

# DISS TOWN COUNCIL

## MINUTES

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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