

**COMMITTEE MEMBERSHIP:**

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

**FOR INFORMATION:**

S. Browne, D. Collins, D. Craggs, R. Peaty, J. Robertson.  
Town Clerk, Office Administrator.

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 (CEO)**

Mrs S. Villafuerte-Richards (CiLCA)

Our ref: INF. 04.12.24

Date: 28 November 2024

**NOTICE OF MEETING**

Dear Members of the Public and Press,

You are cordially invited to attend a meeting of the **Infrastructure Committee** to be held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 4<sup>th</sup> December 2024** at **7.15pm** to consider the business detailed below.

Town Clerk / Chief Executive Officer

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**AGENDA**

- 1. Apologies**  
To receive and consider apologies for absence.
- 2. Nomination of Substitute Representatives**  
To note nominated substitute representatives attending in place of those who have sent their apologies.
- 3. Declarations of Interest and Requests for Dispensations<sup>1</sup>**  
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 Wednesday 25<sup>th</sup> September 2024 (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 (*the period of designated time for public participation is 20 minutes unless directed by the Chairman of the meeting and individual members of the public are entitled to speak for a maximum of five minutes each*).
- 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. Streetlighting**
  - a) To review the 2% streetlighting de-illumination consultation documents and provide feedback to Norfolk County Council (copy herewith).
  - b) To discuss the options for streetlighting put forward by Suffolk Streetlighting over the Christmas and New year period (copy herewith).
  - c) To consider a NEW draft streetlighting policy (copy herewith).
  
- 8. Planter Project**

To receive an update (report reference 40/2425 herewith) regarding a review of the planters in the town centre.
  
- 9. Progress Report**
  - a) To note an update on the Norwich Western Link project from Norfolk County Council (copy herewith).
  - b) 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 Wednesday 5<sup>th</sup> March 2025.

### **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> September 2024** at **7.40pm**.

Present:           Members:                   S. Kiddie  
  A. Kitchen  
  S. Olander (Chair / Ex-officio)  
  L. Sinfield  
  E. Taylor (Vice-Chair / Ex-officio)

In attendance:           Sarah Villafuerte-Richards (Town Clerk/CEO)  
  Alex Rolfe (Office Administrator)

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- INF0924/01    APOLOGIES**  
Apologies were received and accepted from Councillor Goulder. Councillors Murphy and Welch were not in attendance.
- INF0924/02    NOMINATION OF SUBSTITUTE REPRESENTATIVES**  
There were none.
- INF0924/03    DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**  
There were none.
- INF0924/04    MINUTES OF THE LAST MEETING**  
Members received the minutes of the Infrastructure Committee meeting held on 31<sup>st</sup> July 2024. It was
- RESOLVED:**    To approve the minutes of the meeting of the Infrastructure Committee held on 31<sup>st</sup> July 2024 as a true record and signed by the Chair.
- INF0924/05    PUBLIC PARTICIPATION**  
There were no members of the public in attendance.
- INF0924/06    ITEMS OF URGENT BUSINESS**  
There were no items raised.
- INF0924/07    VINCE'S ROAD DEVELOPMENT STREET NAMING**  
Members considered a street name for the new housing development on Vince's Road. Station View is currently the site development name. The estate to the north of the new development was built in 2012 with the Jubilee and the streets are named after the Royal family. It was therefore considered appropriate to put forward a royal name following the King's Coronation and the connecting footpaths to the existing estate. It was
- RESOLVED:**    to put forward 'King Charles Way' as the street name for the new housing development on Vince's Road.
- (Action: Office Administrator; immediately)**
- INF0924/08    TELEPHONE SYSTEM PROPOSALS**  
Members considered the options for maintaining the Town Council Office telephone system. It was noted that the system can be transferred to another site as all it requires is Wi-Fi. It was
- RESOLVED:**
1.       That the Council approve the additional expenditure of £1,250 to cover the purchase of the replacement telephone unit and the activation of its maintenance.
  2.       To budget for the next financial year an extra £750 to cover the maintenance costs whilst retaining the current telephone system.
- (Action: Office Administrator; immediately)**

**INF0924/09**

**PARKING SCHEME**

Members received an update on the recent Parking Stakeholder meetings. It was noted that Norfolk County Council will draft a scheme for the Heritage Triangle first before moving on to Market Place and Mere St. Plans should be received before Christmas for consideration by Full Council and a new Traffic Regulation Order will be required, which is a lengthy process. Meetings of the Group will take place regularly to keep up the momentum.

**(Action: Clerk; December agenda)**

Other areas of the town can be looked at later once the priority areas above have been delivered. The committee feels that enforcement has been lacking again in Diss and this would be reported via the Project team. Parking along Mere St by Aldi may improve once store moves. It was also noted that the conditions of the Heritage Lottery Fund grant are applicable for 25 years so this would need to be reviewed to ensure compliance.

**(Action: Clerk; immediately)**

**INF0924/10**

**ITEMS FOR NOTING**

- a) Members noted the works being undertaken on the A1066 by UKPN, currently scheduled for late October.
- b) Members noted the comments from CPRE Norfolk in response to the National Planning Policy Framework consultation. It was confirmed that the deadline for responses was the day prior to this meeting but that the Council is a member of the CPRE Norfolk
- c) Members noted progress on decisions made at the last meeting. It was noted that vehicles appear to be driving through the station car park so unsure if the cameras are operating.

**INF0924/11**

**MEMBER FORUM**

Three issues were raised. There was discussion on reinstalling the DISS sign in the council gardens with lighting instead of the proposed artwork on the MUGA Diss sign.

**(Action: Cllr Olander to liaise with Roy Allen Engineering; by 15.11.24)**

Repairs to some of the rotten boards on the boardwalk are being undertaken and it was suggested that these could be replaced in recycled plastic for longevity. It was noted that this would cost an inordinate amount given the extent of the amenity. The Facilities & Buildings Manager would be asked to ensure the facility is inspected annually.

**(Action: F&B Manager; by 31.03.25)**

Members discussed reducing pavement parking around the town to help visually impaired people.

**INF0924/12**

**DATE OF NEXT MEETING**

Members noted that the next meeting of the Infrastructure Committee is scheduled for 4<sup>th</sup> December 2024.

Meeting Closed at: 20:41.

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Councillor Olander  
CHAIR



# Norfolk County Council

## Your views on our proposal to switch off a further 2% of Norfolk County Council maintained streetlights.

### Overview

Norfolk County Council is facing difficult decisions as the pressures on local government budgets continue to grow. The council will need to put more money into its budget to protect vulnerable people despite 'substantial uncertainty' about local government funding.

Even though our overall spending is expected to increase next year, forecast increases in funding are not sufficient to keep pace with projected increases in demand, particularly in adult social care and children's services.

The council faces 'a significant challenge' in developing Norfolk's 2025-26 spending plan that seeks to address a budget gap of £44.722 million.

Each year, the Council reviews its budget and proposes the savings it will need to make for the following year to balance its budget.

We previously consulted on a proposal to switch off 2% of Norfolk County Council maintained streetlights.

The results of the consultation showed broad support for the proposals - of 452 responses received, 63% either strongly agreed or agreed with the proposals. In this consultation we are asking for your views on our proposal to switch off a further 2% of Norfolk County Council maintained streetlights in the next financial year.

We are proposing to switch off lights in a number of places where there will be minimal impact to drivers, pedestrians and cyclists.

We have provided a list of locations this would affect in our consultation document - these are locations where we would not install new street lighting today, as over time, design standards and policies have changed.

This will help us to save money, reduce our carbon footprint, reduce energy consumption and light pollution, thereby delivering environmental benefits and contributing towards delivering Norfolk's Climate Strategy.

## **Why we are consulting**

We want to find out what people think about our proposal to switch off a further 2% of Norfolk County Council maintained streetlights.

We are consulting through:

- The online consultation, which is also available as a paper copy and in different formats
- Email /Letter to key stakeholders and partners
- Email to members of the Norfolk Residents' Panel

The consultation runs from **Friday 1 November 2024 and closes on Monday 16 December 2024.**

Please note that if we receive any consultation responses after this date, we cannot guarantee that we will be able to take them into account.

We will feed back the findings from our consultation to our county councillors as part of the evidence they will use to help them come to a decision about our budget proposals.

If you need a copy of this consultation document in a different format please email [haveyoursay@norfolk.gov.uk](mailto:haveyoursay@norfolk.gov.uk), call 0344 800 8020 or Text Relay on 18001 0344 800 8020 (textphone) and we will do our best to help.

The consultation questions should take about 15 minutes to complete.

The questions start on page 14 of this document.

## **Personal information, confidentiality and data protection**

We will use any personal information to understand how different groups of people feel about our proposal.

We will process any personal information we receive from you in line with the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679), the Data Protection Act 2018 and Norfolk County Council's data protection policy and guidelines. This means that Norfolk County Council will hold your personal data and only use it for the purpose for which it was collected, being this consultation. [You can find a copy of our privacy statement on the Norfolk County Council website.](#)<sup>1</sup>

We won't identify individuals when reporting back our findings and under our record management policy we will keep this information for five years. We will also, under normal circumstances, not pass your personal data on to anyone else. However, we may be asked under access to information laws to publish or disclose some, or all, of the information you provide in response to this consultation. We will only do this where such disclosure will comply with such relevant information laws which include the Freedom of Information Act 2000, the Data Protection Act 2018 and the Environmental Information Regulations 2004.

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<sup>1</sup> <https://www.norfolk.gov.uk/privacy>

You can choose not to take part in the consultation, to stop responding at any time, or to ignore any personal questions that you do not want to answer.

## Introduction

The county council faces a significant challenge in developing the budget for 2025-26. There remains a budget gap of £44.722 million, there are spending pressures across wider public finances and substantial uncertainty about local government funding for 2025-26 onwards.

Norfolk County Council is committed to making Norfolk a county where businesses, organisations and communities continue to thrive together. [Our Better Together, For Norfolk strategy](#)<sup>2</sup> sets out our ambitions to be one of the highest performing counties in the country, overseeing economic growth, creating jobs and opportunities for the people of Norfolk, while maintaining and cherishing our environment, countryside and heritage.

However the county council's 2025-26 strategic and financial planning has been undertaken in the context of continued uncertainty around the wider economic picture, as well as ongoing inflationary pressures and the consequent impact on both the cost of services we deliver, and the demand for services as households and communities continue to struggle with the rising cost of living.

It is in these difficult times that the county council cannot afford any complacency and, working with its partners, will have to consider how best to deploy its own limited resources to support the most vulnerable people and communities, whilst continuing to provide wider public services.

Although the council's budget increases each year with Council Tax, it is not enough to meet growing needs and costs.

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<sup>2</sup> <https://www.norfolk.gov.uk/what-we-do-and-how-we-work/policy-performance-and-partnerships/policies-and-strategies/corporate/council-vision-and-strategy>



The October 2024 Cabinet meeting considered 2025-26 savings proposals totalling £33.552 million. The 2024 Cabinet meeting minutes are available on [the Norfolk County Council website](#)<sup>3</sup>. They make a significant contribution towards our target of £44.722 million and will help the council to continue to deliver the key services for Norfolk's residents, while balancing the books.

We previously consulted on a proposal to switch off 2% of Norfolk County Council maintained streetlights.

The results of the consultation showed broad support for the proposals - of 441 responses received, 64% either strongly agreed or agreed with the proposals and many areas where lights could be switched off in future were suggested by the public. The full consultation findings report can be read in the [council's cabinet papers from the meeting held Monday 5 August 2024 page 175 onwards](#)<sup>4</sup>, available on our website [www.norfolk.gov.uk](http://www.norfolk.gov.uk)<sup>5</sup>.

This policy has now been implemented and we are consulting on a proposal to switch off a further 2% of Norfolk County Council maintained streetlights, where it is safe and appropriate to do so.

**It is estimated that this proposal would save a further £200k per year (based on current energy costs).**

In addition, energy price rises over recent years have seen us spending more than we expected to run our streetlights. This proposal would also help reduce the impact of any future price rises.

As well as the financial benefits, the proposal would also deliver environmental benefits such as reducing our carbon footprint (by an estimated 76 tonnes each year), reducing energy consumption and reducing light pollution.

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<sup>3</sup> [CMIS > Calendar of Meetings](#)

<sup>4</sup> [Document.ashx](#)

<sup>5</sup> [Norfolk County Council - Norfolk County Council](#)

Our proposals include areas which wouldn't be lit under current policy or standards if they were constructed today and are concentrated on isolated pockets of lights away from residential areas or on the approach to more urban areas, where we foresee a minimum impact to residents, including to drivers, pedestrians and cyclists. Being a predominantly rural county, many communities across Norfolk do not have any existing street lighting.

We want to hear your views on our proposals to help our elected councillors make the right, even if tough decisions, in agreeing a robust and sustainable budget for the year ahead.

## **Our current approach**

The council is responsible for almost 54,000 streetlights across Norfolk (please note not all streetlights across Norfolk are owned by the county council). A consequence of the energy-crisis has seen our street lighting energy costs more than double. Currently, street lighting energy costs the council approximately £4 million per year.

We have taken measures to reduce the cost and energy consumption of street lighting across Norfolk. This includes switching on slightly later and off slightly earlier, introducing more energy-efficient LED lighting and implementing dimming during times of reduced activity on the road network.

Following public consultation, we also introduced part-night lighting, with input from Norfolk Police, in 2010. This involved switching off some streetlights across Norfolk, in low crime areas where there is limited through traffic, for part of the night (midnight to 5am).

These initiatives have provided significant cumulative environmental and financial savings of over 22,000 tonnes of carbon and around £15 million since 2008.

You can read more about street lighting in Norfolk at: [Street lighting - report a problem - Norfolk County Council](#)<sup>6</sup>

Further details about part-night lighting is provided at: [Part night street lighting - Norfolk County Council](#)<sup>7</sup>

## Our proposal

We understand and care about the significance of feeling safe and secure. We also know from previous consultations that residents care about reducing our impact on the environment through lessening our carbon footprint and limiting light pollution.

Our target is to make a further 2% reduction in streetlights across Norfolk, which would affect approximately 1,000 lights. This matters as it will allow us to keep the lights working in the areas where they are most needed for safety and remove street lighting that is potentially not required. Doing this could save the council approximately £200,000 per annum (based on current prices).

**This proposal is about the principle of reducing streetlights across Norfolk. However, there is an opportunity to provide a comment at the end of this survey should you wish to provide feedback about a particular proposed location.**

Our proposals focus on areas where there will be minimal impact to drivers, pedestrians and cyclists.

This proposal focuses on switching off lights on unclassified roads in industrial areas, with low usage and low accident history.

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<sup>6</sup> <https://www.norfolk.gov.uk/roads-and-transport/roads/road-maintenance/street-lighting>

<sup>7</sup> <https://www.norfolk.gov.uk/roads-and-transport/roads/road-maintenance/street-lighting/part-night-street-lighting>

## Potential impacts

Expected positive environmental impacts of the proposals include reducing energy costs and consumption, reduced carbon emissions and [reduced light pollution which can benefit wildlife and human health, as reported in academic literature](#)<sup>8</sup>. It is estimated that our proposal could save approximately 76 tonnes of carbon per year for switching off 1,000 lights, so the proposal will significantly contribute towards the Norfolk Climate Strategy and action plans to achieve net zero. It is also worth considering that many communities across Norfolk do not have any existing street lighting assets.

In previous consultations and public engagement, concerns have been raised about the negative impact of reduced street lighting in relation to safety and crime.

Safety is, and always will be, a primary concern for the Council. Lights will only be turned off in locations where we are satisfied residents will not be put at risk. In addition, evidence indicates that reductions in street lighting are not linked to instances of crime.

A [study led by the London School of Hygiene and Tropical Medicine](#)<sup>9</sup> found that reducing street lighting did not necessarily lead to an increase in crime or road traffic incidents, however we will be working with Norfolk Police after the consultation to ensure that any concerns raised are understood and fully reviewed on a site-by-site basis before any switch-offs are taken forward.

In certain situations, it might be necessary to modify the highway by enhancing elements such as the condition of road markings, signage, and road studs to comply with the standards for an unlit road. Any modifications will be minimal and assessed as part of the review of sites and therefore they are not included in the £200,000 savings proposal.

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<sup>8</sup> [Light at Night and Disrupted Circadian Rhythms Alter Physiology and Behavior | Integrative and Comparative Biology | Oxford Academic](#)

<sup>9</sup> [Switching off street lights at night does not increase car crashes and crime | LSHTM](#)

Our commitment includes a willingness to assess and potentially adjust our lighting regimes based on evidence as to how lighting could affect crime prevention or road safety. We will review the impacts by undertaking a risk-based assessment in accordance with national guidelines. We will consult the emergency services and the police to ensure that any change will not contribute to an increase in crime. We will do this by reviewing crime and safety statistics.

### Proposal locations

In total there are 132 locations identified, and these are listed below. These have been identified using the rationale explained above. It is important to highlight that we have not determined the complete scope of street light switch-offs for each road, although those marked with a star have already been identified as only being partial switch offs. Seeking your input on this change will help inform this process.

These 132 locations make up the full 2% of our reduction to achieve the savings target set and are subject to consultation with Norfolk Police.

If approved, the proposals will be risk assessed in collaboration with our Network Safety team and we will consult with Norfolk Police to ensure all areas are suitable for switch-off. If any roads fail the assessment, we will need to consider alternative locations to meet the savings target which would be subject to consultation.

| Parish       | Road Name                     | Description     |
|--------------|-------------------------------|-----------------|
| Attleborough | HAVERSCROFT INDUSTRIAL ESTATE | INDUSTRIAL ROAD |
| Attleborough | MAURICE GAYMER ROAD           | INDUSTRIAL ROAD |
| Bradwell     | EDISON WAY                    | INDUSTRIAL ROAD |
| Bradwell     | FARADAY ROAD                  | INDUSTRIAL ROAD |
| Bradwell     | JAMES WATT CLOSE              | INDUSTRIAL ROAD |
| Bradwell     | LEFEVRE WAY                   | INDUSTRIAL ROAD |
| Bradwell     | SHUTTLEWORTH CLOSE            | INDUSTRIAL ROAD |
| Bradwell     | VANGUARD ROAD                 | INDUSTRIAL ROAD |
| Bradwell     | VIKING ROAD                   | INDUSTRIAL ROAD |

| Parish               | Road Name            | Description     |
|----------------------|----------------------|-----------------|
| Bradwell             | HEWETT ROAD*         | INDUSTRIAL ROAD |
| Dereham              | BERTIE WARD WAY      | INDUSTRIAL ROAD |
| Dereham              | HALL LANE            | INDUSTRIAL ROAD |
| Dereham              | GREENS ROAD*         | INDUSTRIAL ROAD |
| Dereham              | RASHS GREEN*         | INDUSTRIAL ROAD |
| Diss                 | OWEN ROAD            | INDUSTRIAL ROAD |
| Downham Market       | SOVEREIGN WAY        | INDUSTRIAL ROAD |
| Fakenham             | GARROOD DRIVE        | INDUSTRIAL ROAD |
| Fakenham             | MILLERS CLOSE        | INDUSTRIAL ROAD |
| Fakenham             | WYMANS WAY           | INDUSTRIAL ROAD |
| Fakenham             | ENTERPRISE WAY       | INDUSTRIAL ROAD |
| Fakenham             | GEORGE EDWARDS ROAD* | INDUSTRIAL ROAD |
| Great Yarmouth North | BEEVOR ROAD          | INDUSTRIAL ROAD |
| Great Yarmouth North | BLOOMFIELD ROAD      | INDUSTRIAL ROAD |
| Great Yarmouth North | FENNER ROAD          | INDUSTRIAL ROAD |
| Great Yarmouth North | FISHWHARF            | INDUSTRIAL ROAD |
| Great Yarmouth North | MONUMENT ROAD        | INDUSTRIAL ROAD |
| Great Yarmouth North | SALMON ROAD          | INDUSTRIAL ROAD |
| Great Yarmouth North | SUFFLING ROAD        | INDUSTRIAL ROAD |
| Great Yarmouth North | SWANSTONS ROAD       | INDUSTRIAL ROAD |
| Great Yarmouth North | POMMERS LANE         | INDUSTRIAL ROAD |
| Great Yarmouth North | BATTERY ROAD         | INDUSTRIAL ROAD |
| Great Yarmouth North | MIDDLE ROAD EAST     | INDUSTRIAL ROAD |
| Great Yarmouth North | MIDDLE ROAD WEST     | INDUSTRIAL ROAD |
| Great Yarmouth North | ADMIRALTY ROAD*      | INDUSTRIAL ROAD |
| Great Yarmouth South | BESSEMER WAY         | INDUSTRIAL ROAD |
| Great Yarmouth South | BRINELL WAY          | INDUSTRIAL ROAD |
| Great Yarmouth South | OWEN ROAD            | INDUSTRIAL ROAD |
| Great Yarmouth South | HARFREYS ROAD*       | INDUSTRIAL ROAD |
| Great Yarmouth South | BOUNDARY ROAD*       | INDUSTRIAL ROAD |
| Harleston            | FULLER ROAD          | INDUSTRIAL ROAD |
| Harleston            | SPEEDWELL WAY        | INDUSTRIAL ROAD |
| Harleston            | MAYFLOWER WAY        | INDUSTRIAL ROAD |
| Hellesdon            | ALSTON ROAD          | INDUSTRIAL ROAD |
| Hellesdon            | HELLESDON PARK ROAD* | INDUSTRIAL ROAD |
| Hingham              | IRONSIDE WAY         | INDUSTRIAL ROAD |
| King's Lynn          | ACER ROAD            | INDUSTRIAL ROAD |
| King's Lynn          | BRYGGEN ROAD         | INDUSTRIAL ROAD |
| King's Lynn          | DENNEY ROAD          | INDUSTRIAL ROAD |

## Our questions

We are seeking your views on the overall principle of a reduction in street lighting. Should you have comments about specific proposed locations please provide them in response to the open question.

**Q1. How far would you agree or disagree with our proposal to further reduce street lighting by 2%? Please choose one answer only from the list below:**

- Strongly agree
- Agree
- Neither agree or disagree
- Disagree
- Strongly disagree
- Don't know

**Q2. Please tell us more about why you chose that answer and whether you have any other comments on the proposals, using the box below:**

Please write your comments here:

**Q3. Are there any other locations where you think lighting could be considered for switching off?**

Please write your comments here:

## How we will make our decision and report back to you

We will take a report about the findings of this consultation to the Norfolk County Council Cabinet meeting in January 2025.

The council's scrutiny committee and select committees will comment on the budget proposals, before Cabinet finalises the proposals in January 2025 and the Full Council makes a final decision on the budget in February 2025.

Our county councillors will consider the consultation responses we receive very carefully. In particular, they will take into account:

- The impact of any proposal on individuals, groups or communities and in particular on people identified as having 'protected characteristics' under the Equality Act 2010. The protected characteristics are: age; disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; and sexual orientation. As well as this equality impact assessment, councillors will consider the impact of proposals on rural areas
- The views of people and stakeholders consulted
- The evidence of need and what is proven to work effectively and well
- The financial and legal positions and any constraints at the time
- Any potential alternative options, models or ideas for making the savings.

**Your opinions are valuable to us. Thank you for taking the time to read this and respond.**

**You can fill in our online feedback form at:** [www.norfolk.gov.uk/budget](http://www.norfolk.gov.uk/budget)

**You can email return your feedback form to:** [haveyoursay@norfolk.gov.uk](mailto:haveyoursay@norfolk.gov.uk)

You can send back a paper feedback form to:



From: Andrew Allberry [REDACTED]  
Sent: 19 November 2024 12:16  
Subject: Parish and Town Council Owned Street Lighting - Operation for Christmas and New Year 2025

Hello,

It's that time of year yet again where I need your input as to how you wish your lights to work over the Christmas period.

The options are,

Do nothing and allow the lights to turn off part of the night as normal.  
Copy SCC and leave the lights on Christmas eve into Christmas day and New Year's Eve into New Year's Day.

Do something different. Please confirm what you would like your lights to do please?

According to my records previously you chose option 1.

Please could you respond with your requirements by Friday 6<sup>th</sup> December at the very latest to ensure changes can be made. Would you please ensure you note your Parish/Town Council name in the response.

Many thanks,

Andy

Andrew Allberry  
Street Lighting Systems Manager

Suffolk Streetlighting  
[REDACTED]

[www.suffolk.gov.uk/streetlighting](http://www.suffolk.gov.uk/streetlighting)



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-  @Suffolkhighways
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-  What's happening in my area? <https://one.network>

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## **DRAFT STREETLIGHTING POLICY**

### **1. Introduction**

- 1.1. In accordance with the Highways Act 1980, Health and Safety at Work Act 1974 and Electricity at Work Regulations 1989, there is no statutory requirement for local authorities to provide public lighting.
- 1.2. Councils do, however, have the power to provide lighting and once provided, have a duty of care to ensure that assets for which they retain responsibility are maintained in a safe condition.
- 1.3. Norfolk County Council, as the Highway Authority, is responsible for all street lighting on the public highway and maintains most streetlights across Norfolk.
- 1.4. Those in car parks in Diss are owned by South Norfolk District Council and some are maintained by Housing Associations and developers.
- 1.5. Diss Town Council (DTC) has responsibility for 230 footway lights, which are generally located in residential areas.
- 1.6. The primary objectives of this policy are to:
  - 1.6.1 Ensure that Diss Town Council lighting stock is maintained in accordance with current guidance, so far as is reasonably practicable and minimise risk to the public;
  - 1.6.2 Ensure that our lighting stock is maintained to the most energy-efficient standards currently available
  - 1.6.3 Deliver an efficient lighting service to Diss residents and visitors.

### **2. Maintenance Programme**

- 2.1 Diss Town Council's lighting stock is currently maintained on the Council's behalf by Suffolk County Council on an annual contract. This is reviewed each year for best value and service.
- 2.2 As maintenance and energy are bought under the same contracts that the County Council uses for its own lights (currently manages over 70,000), it is in a strong position to get the best prices. You will be able to identify a DTC-owned streetlight from the sticker shown below, which shows its column number (to be inserted).
- 2.3. All lanterns in DTC-owned lights have been replaced with LED bulbs reducing energy costs.

- 2.4. Most columns have been replaced as part of a capital replacement programme when SNDC transferred ownership of lighting to DTC and should have a life expectancy of 20-25 years.
- 2.5. The Town Council is budgeting for the future capital replacement of columns. It is estimated that approximately £400k will be required over the next 23 years.
- 2.6. The streetlights are structurally tested each year to determine any defects and a re-testing programme of either three or six years.
- 2.7. Streetlights identified as requiring immediate removal will be dealt with as an emergency and either made safe or replaced with a new column or lamp.
- 2.8. There are occasions when a replacement column will be erected next to an existing light. This is because either the electricity supply is waiting to be transferred from the existing to the new column, or the existing cable cannot be reused, and a new service is required. All cabling works are undertaken by UK Power Networks.

### **3. Reporting faulty streetlights**

- 3.1 If you would like to report a faulty streetlight, please visit <https://www.fixmystreet.com/> where you can also log any local problem, which will be sent to the relevant authority.
- 3.2 Please allow at least ten working days repair time for Suffolk Streetlighting to attend to a fault once it has been reported.

### **4. Part-night lighting**

- 4.1 Part-night lighting is used to reduce our energy consumption, saving both money, carbon and CO<sup>2</sup> emissions in support of local and national policy and the darker skies strategy of the Diss & District Neighbourhood Plan.
- 4.2 Streetlights are controlled by sensors that detect when it is dark enough for lighting to be required and switch on the lights. This is earlier in the winter months than in the summer.
- 4.3 Approximately 50% of DTC streetlights are 'part-night lit' and are switched off from between 1am to 5.30am. This allows for public transport schedules and licensing hours.
- 4.4 The proposal is based on highway safety and therefore night lighting on town centre streets such as Mere St and main through roads such as Roydon Road as well as those lights on footways connecting developments is retained.
- 4.5 The lights will then come back on after 5.30am if the sensors detect it's dark enough for lighting to be required.
- 4.6 To deal with particular situations, the Police can request us to leave lights on instead of switching them off in a single or several streets for a period of time.

## **5. New development lighting**

- 5.1 When NCC will not accept responsibility for street lighting on developments where it is considered that there is no highway need, DTC will consider whether it wishes to accept its future responsibility.
- 5.2 Given the cost of maintaining and replacing streetlighting, DTC will only consider accepting responsibility for new lighting if the developer is prepared to contribute to ongoing maintenance and replacement costs.
- 5.3 DTC will also consider neighbouring development lighting, number of lights required, positioning, and budgeting restraints.
- 5.4 DTC will consider for example installing lights opposite junctions to offer some illumination at the areas where there would be more traffic and pedestrian movement.
- 5.4 It will also consider the darker skies policy, which aims to limit the impact of outdoor lighting on the environment and the Council's commitment to reducing its carbon footprint.
- 5.5 The materials used would need to match what DTC currently has installed i.e. ASD LED lanterns.



## DISS TOWN COUNCIL

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

Report Number:  
**40 / 2425**

|                  |                               |
|------------------|-------------------------------|
| Report to:       | Infrastructure Committee      |
| Date of Meeting: | 4 <sup>th</sup> December 2024 |
| Authorship:      | Town Clerk                    |
| Subject:         | Planters                      |

### Introduction

1. There are 53 planters located in Diss town centre.
2. There are 21 metal ones primarily located in the Heritage Triangle, 28 wooden ones (Floral Diss and those 'gifted' to the Town Council by the District Council when high streets re-opened following the pandemic), three recycled plastic ones and one stone planter.
3. A plan of the positioning of planters is attached in the Appendix.

### Responsibility for planters

4. The Town Council is responsible for most planters and insures them accordingly.
5. The Heritage Trust and 'sponsors' take care of the metal planters.
6. Cllr Collins and volunteers look after the Floral Diss wooden planters.

### Proposal

7. There are at least two planters gifted by SNC that are in disrepair and probably need to be disposed of (located outside Weavers and on the Market Place).
8. Some of the wooden ones are getting old and require maintenance / staining.
9. Given Cllr Collins affinity with Floral Diss, I have asked her if she would be willing to do a review of all the planters. This will enable us to plan a repair & maintenance / replacement / disposal programme, position them optimally (to deter parking in the Triangle for example), consider a planting plan that reduces watering requirement in the summer months and investigate additional sponsorship.
10. Cllr Collins has agreed to lead the project and will liaise with the Heritage Triangle Trust in the first instance before completing site inspections.
11. The review will be completed with recommendations presented to the Infrastructure committee at its March meeting so that the new programme can be implemented in advance of the summer season.

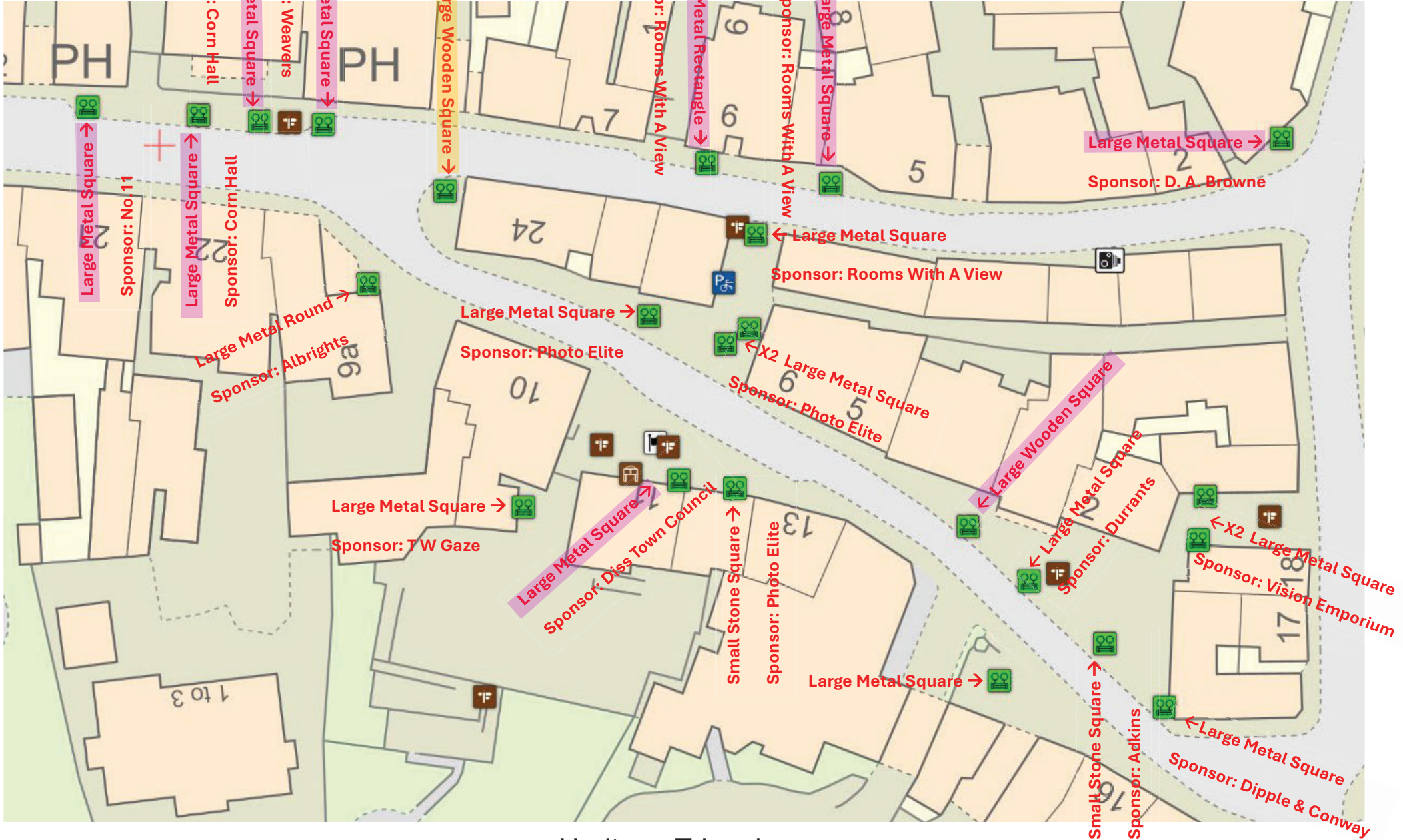
### **Recommendation**

To note the contents of this report.

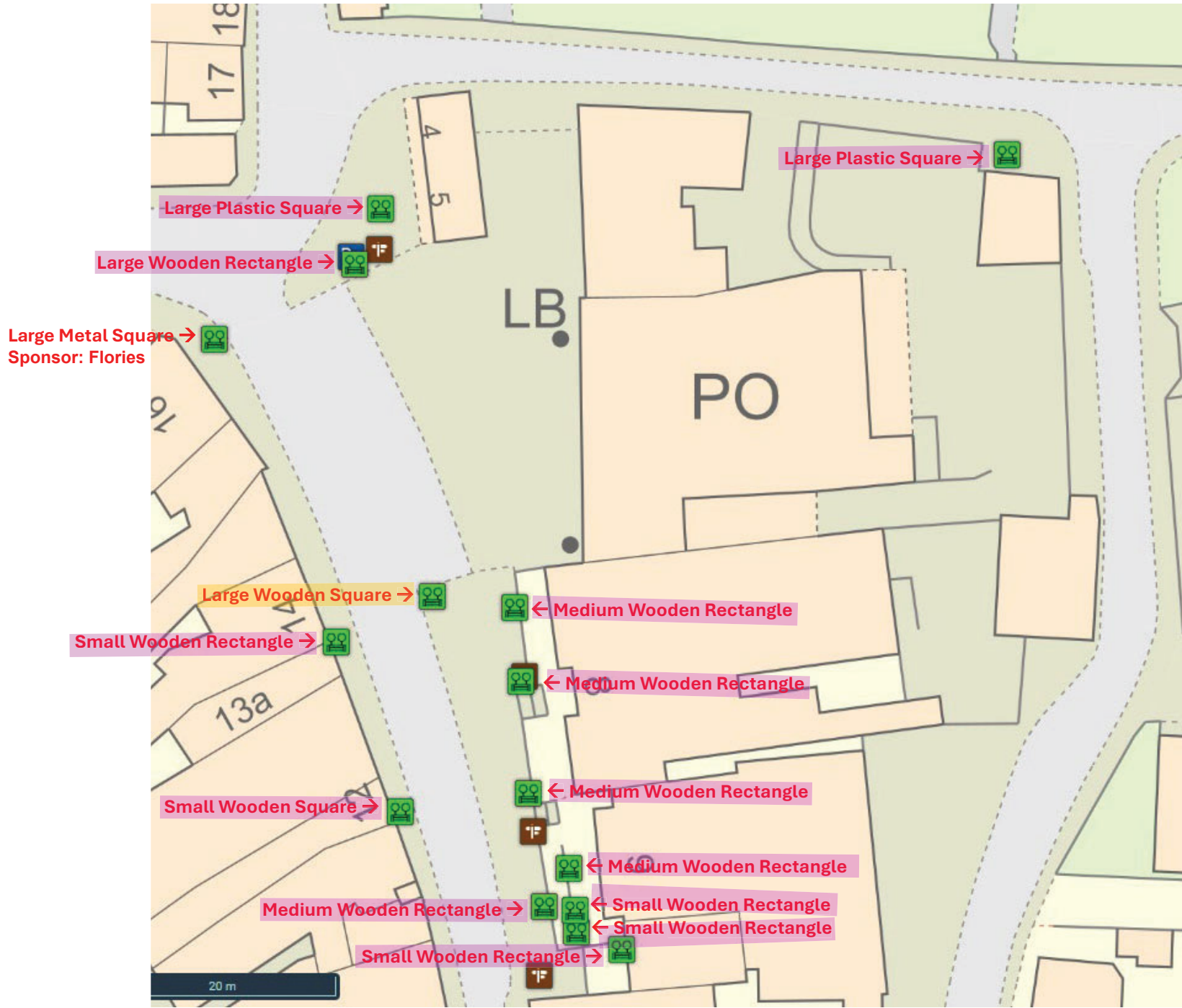
| Town Planters Key             |                         |
|-------------------------------|-------------------------|
| Total Planters:               | 53                      |
| Watered by Diss Town Council: | 33                      |
| Sponsored Planters:           | 20                      |
| Recycled Plastic Planters:    | 3                       |
| Metal Planters:               | 21                      |
| Wooden Planters:              | 28                      |
| Stone Planters:               | 1 (Outside Photo Elite) |
| Highlighted:                  | Considered for Removal  |



St. Nicholas Street



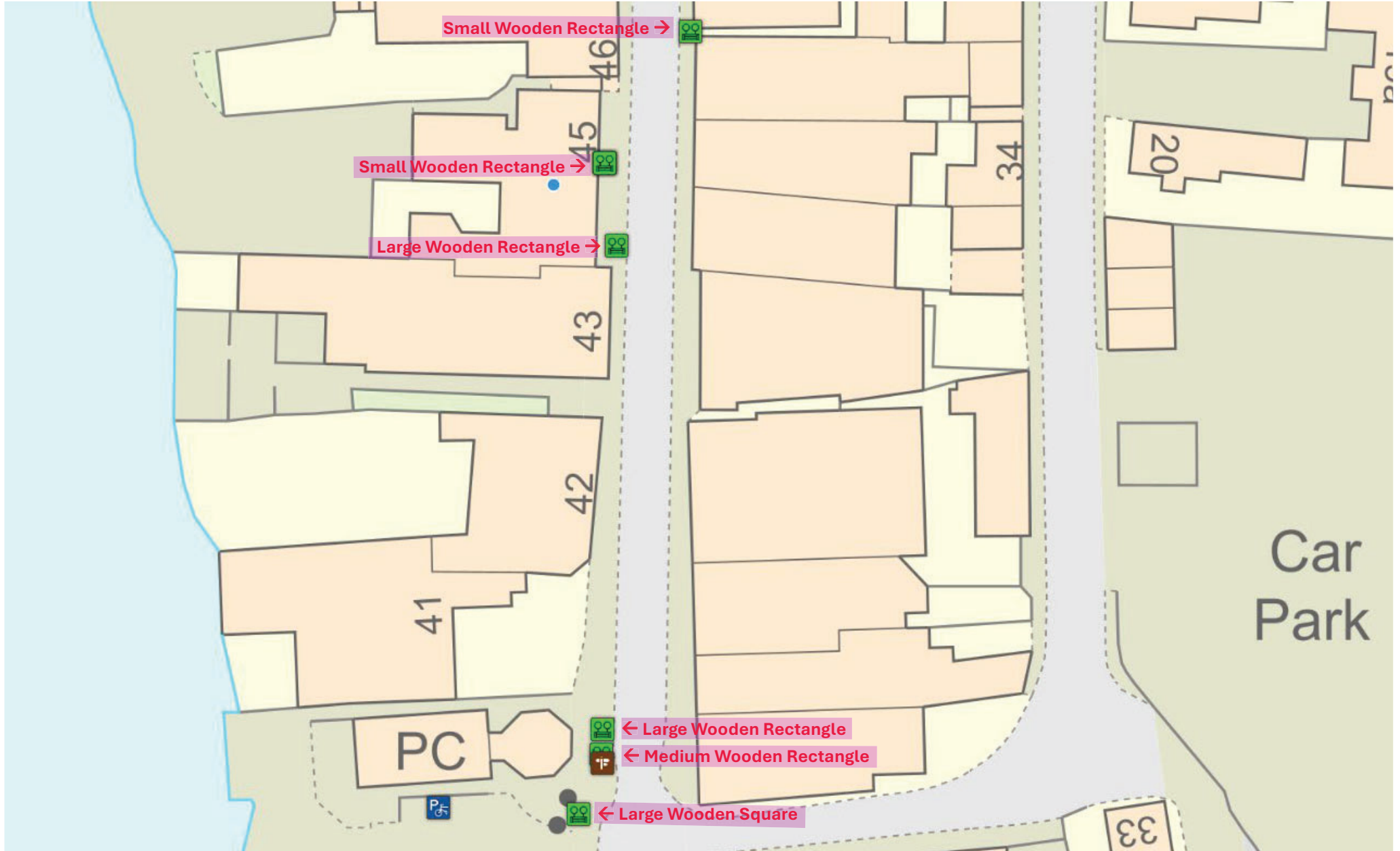
Heritage Triangle



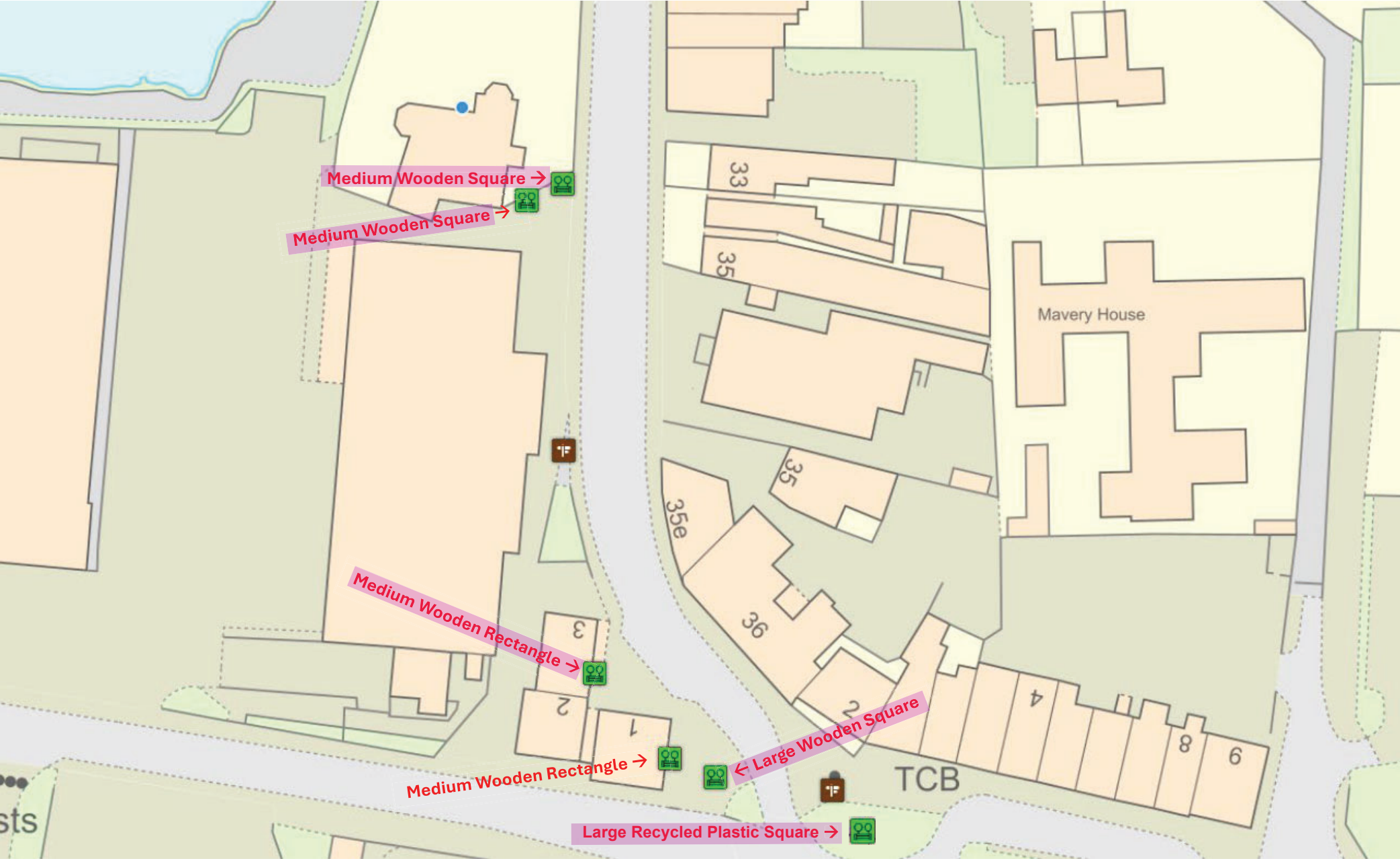
Market Place



# Mere Street to Mere's Mouth



Mere Street to Victoria Road



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## Norwich Western Link project update

Dear Sir/Madam,

The last update we sent you was in August, which coincided with the closure of the planning authority's consultation on our planning application for our Norwich Western Link project, which would see a 3.9-mile dual carriageway road built to the west of Norwich.

In my last email to you we also provided an update on an issue we were trying to resolve with Natural England in relation to the project. You might remember that days before our planning application was due to be submitted, Natural England had published updated guidance on barbastelle bats, which are present in the area around the proposed route of the Norwich Western Link.

As a result of this updated guidance being published, the council now has a significant impediment to being able to deliver this priority infrastructure project, and our ongoing liaison with Natural England has not resolved the matter.

In light of this, and as it would not have been possible for us to take the updated guidance into account before it was published, we have written to government Ministers to urge them to urgently review the issue and to tell them we require their assistance to resolve this issue positively for the people and businesses of Norfolk. We are caught between government policies and systems, and need them to intervene to find a good solution.

Delivering important infrastructure improvements like the Norwich Western Link is a priority for the council, and there is a great need for this road to be built. Local communities to the west of Norwich are suffering every day from rat-running and traffic congestion on small roads that were not designed to take the volumes or size of vehicles now using them.

The Department for Transport approved our Outline Business Case for the project last year, and they have backed the project with significant development funding. The Government has also suggested that it is committed to enabling growth and to removing barriers in our planning system. We are therefore hopeful that they will help us to reach a positive outcome.

Should you wish to, you can read more on the detail of this issue in a report that I and my fellow cabinet colleagues will consider at a meeting on Monday 2 December. The report has just been published online and can be found [here](#). The full link to the report is also at the bottom of this email.

I will email you again following the meeting to confirm the outcome and update you on the next steps.

Best wishes,

Graham

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

Link to cabinet report:

<https://norfolkcc.cmis.uk.com/norfolkcc/CalendarofMeetings/tabid/128/ctl/ViewMeetingPublic/mid/496/Meeting/2159/Committee/169/Default.aspx>

If you wish to contact the Norwich Western Link project team, please email [norwichwesternlink@norfolk.gov.uk](mailto:norwichwesternlink@norfolk.gov.uk)

Progress Report

| Committee      | Minute Ref | Subject                                | Action  | Assigned to          | Timescale   | Comments or further action  |
|----------------|------------|--|---|----------------------|-------------|---|
| Infrastructure | INF0123/09 | Public Realm Art Project               | To support in principle the large-scale artwork and appoint councillors Collins, Sinfield, and Waterman to work alongside the Clerk and the designer to consider possible locations and design ideas.   | DC / LS/ GW / Clerk  | TBC         | Designer is keen to progress the wall art project but still needs to secure building owner consent and prefers to do another wider wall owner call out to get interested parties to come forward. No update since last meeting.   |
| Infrastructure | INF0123/10 | Land on Denmark Lane                   | To appoint a working group of councillors Sinfield, Waterman and Welch to work with the Clerk to further consider the requirements and proposal regarding the purchase of the small triangle of land on Denmark Lane for eventual presentation to Full Council.   | LS / GW / JW / Clerk | TBC         | Quaker Wood representatives / Diss Community Woodland Project are considering the management of the green space at the new development on the opposite side of Denmark Lane, Roydon, which would make the acquisition of the smaller triangular piece of land opposite more appealing. No update since last meeting.  |
| 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            | TBC         | This will be scheduled as part of green corridors project.  |
| Infrastructure | INF0424/12 | DISS & DISTRICT NEIGHBOURHOOD PLAN     | A new constitution will be drawn up and the DDNP website will be closed in place of a more cost-effective online solution possibly via the Town Council website.  | Clerk                | Sep-24      | Constitution adopted at October meeting. New webpage live here - <a href="https://www.diss.gov.uk/diss-district-neighbourhood-plan">https://www.diss.gov.uk/diss-district-neighbourhood-plan</a>  |
| Infrastructure | INF0724/07 | PARISH PARTNERSHIP SCHEME              | 1.To consider the feasibility of installing an ECVP as part of the redesign of the Market Place area via the Norfolk County Council parking project possibly via a future Parish Partnership Scheme bid.<br>3.To review a Parish Partnership bid to improve the Lows, a Public Right of Way, if deemed eligible and dependent on 2 above at a future meeting and prior to the submission deadline.  | Clerk / SO / NCC     | 09.12.24    | Meeting to be scheduled with NCC Officer to explore options. Chased Officer but no response. Given this is a priority 3 project of the Parking scheme, propose we consider again at the appropriate time.<br><br>It has been confirmed that a planting plan would not be eligible for the PPS. The DDNP requirements regarding upgrading / removal of barrier on cycleway related to the Entry not Lows.  |
| Infrastructure | INF0724/08 | STREETLIGHTING                         | 1. To approve the electrical testing of 78 lighting columns at a total cost of £1,287 excl VAT to budget code 4970 Streetlighting.<br>3. That Suffolk County Council undertake the works required to columns 9044 & 45 in Mission Road for £3,700 + VAT allocated to Community Infrastructure Levy Funds.<br>5. To draft a streetlighting policy to include the Council's position relating to new developments for adoption at a future meeting. | Clerk / RFO          | 30.11.24    | Awaiting update from FBM as to if these works have been carried out.<br><br>Template policies have been researched - only exist for County Councils. But info also found on Town Council websites about streetlighting which might be helpful.  |
| Infrastructure | INF0724/09 | RAILWAY STATION ACCESS                 | to arrange a meeting with Adrian Ramsay MP.   | Clerk                | 15.09.24    | MP was going away from meeting to investigate. Follow up meeting scheduled in Feb.  |
| Infrastructure | INF0724/10 | ANGLIAN MEMORIAL GARDEN                | To request that the contractor remove part of the wall around the tree of the Anglian Memorial Garden to determine the extent of root impact, make safe and adapt the quote accordingly.  | Clerk / FBM          | 30.09.24    | Awaiting contractor visit and update.   |
| Infrastructure | INF0724/11 | COMMUNITY INFRASTRUCTURE LEVY FUNDS    | 1. To acquire quotations for the signage upgrades (finger posts & boards) with proposals to be considered at a future meeting for installation and payment prior to 31st March 2025 allocated to Community Infrastructure Levy funds.   | Clerk                | Immediately | Signage site visits yet to be undertaken to review damaged and weathered signs for quotes.  |
| Infrastructure | INF0924/07 | VINCE'S ROAD DEVELOPMENT STREET NAMING | to put forward 'King Charles Way' as the street name for the new housing development on Vince's Road.   | Office Administrator | Immediately | Response from the developer, "The street naming team at South Norfolk and Broadland who have advised that using a Royal link can open up a huge delay with permission having to be obtained from the Lord Chamberlains office when using any reference to the Royal Family. They have advised there is no timeline on getting this permission and in the past has been very lengthy and may be turned down. They have advised that we decline this suggestion and request another suggestion is made due to the time constraints we have." The naming was taken to the Facilities Committee on 09.10.24. 'Buckthorn Way' was proposed & sent to the developer and accepted. |
| Infrastructure | INF0924/08 | TELEPHONE SYSTEM PROPOSALS             | 1. That the Council approve the additional expenditure of £1,250 to cover the purchase of the replacement telephone unit and the activation of its maintenance.<br>2. To budget for the next financial year an extra £750 to cover the maintenance costs whilst retaining the current telephone system.   | Office Administrator | Immediately | Telephone system maintenance has been activated. The contract runs from 01.10.24 - 30.09.25.<br><br>Preliminary comparative quotes are being sourced to be presented for discussion mid-2025 ready for following year.  |

## Progress Report

| Committee      | Minute Ref | Subject        | Action   | Assigned to                                       | Timescale       | Comments or further action   |
|----------------|------------|----------------|--|---|-----------------|--|
| Infrastructure | INF0924/09 | PARKING SCHEME | It was noted that Norfolk County Council will draft a scheme for the Heritage Triangle first before moving on to Market Place and Mere St. Plans should be received before Christmas for consideration by Full Council and a new Traffic Regulation Order will be required, which is a lengthy process. Meetings of the Group will take place regularly to keep up the momentum. | Clerk   | December agenda | October Full Council approved the proposed schemes to address parking issues in the Heritage Triangle, Mere St and Market Place in order that schemes and costs can be drawn up. |
| Infrastructure | INF0924/09 | PARKING SCHEME | It was also noted that the conditions of the Heritage Lottery Fund grant are applicable for 25 years so this would need to be reviewed to ensure compliance.   | Clerk   | Immediately     | Item for discuss at next parking meeting along with HTT discussion.  |
| Infrastructure | INF0924/11 | MEMBER FORUM   | There was discussion on reinstalling the DISS sign in the council gardens with lighting instead of the proposed artwork on the MUGA Diss sign.   | Cllr Olander to liaise with Roy Allen Engineering | 15.11.24        | The Diss sign is going to be removed and a new one made for the next Diss Carnival.  |
| Infrastructure | INF0924/11 | MEMBER FORUM   | Repairs to some of the rotten boards on the boardwalk are being undertaken and it was suggested that these could be replaced in recycled plastic for longevity. It was noted that this would cost an inordinate amount given the extent of the amenity. The Facilities & Buildings Manager would be asked to ensure the facility is inspected annually.                          | F&B Manager                                       | 31.03.25        | Clerk liaised with FBM in 121 26.11.24. He will seek out companies who can do a safety assessment of the facility.   |