



TOWN CLERK
Miss Sarah Richards

DISS TOWN COUNCIL
Council Offices, 11-12 Market Hill,
Diss, Norfolk, IP22 4JZ.
Telephone/Fax: (01379) 643848
Email: towncouncil@diss.gov.uk

Please ask for: Miss Sarah Richards
Our ref: INF 28.10.20
Date: 22 October 2020

NOTICE OF MEETING

Dear Members of the Public and Press,

You are cordially invited to a meeting of the **Infrastructure Committee** to be held Online on **Wednesday 28th October 2020** at **8.15pm** to consider the business detailed below. Anyone wishing to attend the meeting should contact the Town Clerk using the details above prior to the start of the meeting for the link.

Town Clerk

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 ¹ and Requests for Dispensations**
To note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.
- 4. Minutes**
To confirm as a true record, the minutes of the Infrastructure Committee held on 1st July 2020 (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. Illegal parking**
To consider options for preventing illegal parking in the town centre including introduction of an additional Civil Parking Officer specifically for Diss.
- 8. Budget**
To consider draft budget proposals for expenditure and income relating to this committee (copy details herewith).

- 9. Strategy Plan**
To consider draft proposals from the Chair and Vice Chair of this committee regarding the agreed priorities for the Strategy Plan relevant to this committee (to be tabled).
- 10. Parish Partnership Funding**
To consider potential projects under the Parish Partnership Scheme for local highway improvements for submission by 4 December 2020.
- 11. Rural Market Towns Grouping**
To consider joining the Rural Market Towns Grouping to help provide a voice for market towns (copy details herewith).
- 12. Progress Report**
To note progress on decisions made at the last meeting (copy details herewith).
- 13. Member Forum**
To consider information or issues relevant to this committee from members for brief discussion, action or inclusion on a future agenda.
- 14. Date of Next Meeting**
To note that the next meeting of the Infrastructure Committee is scheduled for 20th January 2021.

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 at www.diss.gov.uk/your-council/our-committees/.

Please note that this meeting will be held online due to Covid-19. Anyone wishing to attend the meeting should contact the Town Clerk using the details above prior to the start of the meeting for the link.

The proposals are considered to have long term benefits by reducing the speed of traffic and they are compliant with Government advice.

Councillor Taylor dropped out of the video call.

Proposals include the narrowing of roads in certain places, pedestrian priority signage with a humorous message such as ducks crossing, speed humps, chicanes to have the added benefit of creating additional seating. Other measures include highlighting the bollards along St Nicholas Street and installing more bollards to prevent illegal parking.

It was noted that recent Government advice asks Councils to listen to traders and their requirements and this is seen as a great opportunity to work together to enhance the town centre. Some of the proposed solutions can be moved to allow access and all the measures can be undertaken economically with for example half barrel planters.

There was discussion regarding reducing the 20mph speed limit and that Secretary of State approval would be required for enforceable speeds of lower than 20mph. It was noted that there is another area on Denmark Street where there is very narrow pavement, which would also benefit from the chicane idea. There was a suggestion that a broader town opinion could be sought of a speed reduction and that the proposals should be sent to the Norfolk County Council Highways Officer and County member for consideration as short, medium- and longer-term proposals.

Councillor Taylor re-joined the meeting.

There were comments regarding the effectiveness of speed bumps and that we would need to be guided by research and data regarding accidents at speeds under 20mph. Members liked the 'slow down for ducks' sake signage as it is a positive way to reduce speed. It was noted that the current speeds of traffic along St Nicholas Street make it too dangerous for social distancing and that advisory signs without legal basis could be considered given that enforcement is often lacking.

Discussions moved on to Mere Street and it was noted that the planters and cleaning have made a big difference, but vehicles continue to drive up and down Mere Street by moving the signage, despite the temporary Traffic Regulation Order. It was noted that Norfolk County Council has asked the Council if it wishes to keep the temporary order live given the Government guidance to use the opportunity to make changes in next 12 to 24 months. It was agreed that the contravention of the TRO would be dealt with and that the Police are planning to discuss the effectiveness of the TRO with South Norfolk Council's Confidence Team. There was also discussion regarding the clarity of signage for cyclists and that these need to be made clearer to enable the Police to enforce and that the closure of the Kingshead Yard car park other than for residents and traders may help to reduce through traffic. It was

RESOLVED:

1. to send the proposals put forward by the Heritage Traders and Diss Community Team to Norfolk County Council's Highways Officer and County Councillor for consideration.
2. to continue to review the temporary Traffic Regulation Orders under the Covid measures.
(Action: Clerk/SO/Committee; immediately)

INF0720/08

CHRISTMAS LIGHTING

Councillors considered a report (reference 09/2021 referred) regarding the Christmas lighting display for 2020. It was noted that two suppliers are currently used due to the cost savings from the more recent supplier for the Heritage Triangle area. There was positive feedback on the report and a request to improve the lighting on the Christmas tree. It was

RESOLVED:

1. To appoint Pearce & Kemp Ltd to install the Christmas lighting in the Market Place and Mere Street with a review of the requirement for attendance at the Switch-On event by the Facilities committee.
2. To appoint Lite Ltd to install the Christmas lighting in the Heritage Triangle area using existing lights for 2020.
3. To review the call outs for product failures in the Heritage Triangle during December to inform budgeting for 2021 and future years.
(Action: Maintenance Manager/Clerk; immediately/Dec 2020)

INF0720/09

DISS AND DISTRICT NEIGHBOURHOOD PLAN

Councillors received an update on the Diss & District Neighbourhood Plan (DDNP), review delegated representatives to the Steering Group and approve the Group's Terms of Reference. Councillor Poulter updated members that the public consultation is scheduled for later this month, that the drafts of the consultation documents will be put before the Steering Group prior to a two to three-week consultation period. Following this, consultants will pull together the draft information from the consultation, review and revise the DDNP plan and send to South Norfolk Council for a view. This will then provide the go ahead to appoint AECOM to undertake the strategic environment assessment to support the Plan with the formal consultation scheduled for February next year. The Terms of Reference (ToR) have been revised to make them more relevant and ensure all parties are updated. The Council has two representatives on the Steering Group with a substitute and it was noted that members can raise any points from the ToR retrospectively. It was

RESOLVED:

1. to re-appoint Councillors Olander and Taylor as delegated representatives to the Diss & District Neighbourhood Plan Steering Group with Councillor Poulter as substitute.
2. to approve the DDNP Steering Group's revised Terms of Reference.

(Action: Clerk; immediately)

INF0720/10

FOOTPATH IMPROVEMENTS

Members discussed possible Norfolk County Council funding for specific footpath improvements. It was noted that the County Trails Manager has a budget to spend in Diss & Harleston on improving public footpaths such as sleepers laid across ditches, replacing a stile with a gate or improvements to footpath surfacing. It was agreed that the suggested footpath between Bressingham and Roydon to improve pedestrian safety would be the responsibility of those parishes. It was also noted that the public feedback from the Diss & District Neighbourhood Plan's issues & options appraisal may provide some ideas. There were further suggestions of creating a footpath from the Angles Way under railway bridge towards Sandy Lane although the County Highways Officer had previously reported that it would not be viable and improving the Causeway from Victoria Road through to Chapel Street. It was

RESOLVED: To appoint Councillors Poulter, Taylor and Welch to an action group to review possible footpath improvements for Diss through Norfolk County Council funding.

(Action: Clerk/DP/ET/JW; immediately)

INF0720/11

PARISH PARTNERSHIP FUNDING

Councillors considered potential projects under the Parish Partnership Scheme for local highway improvements for submission by 4th December 2020. It was noted that these are 50/50 funded schemes between the Council and Norfolk County Council and that the Council has not budgeted for this Scheme this year given no projects were put forward last financial year. It was noted that in previous years, the PPS scheme has paid for an extension of the footpath between Heywood and Burston Roads and the two speed signs. Members were asked to forward any potential schemes to the Chair and Clerk for consideration at the October meeting of this committee.

RESOLVED: That the Clerk would contact Roydon and Bressingham Parish Councils regarding possible jointly funded Parish Partnership Schemes.

(Action: Clerk; by 31.07.20)

INF0720/12

PLANTERS

Councillors considered a proposal for the Town Council to water all planters now in the town centre. It was noted that the Council is now responsible for the new planters installed through the South Norfolk Council's EU funding for the Confidence campaign. There was a request from the Floral Diss Coordinator that given Covid-19 and the unknown length of time it would continue with volunteers not able to carry out the maintenance, that the Town Council assumes responsibility for all the planters now in the town, which also includes the Heritage Triangle ones. It was noted that a new hose has been purchased and research into possible water bowsers is being carried out. The maintenance team is currently watering all planters for around 3 hours per day, particularly in the warm weather.

An eco-sanitiser, which holds 120 litres of water and can be used to water the plants and clean the streets costs £5k to purchase outright and is being trialled in a few weeks. A water bowser with existing jet wash attached will also be investigated. It was agreed that the planters are an asset to the town and that the considerable staffing and equipment budget should be allowed for to keep them looking good. It

was also noted that as well as the summer months, there is maintenance of dead heading and weeding required during the spring and summer months.

There was also discussion regarding involving the community in helping to maintain the planters alongside existing volunteers with appropriate guidance and it was agreed that the watering should be managed separately to ensure the correct quantities of water to all planters. It was noted that there is not a specific budget allocation for the eco sanitiser but that there are Earmarked Reserves, which can be used, and it was agreed that an additional staffing budget should be considered. There was discussion around using social media to attract volunteers and that a maintenance and watering schedule should be agreed. It was

RESOLVED:

1. to purchase equipment to water the planters and clean the streets in the town centre and to employ a maintenance team member to cover three hours per day of watering.
2. to request support from volunteers in the community to help with maintenance of all planters in the town centre with guidance from local suppliers and existing volunteers regarding a watering and maintenance schedule.

(Action: DepTC / MM; immediately)

INF0720/13 **STREETLIGHTING**

Councillors considered proposals from Suffolk County Council regarding capital improvements to streetlights in Mere Street and a new streetlight along the footpath adjacent to the Medical Centre. It was agreed that the capital replacement funds in Earmarked Reserves (EMR) would cover the replacement lights in Mere St as per the agreement with South Norfolk Council and the £5k in EMR carried over from last financial year would pay for the new light. It was

RESOLVED: to carry out the capital improvements to streetlights in Mere Street and install a new light along the footpath connecting Mount Street and Shelfanger Road adjacent to the Medical Centre.

(Action: Clerk; immediately)

INF0720/14 **ITEMS FOR NOTING**

- a) A1066 – members noted that carriageway drainage works on the A1066 Victoria Road are being planned for 2020/21 to resolve the long-standing issue with carriageway water build up.
- b) Nelson Road – councillors noted that the double yellow lines are due to be laid on Nelson Road and Sawmills Road from Monday 29th June.
- c) Progress Report - members noted progress on decisions made at the last meeting.

INF0720/15 **MEMBER FORUM**

There was one issue relevant to this committee raised by members for brief discussion, action or inclusion on a future agenda regarding the provision of the Visitor Information Point in the Corn Hall once open next week and it was noted that discussions are underway.

(Action: Clerk/SO/JR; immediately)

INF0720/16 **DATE OF THE NEXT MEETING**

Members noted that the next meeting of the Infrastructure Committee is scheduled for 28th October 2020.

INF0720/17 **PUBLIC BODIES (Admissions to Meetings)**

Councillors considered a resolution under the Public Bodies (Admissions to Meetings) Act 1960 and Standing Orders 1c 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.

INF0720/18 **CCTV**

Members considered proposals and a quotation for improving the CCTV system in the town centre. It was noted that the lighting in the Park play areas requires improvement in order that the CCTV footage can be seen and to reduce vandalism, that a quote for this has been received and will be considered as part of the proposed works. It was also noted that there has been an issue with the CCTV screen and that will also be addressed. There is £7,867.43 in Earmarked Reserves CCTV to cover the costs and there was a request to ensure there is a warranty for the works to cover future problems. It was

RESOLVED: to appoint etc. (East Anglia) Ltd to proceed with the proposed works to improve the CCTV system in the town centre.

(Action: Clerk/MM; immediately)

Meeting Closed at: 21.51.

Chairman: Councillor Olander

Item 8

EXPENDITURE INFRASTRUCTURE COMMITTEE

Description	2019-20		2020-21						2021-2022	Notes 21-22
	19-20 Budget	19-20 Actual updated	20-21 Budget	spend to date	Actual Costs (30 Sept)	Projected remaining Costs	Total Projected	Under/over spend	Budget 21-22	
Streetlighting	14500	8909	14500	95360	12370	107730	93230		14500	
Parish Partnership bid	8500	3130	0	0	3062	3062	3062		0	No expenditure anticipated
CCTV	0	0	1000	0	0	0	-1000		1000	Request that an additional camera at DYCC is installed for 20/21 & possibly reconsider Rectory Meadow due to anti-social behaviour. Also £2.5k expenditure expected 20/21 from EMR.
Pedestrianisation of Mere St	0	0	0	0	0	0	0		8000	Potentially a key aspect of unlocking the potential of the 'high street'. Original estimation from Highways Engineer for cost of TRO was £6k last year. Increased proposed expenditure to 33% to account for potential increases.
Sub totals Infr Comm	23000	12039	15500	95360	15432	110792	95292		15500	

INCOME INFRASTRUCTURE COMMITTEE

Description	2019-20		2020-21						2021-2022	Notes 21-22
	19-20 Budget	19-20 Actual updated	20-21 Budget	spend to date	Actual Costs (30 Sept)	Projected remaining Costs	Total Projected	Under/over spend	Budget 21-22	
Streetlighting	0	297300	no budget	0	0	0	0	0	0	
Parish Partnership Bid	0	1525	no budget	0	0	1525	1525	1525	0	
Sub totals Infr Comm	0	298825		0	0	1525	1525	1525	0	

EMR	Less:Actual Year to date Expense	Balance	Balance as at 30th Sept 2020
Bus Shelters maintenance	60	16021	16021
Streetlights	92854	209446	209446
Community Infrastructure Levy (CIL)		52594	52594
CCTV		7867	7867
D&D Neighbourhood Plan	11465	-982	11388
Total	104379	284946	297316



A RURAL/MARKET TOWN GROUPING OF THE RSN.

Why do we need a rural market town grouping?

The RSN believes that Rural Communities are frequently overlooked in a policy environment dominated by urban thinking and policy concerns. This often means communities either miss out on the benefits or experience unintended consequences from policies which are poorly thought through from a rural perspective. This means that government policy currently neglects the many hundreds of important rural towns across England.

We believe these towns play a vital role not only in the lives of their inhabitants but also in both the local and national economy. That is why we want them to receive more focus.

Rural areas and their intricate network of rural communities should be able to realise their potential within the national economy and need to be appropriately recognised and supported in government thinking and actions.

What is the Rural/ Market Town Group?

To underline the importance of these English towns, the role they play and their potential going forward, The Rural Services Network have developed a new initiative to develop a Rural/Market Town Grouping within the Rural Services Network. This new Grouping will work to add to our Call on Government for a Rural Strategy.

We have begun this initiative by approaching one town or the largest village in each of the 200+ rural areas across England which has been identified by Defra for their distinctive characteristic. This process will be expanded in time to ensure that all those that wish to be involved are fully engaged.

Whilst we appreciate and celebrate the diversity of our rural areas, we seek to create a universal voice to represent all different types of rural areas across England ensuring that no form of rural area is excluded.

Up to until now 80 Towns and large Parishes have already agreed to commence the group and we look forward to hearing from the remainder of the councils currently being approached. We are currently on target for the 120 + members we seek.



The group currently comprises: -

Ackworth (Wakefield), Alcester (Stratford on Avon), Alvechurch (Bromsgrove), Atherstone (North Warwickshire), Alnwick (Northumberland) , Ampthill (Bedfordshire), Arundel Town (Arundel District) Balsall (Solihull) tbc, Belper (Amber Valley), Brampton (Carlisle), Bourne (South Kesteven), Bovey Tracey (Teignbridge) Buckingham (Aylesbury Vale), Burnham on Sea (Sedgemoor) Burscough (West Lancs), Caistor (West Lindsey), Carnforth (Lancaster), Chalfont St Giles (Chiltern), Church Stretton (Shropshire) Cirencester (Cotswolds) Cleator Moor (Copeland), Clitheroe (Ribble Valley), Cranleigh (Waverley) , (Credon (Mid Devon) Dalton in Furness (Barrow in Furness) , Downham Market (Kings Lynn), Earl Shilton (Hinckley and Bosworth), Faversham (Swale), Finedon (Wellingborough),Frodsham (Chester and Cheshire West), Great Torrington (Torridge), Hadleigh, (Babergh), Hartley Witney (Hart),Hexham (Northumberland), Kendal (South Lakeland) Launceston (Cornwall), Ledbury (Herefordshire) Leominster (Herefordshire), Longridge (Ribble Valley), Lutterworth (Harborough), Lymm (Warrington), Mablethorpe and Sutton (East Lindsey),Marlborough (Wiltshire),Market Rasen (West Lindsey), Midsomer Norton (Bath and NE Somerset) Minster (Thanet) ,Normandy(Guildford D.), Olney(tbc) (Milton Keynes) Oxted (Tandridge), Penrith (Eden) Penzance (Cornwall) City of Ripon (Harrogate),Petersfield (East Hants) (tbc), Rothwell (Kettering), Rye (Rother), Saffron Walden (Uttlesford), Sandy, (Central Bedfordshire) Saxmundham East Suffolk, Seaton (East Devon), Shildon (Co Durham) Skipton (Craven), Sleaford (North Kesteven), Sodbury (South Gloucestershire) , Solam (East Cambridgeshire), Stowmarket (Mid Suffolk) Swanley (Dartford area) Tavistock (West Devon), Tenbury (Malvern Hills), Tenterden (Ashford), Thetford (Breckland), Thornbury (South Gloucestershire), Uckfield (Wealden), Uppingham (Rutland), Uttoxeter (East Staffs) Verwood (Dorset), Wallingford (South Oxfordshire) Wells City of (tbc) (Mendip) West Chiltington (Horsham), Wheathampstead (St Albans) Whitby((Scarborough), and Wotton-under-Edge (Stroud).

Services provided to the group will include:

- Engagement in Rural Strategy campaign to ensure feedback from Rural/Market Group is included within consultation
- Development of some good practice and learning material related to the key policy areas and delivery challenges or opportunities for rural/market towns
- Receiving the Rural Bulletin, a weekly newsletter provided by the Rural Services Network highlighting rural news, issues affecting rural communities, and highlighting the work of the Rural Services Network
- Provision of a dedicated newsletter highlighting relevant latest policy developments, showcasing interesting member practice and flagging relevant initiatives or funding opportunities
- Periodic online surveys of the members of rural/market towns, to gather comparative information about topics of interest to this grouping

Committee	Minute Reference	Subject	Action	Assigned to	Timescale	Comments or further action
Infrastructure		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		A review of this project is underway and a meeting with relevant parties will be scheduled in due course. Update - the CV acknowledgement group will be reviewing map inserts as part of the walking and cycling routes.
Infrastructure		Residents Parking Scheme	To meet with representatives of County and District Councils to discuss the proposed Residents Parking Scheme.	Clerk/SO		SNC looking at revising approach to Market Towns and David Disney will be taking overall responsibility for future projects. They want to continue conversation in Diss & work collaboratively with DTC & key stakeholders to identify practical improvements to ensure a better post Covid town. They are engaging specialist consultants in the field who were instrumental in the original Market Towns Initiative planning and holding a workshop to help develop ideas in December. This may include the residents parking scheme.
Infrastructure		Wetherspoons Development	Liaise with Wetherspoons contractor to ensure appropriate access arrangements, protection to street surfacing, project management given other projects (toilet refurb, Xmas light install, Xmas trading). There was a request from Cllr Taylor to attend the Wetherspoons development meeting.	Clerk		Landowner has confirmed that works will not start on site until 2021. He is hopeful that the planning consent will be extended given CV-19. Requested update from landowner 16.10.20.
Infrastructure	INF0919/11	Nelson Rd Traffic Regulation Order	A i) To write to Norfolk County Council and Greater Anglia stressing Diss Town Council's disappointment with the one-way exit proposal at Nelson Rd.	Clerk/Leader	immediately	Requested that NCC / Greater Anglia consider reversing the proposed one-way scheme so that access is from Nelson Road and exits on to the A1066. Chair trying to engage Richard Bacon MP. Clerk spoke to his Secretary and the message has been passed on. Clerk will speak to Richard on 8th November if not before.
Infrastructure	INF1219/07	Pedestrianisation of Mere St	to develop relations with Mere Street traders to tackle key issues in the town including through traffic in Mere Street.	Clerk /DC /Infrastructure Committee	by 13.02.20	On agenda relating to budget item
Infrastructure			iii) To reconsider options A-C early in 2020 based on research undertaken	Clerks	immediately	
Infrastructure	INF1219/09	Parking	i) to arrange a meeting with Diss Medical Practice and South Norfolk Council's car park Officer to discuss parking issues ii) to request a regular update from Norfolk Parking Partnership regarding number of vehicles parked illegally / fined in the Heritage Triangle area iii) to request the Service Level Agreement relating to existing traffic enforcement in Diss and investigate the mechanism for receiving penalty notice funds to inform consideration of employing a part-time Civil Parking Enforcement Officer for Diss iv) to investigate whether the signage and lighting is legally sufficient for the Heritage Triangle area.	Clerk/SO		i) Issues with Medical Practice appear to have been resolved. ii & iii) Info & update requested on review of car parking arrangements as originally agreed when introduced. Kings Lynn & West Norfolk Borough Council enforcement has requested DTC liaise with SNC directly. SNC reps said they would follow up on this issue with DTC but nothing received to date. iv) On agenda item 7
Infrastructure	INF1219/10	Street Cleaning	It was agreed that a trial would be undertaken with similar equipment belonging to Ipswich Borough Council and that SNC would be approached regarding a financial contribution given previous discussions regarding SNC purchasing equipment and the Town Council carrying out the cleaning / maintenance	SK/MM/RFO	by 13.02.20	SNC has agreed to purchase a street cleaner for all market towns. Clerk to liaise with Cllr Kiddie regarding likely frequency of visits to Diss as required several days as a minimum.

Committee	Minute Reference	Subject	Action	Assigned to	Timescale	Comments or further action
Infrastructure	INF1219/11	Member Forum	Members considered the issues relating to NCC-owned streetlighting specifically that lights out had been reported and not repaired. It was also reported that SNC-owned paving is being lifted by the roots of an oak tree outside the cycle shop on Chapel Street. Members were asked to take photo evidence of issues around the town to be forwarded to the relevant authority for follow up.	Clerk/SO	by 13.02.20	Clerk spoken to contact that oversees Amey contract at NCC and is awaiting details. No reply received from SNC. It is understood that the tree might be on land owned by the neighbouring business so a request will be made. Paving is off the footway. No update
Infrastructure	INF0420/07	Vinces Road Junction	To support in principle the proposal from Norfolk County Council to install a traffic signal controlled three-arm junction with dedicated right turn filter on the east arm but to first request a report setting out how and in what timescale NCC will manage the legal process of amending the access to the affected residential properties to enable delivery of the proposed scheme, identifying the legal issues to be addressed and the manner in which each will be resolved	Clerk	immediately	NCC carrying out resident consultation.
Infrastructure	INF0420/08	Market Place/ Mere Street Traffic Regulation Order	To review the Market Place / Mere Street Traffic Regulation Order created in 2011 given changes to the market operation.	Clerk/SO/RL	by 31.12.20	No update
Infrastructure	INF0720/07	Post Covid-19 Highways Measures	i) to send the proposals put forward by the Heritage Traders and Diss Community Team to Norfolk County Council's Highways Officer and County Councillor for consideration. ii) to continue to review the temporary Traffic Regulation Orders under the Covid measures.	Clerk / SO / Committee	immediately	No update from NCC.
Infrastructure	INF0720/09	Diss & District Neighbourhood Plan	i) to re-appoint Councillors Olander and Taylor as delegated representatives to the Diss & District Neighbourhood Plan Steering Group with Councillor Poulter as substitute. ii) to approve the DDNP Steering Group's revised Terms of Reference.	Clerk	immediately	Done. Update for meeting - The initial consultation is complete and the pre-submission draft of the document is being written, should be ready by Christmas. Intention is to submit Site Environmental Screening Assessment to SNC by end of December 2020, and for Reg 14 consultation to take place starting in April 2021.
Infrastructure	INF0720/10	Footpath Improvements	To appoint Councillors Poulter, Taylor and Welch to an action group to review possible footpath improvements for Diss through Norfolk County Council funding	Clerk/DP/ET/JW	immediately	Cllr Poulter chased for an update from NCC 20/10/20 post submission of 3 proposals several months ago
Infrastructure	INF0720/11	Parish Partnership Funding	That the Clerk would contact Roydon and Bressingham Parish Councils regarding possible jointly funded Parish Partnership Schemes.	Clerk	by 31.07.20	Done. On agenda.
Infrastructure	INF0720/13	Streetlighting	to carry out the capital improvements to streetlights in Mere Street and install a new light along the footpath connecting Mount Street and Shelfanger Road adjacent to the Medical Centre.	Clerk	immediately	Update requested from SCC regarding progress. Regarding new approved light, appears there are already lights in the area so investigating whether new light is required.
Infrastructure	INF#0720/18	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	In progress.