

DISS TOWN COUNCIL

MINUTES

DRAFT

Minutes of the meeting of the **Infrastructure Committee** held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 16th November 2022** at **7.15pm.**

Present: Members: A. Kitchen
D. Collins
S. Kiddie
S. Olander (Chair)
R. Peaty
L. Sinfield
G. Waterman
J. Welch
J. Wooddissee (Vice-Chair)

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

INF1122/01 **APOLOGIES**
There were none.

INF1122/02 **NOMINATION OF SUBSTITUTE REPRESENTATIVES**
There were none but councillor Waterman agreed to fill the vacancy role on this committee for the remainder of the Mayoral year.
(Action: Clerk; immediately)

INF1122/03 **DECLARATIONS OF INTEREST¹ AND REQUESTS FOR DISPENSATIONS**

Minute No.	Councillors Name	Personal/Other Interest	Pecuniary Interest	Reason
INF1122/07a & 8	S. Kiddie		X	This councillor is a trader in Mere Street
INF1122/10	A. Kitchen	X		This councillor is resident of Roydon Road
INF1122/10	L. Sinfield	X		This councillor is resident of Mount Street.

INF1122/04 **MINUTES OF THE LAST MEETING**
It was

RESOLVED: That the minutes of the meeting of the Infrastructure Committee held on 27th July 2022 were a true record and were duly signed by the Chairman.

INF1122/05 **PUBLIC PARTICIPATION**
There were none.

INF1122/06 **ITEMS OF URGENT BUSINESS**
There was none.

INF1122/07 **STRATEGIC PLAN**
a) Members considered report reference 32/2223 regarding recommendations following the trial of the street sweeper and water bowser. There were questions regarding the possibility of trialling the billy goat via hire rather than purchasing. Several councillors were familiar with the proposed billy goats and commented that they are easy to use at a fraction of the cost of the Max Vac. It was suggested that a supplier in Norwich should be approached regarding second hand options and recommended that the option of using Aspen 4 stroke to fuel the equipment would be a more environmentally friendly option and can extend the lifetime of the engine particularly given electric vehicles are not planned for 5 years. Members also queried the equipment used for cleaning the streets. It was

RESOLVED:

1. To stop hiring the Max Vax Sweeper and water bowser with immediate effect.
2. To purchase another van at a specification to accommodate the proposed water pump system up to the value of £15k allocated to Earmarked Reserves Street Cleaner.
3. To purchase a fuel-based generator water pump system with low- and high-pressure units at a cost of up to £5k excl. VAT allocated to EMR Street Cleaner.
4. To install the water pump system in the van at a cost of £1k allocated to EMR Street Cleaner.
5. To purchase or rent a petrol operated commercial billy goat hoover / cleaner at a cost of £3.5k allocated to EMR Street Cleaner.

(Action: FBM; immediately / 30.11.22)

- b) Members noted update on the Diss & District Neighbourhood Plan. The examiner will be appointed by the end of November with the aim to start in the New Year with a referendum estimated to take place in March. The timescales will depend on examiner queries. Thanks were extended to councillors Taylor and Olander for their considerable input into this lengthy and complex project.

INF1122/08 PEDESTRIANISATION OF MERE STREET

Members received an update regarding the Mere Street pedestrianisation project. It was noted that a meeting with Norfolk County Council is awaited for a fuller explanation. Members considered the signage proposals. There was a request to add 'cyclists' dismount' signs under the 'No entry' sign at the Chapel / Mere St junction towards Market Place and from the Mavery House end of Mere St towards Market Place. It was also suggested that an information day to publicise the no cycling in Mere St be organised with leaflets to explain the new signage and a police / media presence. Consideration would be given to other elements of the scheme to benefit the town centre given the Town Council has funding.

(Action: Clerk / SO / ET; immediately)

INF1122/09 PARISH PARTNERSHIP BID

Members received a report regarding Parish Partnership Bid projects for 2022-2023 (reference 33/2223 referred). There was discussion regarding voice activated speed signs in Suffolk to tackle vehicle noise pollution but that the existing SAM signs are to deter speeding. It was noted that not all electric vehicle charging points are standardised so this would be considered as part of the feasibility study and that the Diss Youth & Community Centre would be a good location given its home to the litter picking group, community fridge and composter. It was

RESOLVED:

1. Not to submit a Parish Partnership Bid application for 2023-24 but consider using Earmarked Reserves and /or Community Infrastructure Levy funds once a feasibility study has been undertaken.

2. To appoint an action group of councillors Olander, Welch & Wooddissee to work with the Clerk to investigate the feasibility of installing electric vehicle charging points at Town Council owned sites.

(Action: SO / JW / JW / Clerk; 30.03.22)

INF1122/10 RESIDENTS PARKING SCHEME

Members received an update regarding the residents parking scheme. It was noted that parking in the Triangle is still a significant issue, that this has been added to this scheme including consideration of the limited and unclear signage. There is an issue with parking opposite the Saracens Head car park which might be addressed with 'do not park here' signage from Market Place to Mount St and not only in the opposite direction.

INF1122/11 SOUTH NORFOLK TREE WARDEN NETWORK

Members considered appointing a tree warden for Diss. Councillor Waterman volunteered in this capacity subject to receiving more information about the role. It was

RESOLVED: to appoint councillor Waterman as a tree warden for Diss subject to further information on what it involves and for cllr Collins to check with a Diss & District Rotarian if he would also be interested.

INF1122/12 **STREETLIGHTING**

Members considered a report regarding part-night lighting proposals (reference 34/2223 referred). There was discussion regarding required consultation. It was

RESOLVED: That the Chair and councillor Sinfield works with the Clerk to determine Council owned streetlights which should be kept on for safety reasons with proposals for the switching times to be included.

(Action: SO / LS / Clerk; 19.01.23)

INF1122/13 **BUDGET**

Members approved the Infrastructure committee budget proposals for recommendation to Full Council (report reference 35/2223 referred). It was

RESOLVED: to approve a budget allocation of £10k for Infrastructure committee related projects as set out in the Appendix.

(Action: RFO; immediately)

INF1122/14 **ITEMS FOR NOTING**

- a) Vinces Road junction improvement scheme – members noted that the scheme is due to be completed by the end of November.
- b) Progress report – members noted progress on decisions made at the last meeting.

INF1122/15 **MEMBER FORUM**

There were several issues raised relevant to this committee from members for brief discussion, action, or inclusion on a future agenda.

A letter will be drafted regarding Police engagement for review by the Clerk and onward distribution to the Inspector and all members were asked to forward any points for inclusion in the letter to cllrs Waterman / Welch. Two points for inclusion were requesting regular police presence at Town Council meetings the effectiveness of CCTV.

There was a request to increase the number of Infrastructure committee meetings. It was noted that due to postponement of an earlier meeting, there had been a longer gap than usual and that an even spread would be presented in the draft Schedule of Meetings for next year. Members were reminded that projects can be pushed forward in-between meetings and that there is some overlap with other committees for inclusion on their agendas where appropriate and if decisions are required sooner than the next meeting date. The Town Council is primarily reliant on higher tier authorities given they have the powers to act in most infrastructure related projects.

Cllrs Collins & Sinfield advised that they are sourcing funding to produce a 'Welcome to Diss' leaflet and it was noted that the bench will be replaced outside Diss Publishing in due course.

(Action: GW / JW / Clerk / DC / LS; by 19.01.23)

INF1122/16 **DATE OF THE NEXT MEETING**

Members noted that the next meeting of the Infrastructure Committee is scheduled for 25th January 2023.

Meeting Closed at: 9.15pm.

Chairman: Councillor Olander