closed shop of that size would be considerably softened by some colourful local artworks posted inside the windows! If windows further up Mere St are also filled, then we would have another trail of colourful breadcrumbs to lead people from Flock and up into our fantastic Town Centre!

I have also spoken to Cllr Wooddissee this week about engaging with young people of the town about the issues surround town cleanliness in Diss. One point we covered was that the Youth Council has been pretty inactive, at least in all the time I have been associated with the Council. Perhaps a discussion around brightening up our town centre with local art would tie in well with the cleanliness objective, and maybe even get a few of our more artistic young people enthused about getting involved again? After all, in my experience people always feel best about the work they do that has a clear visual impact.

In terms of what actions to take about all this, I intend to meet Albert when he is in Diss on March 10th. It would be a good idea to hear his thoughts on all this and see to what extent he would like to be involved. Following that, we could as a Council have a proper discussion about all this at a future meeting, armed with Alberts additional insight. Cllr Wooddissee and I are currently in the process of summarising our last meeting about youth engagement and town cleanliness, so I would suggest that we tie this idea in to that too, again for discussion at a future meeting.

Kind Regards,  
George

Sent from [Outlook for iOS](#)

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

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.	See report reference 63/2223.
		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.	
		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.	
		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	
		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	
		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	
					£500 new wildlife display boards around Mere / Park	No. of press releases / web visits / social posts / likes, reach and shares.	
		Staffing costs					
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	<p>4. Arrange for independent examination</p> <p>5. Arrange Referendum</p> <p>6. Use Plan</p>	Spring-23			No. of residents supporting the plan at referendum / Future developments versus plan	DDNP examiner's report due in March. DDNPSG Chair scheduling to meet with DTC reps regarding future review requirements for the DDNP beyond referendum. Another meeting is scheduled for 5th April with reps from the Lawns Medical practice regarding health provision for the area.

	Date / Time	Amounts	Date / Time	Amounts	Date / Time	Amounts
Cigarette Butts	24/02/2021 06.15am	11	21/04/2021 06.30am	21	28/06/2021 06.15am	40
Pigeon Faeces	24/02/2021 06.15am	6.5 mts x 2.5 mts =16.25 mt square	21/04/2021 06.30am	14.5 mts x 1 mt =14.5 mt square	28/06/2021 06.15am	3mts x 6mts =18mt square
Litter	24/02/2021 06.15am	3 x bins half full 2 x cans 3 x pieces of paper	21/04/2021 06.30am	2 x Bins full 1 x bin half full 3 x plastic bottles Lots of moss, birds feathers and glass	28/06/2021 06.15am	3 x bins half full 5 bags , 2 masks and 2 bottles Lots of moss, birds feathers
Dogs Mess	24/02/2021 06.15am	None	21/04/2021 06.30am	None	28/06/2021 06.15am	None

**Notes**

2 X SNC Sweepers on site Monday 22nd February and Country in Lockdown

**Built up areas where birds faeces the worst (Same for both dates)**

- 1) Carphone Warehouse
- 2) Costa
- 3) Spec Savers / Card Factory
- 4) Tatters
- 5) Scrivens
- 6) Cannels
- 7) Corner of Waterfront / Old shop Mere Moments

No road sweepers attended on 20/04/2021 Tuesday being the day South Norfolk should sweep th Town.

28th June 2021

Had been heavy rain over night so lpts of moss on pavements  
Main areas of birds mess outside Costa, Spec Savers, Tatters, Four and Bean and Scivens.  
Moss outside Café Delices and empty shop.



## DISS TOWN COUNCIL

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Report Number:  
**65 / 2223**

Report to:	Infrastructure Committee
Date of Meeting:	5 <sup>th</sup> April 2023
Authorship:	Town Clerk / CEO
Subject:	Wildflower project

### Introduction

1. The Council has been approached on several occasions regarding the possibility of planting wildflower areas around Diss. This would brighten up the town during the flowering season and improve biodiversity.
2. Councillor Collins was given a 1kg bag of wildflower seed some time ago as well as some packets of cornflower seed and is keen to sow this seed and trial some key areas of the town which attract high footfall.
3. This would complement the Floral Diss planter project that cllr Collins coordinates as well as the public realm artwork project and aligns well with the Council's strategic objective to create a 'greener' town.

### Potential Sites

4. Cllr Collins and the Clerk have met with South Norfolk District Council's Green Infrastructure Officer (GIO) and Community Assets Management Officer (CAMO) to consider potential sites in Diss.
5. The Norfolk Wildlife Trust (NWT) has identified and recommended 10 sites in Diss as part of their Claylands project. The District Council has adopted several of these sites namely Scholars Walk and Pursehouse Way play areas and an area at Shelfanger Road and are working to enhance biodiversity.

### Area 1

6. The Town Council has already discussed with Norfolk County Council (NCC) the use of the small area of land at the end of Mere St that they own and maintain for wildflower planting (see Appendix A).
7. It has been agreed that the rear section could be sown with the front avoided to prevent obscuring driver vision. A formal agreement would need to be entered into with NCC that DTC would take on responsibility for maintaining the area.

## Area 2

8. A second suggestion is the larger area of land along Victoria Road outside the Denny Centre and opposite Waveney Road on Appendix B. This land is owned by Saffron Housing and so permissions would need to be sought.
9. The area of land highlighted below (& to the right of the above area) is SNC owned and was identified by NWT as a potential site. SNC's CAMO would be happy for both areas to be used as part of the wildflower project and it would make a useful site to demonstrate unity between SNC and DTC assuming Saffron would be happy to allow us to use the area.



## Area 3

10. The final area is land owned by the Town Council – the verge outside the front of the Diss Youth & Community Centre - and where three fruit trees were planted last Spring (see Appendix C). It is proposed here to use the wildflower seed cllr Collins was gifted avoiding the visibility splays on exiting the site.

## Ground preparation

11. SNC's GIO has recommended two options for ground preparation:
  - a) Mow very low so that you are taking the grass down as far as you can, then scarify the area. Depending on the size of the site, you can either use a metal rake or borrow SNC's mechanical scarifier.
  - b) Strip all the turf off the site, apply weedkiller to kill everything off – this is optional, rotavate and then rake to a fine till and sow wildflower seed. May need protection from birds eating the seed by putting a load of fine twigs over the area. Silver Birch brash works very well.

## Resources

- c) SNC Officers has requested a breakdown of costs including labour from their grounds maintenance team.
- d) SNC also loan out their BCS mower(s) and DTC would need to cover the cost of fuel and the staffing resource to mow, rake up, sow and maintain the wildflower bed. This process would need to take place twice per year. For larger areas in the future, DTC could involve community volunteers in the raking process.
- e) It is estimated that 2 x 1kg bags at £76 each would be more than sufficient seed to cover all three areas and more at a sowing requirement of 3gms per m<sup>2</sup> (need to measure areas to check this).



## Wildflower seed

- f) In addition to the seed already acquired, the standard Meadow mix (annual) combined with cornflower mixture (perennial - EC1) is recommended by the GIO to ensure there is a flush of colour at the start of the season and whilst the perennial wildflowers come through.
- g) It must be noted that it can take up to two to three years for the perennial wildflowers to properly come through and get established, so patience is required.
- h) SNC's GIO has recommended a local supplier also recommended by the NWT.

## Publicity and Promotion

- 12. DTC and SNC will promote the project in advance so that the public are made aware of the changes that are being made to the management of some of the green spaces in Diss. Explaining why, the benefits, the process and how long some of the areas may take to get established. This is a good opportunity to recruit volunteers to help manage these areas in the future. SNC has agreed to share the posters they had made up for other sites in the district.

## Maintenance requirement

- 13. At least once a year, these sites will need to be mown and all the arising removed. This can be done by either cutting with a reciprocating mower and raked up into piles and the piles removed from site or if the site allows, the arising can be heaped into a pile in a corner and left to rot down creating a habitat pile.
- 14. Alternatively for large sites a flail and collector can be used. You may need to hire in a person with the right kit to do this, or possibly pay SNC's depot to do it. The raking off is a perfect opportunity to get the local community involved.
- 15. If the area is very nutrient rich and all that comes up is rank grass, nettles and docks we may have to either strip the top layer of grass and soil off and reseed or cut the site two to three times in the growing season for the first year of two to help reduce the fertility of the soil.
- 16. Part of the Council's Cemetery site is managed for wildflowers so the process and maintenance requirement is known to the F&B team.

## Park Enhancement project

- 17. The SNC Officers had some suggestions for inclusion of wildflower planting, hedging and knee rails along the Park edge and it is suggested that the Deputy Town Clerk / COO liaises with them as part of the proposal to 'beautify' the park.

## Conclusion

- 18. Members are asked to consider / approve the resources required to manage green spaces in the town in a more sensitive way to improve biodiversity in alignment with the Council's strategic objective to make Diss a greener town.
- 19. If the trial is successful, this could lead to more sensitive management of other areas for example the verges DTC maintains on behalf of NCC taking account of safety considerations.
- 20. The FBM also suggests enhancing the Wildlife gardens at the rear of the Council Offices with a larger variety of wildflowers as the is mostly now plain grass. Parts of

the garden is still looked after by the Heritage Triangle Trust who are joining with the Diss Community Team so this could be something they might like to support.

21. A full cost analysis to include the outdoor team's time will be provided for future consideration should the trial be successful.

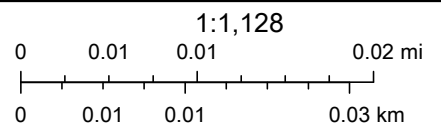
**Recommendation**

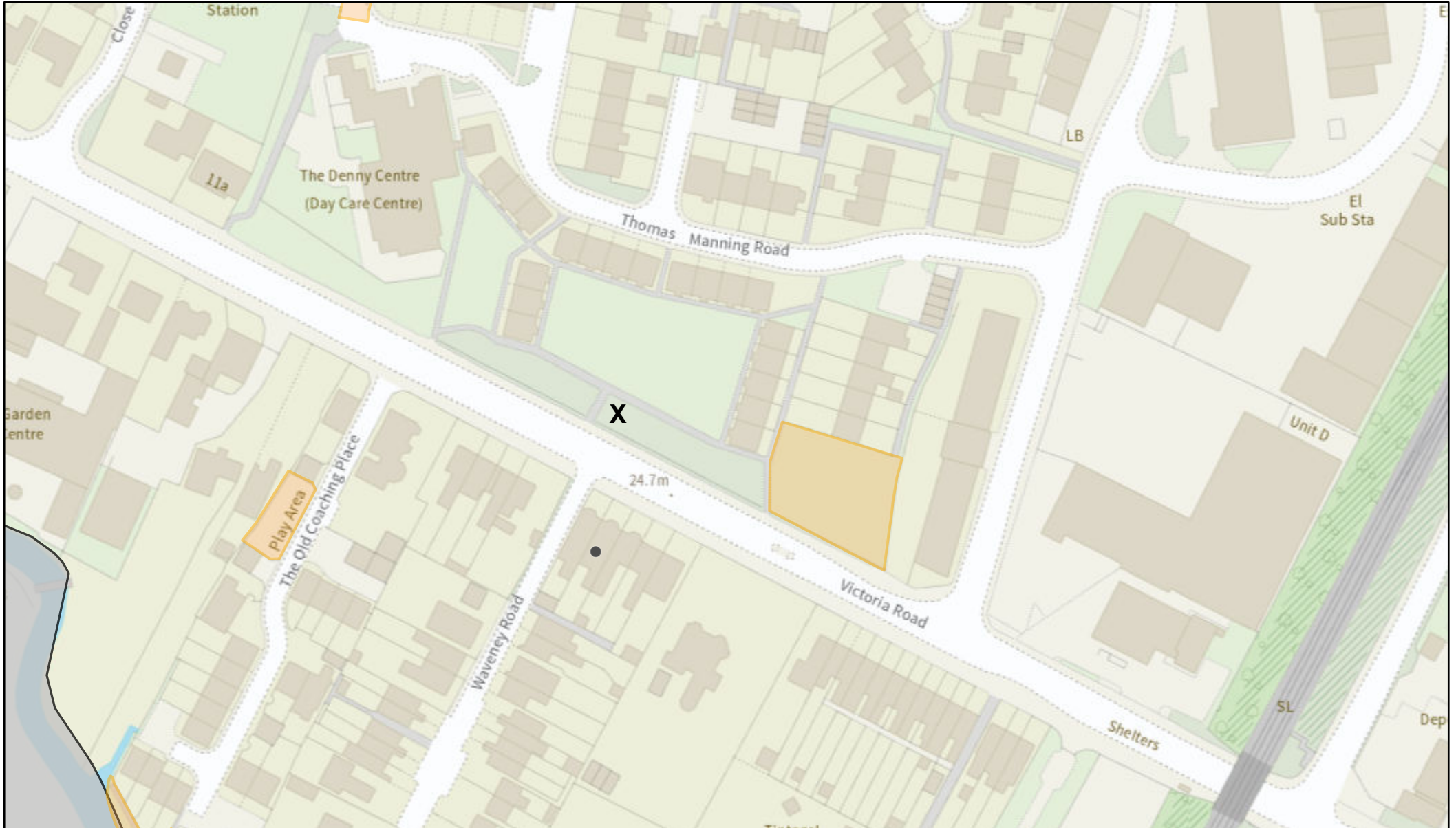
To trial wildflower seeding and management on three areas of the town namely the verge at the Diss Youth & Community Centre, the area of land at the end of Mere St and the area of land along Victoria Road as per the corresponding Appendices and subject to landowner consent.

# My Area



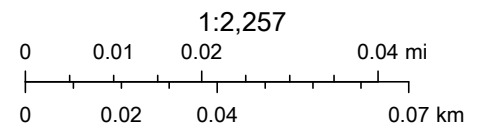
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 Property assets - South Norfolk





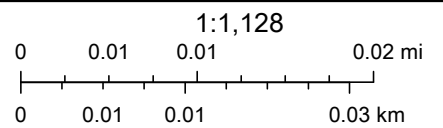
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Council owned car parks



Property assets - South Norfolk



## 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	Beacon committee awaiting confirmation regarding maps and cycling trial signage. Chased former councillor for information 17.01.23. Two other contacts are going to try and contact former cllr for information.
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. Update requested from contractor. It is hoped this will be available prior to the meeting.
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	Scheduling a meeting with Saffron ref a number of matters including streetlighting as they have been difficult to get hold of. Requested an update from SCC regarding Mere St progress. All but 5 of the amber column replacements have been made & paid for.
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	INF0722/10	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 Sinfield & Taylor met with the Clerk to review existing infrastructure positioning in Triangle. Will meet with FBM / FBS to propose new sitings to address illegal parking.
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 be scheduled for late spring / early summer. NCC has not further projects planned in for the time being,
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	Look to consider this during the warmer months so site visits can determine feasibility of options.  Site meeting took place in February. Liaising with SNC ref their plans to install ECPs in car park adjacent to DYCC. Optimum location considered to be DTC spaces so as not to impact on user space & most vehicles would be charged overnight when not needed by staff. More details required on demand, impact on batteries on environment, funding & power supply.
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. Chased 28.03.23



## Progress Report

Committee	Minute Reference	Subject	Action	Assigned to	Timescale	Comments or further action
Infrastructure	INF11122/15	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/LS	19.01.23	Leaflet has been produced. Bench installed March 2023.
Infrastructure	INF0123/07	Strategic Plan	To appoint Cllrs Collins, Kiddie, Olander and Wooddissee to work alongside the Clerk and Facilities & Buildings Manager/Supervisor to review the town cleanliness strategic objective.	DC / SK / SO / JW / Clerk / F&BM	30.03.23	On agenda
Infrastructure	INF0123/08	Streetlighting	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.	Clerk	Immediately	Completed. DTC has made 600kg in carbon and 2.22 tonnes of CO2 savings by dimming streetlights and switching off just over 50% of them in the early hours of the morning whilst continuing to ensure resident safety by retaining night-lighting on connecting footpaths and highways. Included in Diss Matters Council News update distributed end of April.
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	The AG met with the designer & put forward ideas for locations. GW later met with the designer on a site visit of those locations. The designer is currently finishing up a few current projects so has had to pause any further work on the Diss Public Realm project. He will be in touch as soon as he can get the ball rolling again, probably in the next month or so.
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 (marked by a cross on Appendix A) for eventual presentation to Full Council. 2. That Council Waterman and the Clerk will update the landowner accordingly.	LS / GW / JW / Clerk	30.03.23	Meeting scheduled on 5th April prior to Infrastructure committee being rescheduled due to planning meeting.  Completed.
Infrastructure	INF0123/11	Diss Park Beacon	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 7th May 23 for the Kings Coronation celebration event.	Clerk	Immediately	Given the beacon lighting is no longer part of the Coronation event celebrations, it has been agreed that the installation including foundation works will be completed in July / August with a separate unveiling ceremony in September.