

# DISS TOWN COUNCIL

## MINUTES

Minutes of the meeting of the Infrastructure Committee held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 27<sup>th</sup> July 2022** at **7.15pm**.

Present: Members: A. Kitchen  
R. Peaty  
J. Robertson  
J. Welch  
J. Wooddissee (Vice-Chair)

In attendance: Sarah Richards, Town Clerk  
No members of the public

### INF0722/01 APOLOGIES

Apologies were received and accepted from councillors Collins, Kiddie, Olander (ex-officio & Chair) and Taylor (ex-officio). The first three members had holidays booked and cllr Taylor is attending a family funeral.

### INF0722/02 NOMINATION OF SUBSTITUTE REPRESENTATIVES

Members nominated substitute representatives' councillors Peaty & Robertson attending in place of councillors Kiddie and Olander.

### INF0722/03 DECLARATIONS OF INTEREST<sup>1</sup> AND REQUESTS FOR DISPENSATIONS

Minute No.	Councillors Name	Personal/Other Interest	Pecuniary Interest	Reason
INF0722/11	J. Robertson	X		This councillor is a resident of Mount St.
INF0722/11	A. Kitchen	X		This councillor is a resident of Roydon Road.

### INF0722/04 MINUTES OF THE LAST MEETING

It was

RESOLVED: That the minutes of the meeting of the Infrastructure Committee held on 8<sup>th</sup> June 2022 were a true record and were duly signed by the Chairman.

### INF0722/05 PUBLIC PARTICIPATION

There were no members of the public in attendance.

### INF0722/06 ITEMS OF URGENT BUSINESS

It was agreed that confidential item 17 would be deferred to the September meeting of the Executive committee or Full Council at the request of the Executive Chairman due to low member attendance, late arrival of the associated report and proposed increased IT support expenditure.

### INF0722/07 STRATEGIC PLAN

a) Members considered report reference 15/2233 regarding an update on progress towards improving town cleanliness. It was noted that it would take approximately 5 hours to fill the bowser with a standard hose attachment and other options may need to be explored. Members also discussed the requirements of the battery charger for the sweeper machine, requested confirmation of the warranty period related to purchase. It was also agreed that the hire and / or purchase of this equipment should not impact on the existing schedule of street cleaning in Diss operated by South Norfolk District Council. It was

RESOLVED: To trial the Maxvac Maxwind MV1600 Electric Sweeper Machine for 3 months at a total of £2,750 from Addex Group allocated to Earmarked Reserves Street Cleaner and if suitable, purchase the same thereafter with allocation to the same cost code.

**(Action: MM; immediately / 30.11.22)**

b) Members noted the update on the Diss & District Neighbourhood Plan.

**INF0722/08 PEDESTRIANISATION OF MERE STREET**

Members received report reference 16/2223 regarding an update on the Traffic Regulation Order proposals for pedestrianizing Mere Street. It was noted at a joint meeting of the Diss Community Team & Heritage Triangle Trust that they do not support the proposed scheme. It was

RESOLVED: To approve expenditure to up to £2.5k from Earmarked Reserves on an illustration to reflect the proposed pedestrianisation of Mere St scheme to share with stakeholders.

**(Action: Clerk; immediately)**

**INF0722/09 PARISH PARTNERSHIP BID**

a) Members received an update on the 2021-22 Parish Partnership Bid regarding the Public Right of Way between Walcot Green and Burston Road (report reference 17/2223). It was noted that this scheme has been withdrawn and agreed that members, Officers and / or members of the public with specialist knowledge make a site visit and undertake a cost-benefit analysis prior to future Parish Partnership Bid submissions.

b) Members considered appointing an action group to work with community representatives to consider possible Parish Partnership Bid projects for 2022-23. Along with those who have also registered an interest in helping, there may be members of a local Ramblers Association that are keen to get involved. It was agreed that publicity to encourage members of the community with specific infrastructure knowledge to get involved in supporting the Town council with potential schemes would be undertaken.

RESOLVED: To appoint councillor Welch to work with the Clerk and community representatives with relevant infrastructure knowledge to consider possible Parish Partnership Bid projects for 2022-23.

**(Action: JW / Clerk / community representatives; by 30.11.22)**

**INF0722/10 ILLEGAL PARKING**

Members received an update regarding the illegal parking in the Heritage Triangle. It was noted that parking in Market Place sometimes makes accessing Church St particularly by larger vehicles difficult and having only loading bays at this location may improve the situation. 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.

**INF0722/11 RESIDENTS PARKING SCHEME**

Members received an update regarding the residents parking scheme. The Clerk advised that the additional information on specific streets has been forwarded to Norfolk County Council for consideration in their initial draft plan and awaits confirmation of a date for the next meeting.

**INF0722/12 CEMETERY**

Members received a verbal update on the Cemetery Chapel roof replacement works. It was noted that an invoice to cover 9 weeks of scaffolding costs to 1<sup>st</sup> July has been paid following liaison with the committee Chairs justifying the quotation. Members also considered the ecologist's report and recommendations. There was discussion regarding the recommendation to replace the breathable membrane, which would allow the timber to dry and keep water out with a bat

friendly bitumen felt alternative. It was agreed that a modern version of the latter would be investigated, which will hopefully last longer than traditional felt. It was

RESOLVED: to approve expenditure of up to £2,920 allocated to Earmarked Reserves Cemetery Chapel for a European Protected Species Mitigation Licence as per quotation and terms.

**(Action: Clerk; immediately)**

**INF0722/13 ITEMS FOR NOTING**

a) Norwich Western Link - members noted an update regarding the Norwich Western Link scheme.

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.

**(Action: Clerk; immediately)**

c) Vinces Road junction improvement scheme – members noted that a pedestrian crossing facility will be installed as part of the Vinces Road junction improvement scheme.

d) Progress report – Members noted progress on decisions made at the last meeting. Members discussed the option of speed signs that incorporate automatic number plate recognition which are installed in Mid Suffolk. Cllr Peaty agreed to pass on details for a Mid Suffolk contact to the Clerk for investigation.

**(Action: RP; immediately)**

**INF0722/14 MEMBER FORUM**

There were no issues relevant to this committee from members for brief discussion, action or inclusion on a future agenda.

**INF0722/15 DATE OF THE NEXT MEETING**

Members noted that the next meeting of the Infrastructure Committee is scheduled for 25<sup>th</sup> October 2022.

*The last two items on the agenda were deferred to the September meeting of the Executive committee or Full Council given the low member attendance at this meeting, late arrival of the associated report and proposed increased IT support expenditure.*

Meeting Closed at: 20.32pm.

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Vice-Chairman: Councillor Wooddissee