

TOWN CLERK
Miss Sarah Richards

DISS TOWN COUNCIL
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Please ask for: Miss Sarah Richards
Our ref: INF 23.02.22
Date: 16 February 2022

NOTICE OF MEETING

Dear Members of the Public and Press,

You are cordially invited to attend a meeting of **Infrastructure Committee** to be held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 23rd February 2022** at **7.15pm** to consider the business detailed below.

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 27th October 2021 (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. Strategic Plan**
 - a) To receive a verbal regarding progress towards improving the town cleanliness.
 - b) To consider progress on the Strategic Plan actions (to be tabled).
- 8. Vinces Road**
To receive a report (reference 57/2122 herewith refers) regarding the Vinces Road junction improvement scheme.

9. Streetlighting

To receive an update regarding the proposals for upgrading the streetlighting in Mere Street and approve recommendations from the Council's streetlighting contractor (report reference 58/2122 herewith refers).

10. Diss Youth & Community Centre

To consider a proposal to plant fruit trees at the Diss Youth & Community Centre (report reference 59/2122 herewith refers).

11. Items for Noting

a) Town Centre - to note that South Norfolk Council is arranging for a deep clean of the town centre via EU funded Welcome Back Campaign to promote local shopping, help make towns more Covid secure and prepare for the upcoming Jubilee celebrations in the summer.

b) Progress report – to note progress on decisions made at the last meeting (to be tabled).

12. Member Forum

To consider information or issues relevant to this committee from members for brief discussion, action or inclusion on a future agenda.

13. Date of Next Meeting

To note that the next meeting of the Infrastructure Committee is scheduled for 20th April 2022.

COMMITTEE MEMBERSHIP:	FOR INFORMATION:
Councillors:	Town Clerk
D. Collins	Deputy Town Clerk
S. Kiddie	
A. Kitchen	S. Browne
S. Olander (Chair) (ex-officio)	M. Gingell
E. Taylor (ex-officio)	K. Murphy
C. Valori	R. Peaty
S. Warren	J. Robertson
J. Welch	
J. Wooddissee (Vice-Chair)	Diss Express
	Diss Mercury

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 27th October 2021** at **7.15pm.**

Present: Members: D. Collins
S. Kiddie
A. Kitchen
S. Olander (ex-officio & Chair)
E. Taylor (ex-officio)
C. Valori
S. Warren
J. Welch
J. Wooddissee

In attendance: Sarah Richards, Town Clerk
Councillor K. Murphy
8 members of the public

INF1021/01 APOLOGIES

There were none.

INF1021/02 NOMINATION OF SUBSTITUTE REPRESENTATIVES

There were none.

INF1021/03 DECLARATIONS OF INTEREST¹ AND REQUESTS FOR DISPENSATIONS

Minute No.	Councillors Name	Personal/Other Interest	Pecuniary Interest	Reason
INF1021/09	S. Kiddie		x	This councillor runs a shop in Mere Street.

INF1021/04 MINUTES OF THE LAST MEETING

It was

RESOLVED: That the minutes of the meeting of the Infrastructure Committee held on 30th June 2021 were a true record and were duly signed by the Chairman.

INF1021/05 PUBLIC PARTICIPATION

There were 8 members of the public in attendance regarding item 11 on the agenda.

Item 11 was brought forward to allow members of the public to speak.

All residents who reside in the properties affected by the scheme objected to the Vinces Road junction proposals. They felt that traffic lights would further contribute to the considerable traffic flow on the A1066 by forcing drivers to idle whilst waiting at the lights and thereby exposing residents to additional air, noise, and light pollution. Concerns were raised regarding the impact of the scheme on property value and the safety implications for residents accessing their properties and pedestrians. There were calls to consider diverting heavy goods vehicles off Victoria Road or placing weight restrictions on such vehicles. There was a request for information regarding the justification for the proposal including incident data, cost of works and source of funding. Residents asked why the previous scheme of the modified roundabout and left filter lane could not be pursued and whether the scheme could incorporate dropped kerbs for residents in this area.

INF1021/06 VINCES ROAD

Members considered the proposals for double yellow lining as part of the Vincés Road junction improvement scheme and residents concerns. The Compulsory Purchase Order for the previous scheme of the roundabout with left-hand filter lane was deemed not feasible due to non-engagement from landowner. It was noted that the project came about due to significant issues for residents and businesses exiting Vincés Road at peak times rather than the A1066.

This project has been discussed for many years with the relevant stakeholders and publicised and there has been liaison with the major employers regarding changes to employee working hours to alleviate the traffic issue. There was discussion regarding the number of traffic lights on the A1066, which contribute to decreased traffic flow and it was noted that the Town Council fought hard for an exit only road from the estate built off Vincés Road to alleviate improve traffic flow but was unsuccessful. Members considered the primary traffic pinch point being at 5pm versus the continuous use of lights, that parking on the pavement would no longer be allowed and residents' concerns regarding exiting their properties. There was also discussion regarding parking for residents' additional vehicles, the issue of parking on the pavement on other parts of the A1066, the impact of changes to utilities on the project and the standpoint of the landowner given the effects on up to 13 affected properties. It was

RESOLVED: i) to request that Norfolk County Council reconsider the Compulsory Purchase Order option
ii) to invite representatives from Norfolk County Council, Diss Town Council, those living in the area, businesses, and the landowner to a meeting to further discuss the proposed Vincés Road junction scheme.

(Action: Clerk / CL by 16.11.21)

INF1021/07 ITEMS OF URGENT BUSINESS

There were none.

INF1021/08 VICE-CHAIR

Councillors considered appointing a new Vice-Chair for this committee. It was

RESOLVED: To appoint councillor Wooddissee as the new Vice-Chair for the Infrastructure committee.

(Action: Clerk; immediately)

INF1021/09 STRATEGIC PLAN

a) Councillors considered report reference 29/2122 regarding progress towards improving the town cleanliness and determine a way forward. It was noted according to one contractor who undertook a site visit, hawk decoys and sonar devices would not be effective on a town centre scale. It was estimated that over £15k would be needed to install effective bird proofing to affected premises, which would require business commitment. There was discussion around the powers afforded to the District Council in requiring businesses to act on environmental grounds and the effectiveness of hawk kites. It was agreed that a multi-pronged approach was needed to manage the existing challenge caused by pigeons via the purchase of a street cleaner alongside investigating the effectiveness of dovecotes as a potential long-term solution. It was agreed that the costs would be spread over the lifetime of the equipment and should be more cost-effective than the quotation received to outsource. It was

RESOLVED:

1) For councillors Collins and Kiddie to work with the Maintenance Manager to draft a specification of requirements for a street cleaner and to confirm the suitability of the Ipswich Borough Council models against said specification with delegated authority to the Clerk to purchase the equipment up to the value of £35,000 using the Earmarked Reserves Street Cleaner allocation.

2) To allocate a further £10k from General Reserves to allow for costs up to £45k for a street cleaner and to create a new budget code heading for ongoing maintenance of the street cleaner.

3) That councillors Collins and Kiddie contact the Councils who have successfully implemented dovecotes to determine long term effectiveness.

(Action: DC / SK / MM; by 24.11.21)

b) Councillors considered progress on the Strategic Plan actions. It was agreed that the original dates would be crossed out alongside the proposed new dates so any slippage can be reviewed. It was noted there will be a 3-month delay on the submission deadline for the Diss & District Neighbourhood Plan due to a requirement to reconsult following the withdrawal of one of the Scole parish sites since the last consultation. It is hoped that the draft plan will be submitted before Christmas with an expected referendum in summer 2022. It was noted that allocating prime and secondary sites prior to consultation should help to minimise this going forward. It was

RESOLVED: 1) That councillors Welch and Wooddissee would be appointed to help the clerk on the cleanliness objective.

2) To include the original and proposed new deadline dates on the Strategic Action Plan and update the dates / reasoning for the delay to the Diss & District Neighbourhood Plan schedule.

(Action: JW / JWo / Clerk; by 20.01.21)

INF1021/10 PARISH PARTNERSHIP BID

Members considered suggestions for the 2022-23 Parish Partnership bid submission (report reference 30/2122 referred). It was

RESOLVED: to include all recommended projects in the PPS bid for 2022-23 & 2023-24 (as per Infrastructure Budget Action Group report reference 31/2122).

(Action: Clerk; immediately)

INF1021/11 BUDGET

Members reviewed a budget proposal for the 2022-23 financial year (report reference 31/2122 referred). There was a query whether the CCTV budget proposals incorporated working with the Junior School regarding the anti-social behaviour at Rectory Meadow and it was noted that any budgetary considerations would be considered next financial year after the three current projects have been completed. It was

RESOLVED: That Committee agrees that the following budgetary proposals are submitted to Full Council for consideration:

- a) CCTV revenue budget increased to £1,500
- b) CCTV additional £1K allocated to EMR
- c) DDNP contribution £2,800
- d) Parish partnership bid is budgeted £11,600 inclusive of £5K to EMR
- e) CIL funds are spent on the new play equipment and 2x new dog bins

(Action: RFO; immediately)

INF1021/12 PARK PLAY EQUIPMENT

Members considered an alternative location for the new Park play equipment following the contractor site visit (report reference 32/2122 referred). It was noted that the equipment is proposed to be sited next to the existing play equipment and north of the of the footpath running from the Park toilets to the Mere's Mouth so the large open space will remain. It was

RESOLVED: To approve the installation of the additional play equipment at the location close to the toilet block in the Park as per the map in the Annex.

(Action: DepTC; immediately)

INF1021/13 **PROGRESS REPORT**

Members noted progress on decisions made at the last meeting. There was an update on the litter picking group initiative. There has been a request for support from the Council marketing team to help publicise the group. Two local youth groups will support the next event, which usually attracts around 15 pickers, on 13th November. This should be a good PR opportunity and additional litter pickers are being ordered to accommodate the increased numbers. There was a plea for more councillors to help and it was suggested that a monthly rota may be fruitful. The event takes place on the second Saturday of each month 10am – midday from CoOp Funeral Care on Stanley Road with the Fair Green Fish Bar offering complementary lunch and tea / coffee available. The Action group will consider how this initiative could link into the Council's cleanliness objective including youth engagement and link to the wellbeing benefits of taking part. It was also noted that there is a high volume of cigarette butts on St Nicholas St.

(Action: JW / JWo / Clerk; by 20.01.21)

There was an update from the Action Group tasked with reviewing parking issues in the town centre. Their first meeting considered deterrents such as the installation of bollards and double yellow lines and arranging a meeting with the relevant stakeholders before Christmas given the changes of Triangle Traders recently. It is suggested that the Council liaise with the District Council regarding basing the long-awaited third enforcement officer in Diss short term and the longer-term impact of the Wetherspoons development on available parking was discussed. They suggest talking to Simonds regarding circular bus routes / e-buses. It was noted that the road markings outside schools are regularly checked in some areas, that night-time parking restrictions are enforced by the Norfolk Parking Partnership based out of Kings Lynn and the daytime restrictions are enforced by the District Council alongside the rest of the District, which are funded by the car park machines and fixed penalty notices.

It was agreed that a representative of the Action Group would be invited to the next meeting with the District Council to discuss the additional CEO.

(Action: Clerk; immediately)

It was also noted that higher tier authorities are considering smart technologies to reduce costs / environmental impact and local problems such as repairs to railings on the Park Hotel side of the roundabout should be reported to <https://www.fixmystreet.com/> and the enquiry will be sent directly to the responsible authority.

INF1021/14 **MEMBER FORUM**

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

INF1021/15 **DATE OF THE NEXT MEETING**

Members noted that the next meeting of the Infrastructure Committee is scheduled for 26th January 2022.

Meeting Closed at: 9pm.

Chairman: Councillor Olander

**Diss Town Council
Strategy Action Plan 2021-2023
Infrastructure Committee**

Item 7b

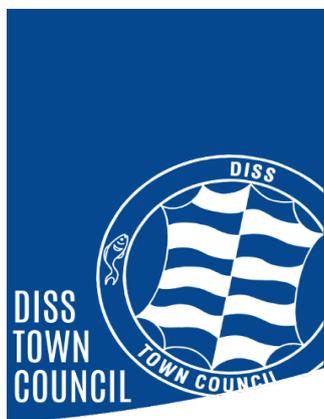
B	C	D	E	F	K
SMART Objectives	How will we achieve these objectives?	When will we achieve these objectives?	Who will achieve these objectives?	Who will achieve these objectives?	Progress
A. To reduce the number of cigarette ends in the town centre by 50% from March 2021 to Summer 2022	2. Work with local cafés and pubs to understand issues and explore possible solutions	Jan-22	Clerk	Infrastructure committee member	Focus on this objective is on addressing the cleanliness of Mere St particularly and update provided at item 7a.
A. To reduce the number of cigarette ends in the town centre by 50% from March 2021 to Summer 2022	3. Consider providing receptacles for businesses to place on their properties for disposing of cigarette butts	Feb-22	Clerk	Infrastructure committee	
A. To reduce the number of cigarette ends in the town centre by 50% from March 2021 to Summer 2022	6. Work with District Council's Community Protection Team to carry out enforcement, issuing FPN tickets for the offence of littering	Mar-22	Clerk		
A. To reduce the number of cigarette ends in the town centre by 50% from March 2021 to Summer 2022	7. Conduct a media campaign in conjunction with above	Apr-22	Clerk / Marketing		
B. To reduce the quantity of other litter including dog waste in the town centre by 20% from Spring 2021 to Summer 2022	2. Review number of litter bins, location, capacity versus used space & frequency of emptying to determine appropriateness given usage (check last review)	Jul-22	Clerk / Maint Man		
B. To reduce the quantity of other litter including dog waste in the town centre by 20% from Spring 2021 to Summer 2022	5. Empty the more used bins more frequently to encourage usage and monitor usage	Jul-22	Maint Man / Maintenance		
B. To reduce the quantity of other litter including dog waste in the town centre by 20% from Spring 2021 to Summer 2022	6. Install signage on bins asking residents to contact DTC when the bins are full	Jul-22	Marketing / Maintenance		
B. To reduce the quantity of other litter including dog waste in the town centre by 20% from Spring 2021 to Summer 2022	7. Work with District Council's Community Protection Team to carry out enforcement, issuing FPN tickets for the offence of dog fouling	Mar-22	Clerk		
B. To reduce the quantity of other litter including dog waste in the town centre by 20% from Spring 2021 to Summer 2022	8. Liaise with Diss Youth Group / Council for input regarding helping the environment campaigns via schools	May-22	Clerk	Infrastructure committee KM / MG?	

**Diss Town Council
Strategy Action Plan 2021-2023
Infrastructure Committee**

B	C	D	E	F	K
SMART Objectives	How will we achieve these objectives?	When will we achieve these objectives?	Who will achieve these objectives?	Who will achieve these objectives?	Progress
B. To reduce the quantity of other litter including dog waste in the town centre by 20% from Spring 2021 to Summer 2022	9. Conduct a media campaign	July-22	Clerk / Marketing		
B. To reduce the quantity of other litter including dog waste in the town centre by 20% from Spring 2021 to Summer 2023	10. Work with District Council's Environmental Services team to increase recycling across the town.	Mar-22	Clerk		
C. To reduce the quantity of pigeon faeces in the town centre of Diss by 50% from January 2021 to Summer 2022	3. To continue to publicise responsible wildlife feeding (press release / website / Diss Matters)	Nov-22	Clerk / Marketing		
C. To reduce the quantity of pigeon faeces in the town centre of Diss by 50% from January 2021 to Summer 2022	4. To install bird feeders on Mere's Mouth / Park to encourage responsible feeding	Nov-22	Clerk	Contractor	
C. To reduce the quantity of pigeon faeces in the town centre of Diss by 50% from January 2021 to Summer 2022	4. Work with District Council to consider ways of improving town centre cleanliness	Feb-22	Clerk	SNC / Chair of Infrastructure	
C. To reduce the quantity of pigeon faeces in the town centre of Diss by 50% from January 2021 to Summer 2022	5. Work with local businesses to support them in keeping their premises clean and well maintained	Feb-22	Clerk	Action Group of members / representative local business	
C. To reduce the quantity of pigeon faeces in the town centre of Diss by 50% from January 2021 to Summer 2022	6. Consider ways of improving in house cleaning methods in the town centre (further to SNC liaison & equipment purchase, look to compliment this)	Jan-22	Clerk / Maint Man	SNC / Action Group of cllrs - SK / KM / JW	
A. To gain a majority community support (51% or more from at least 21 residents) for the Diss & District Neighbourhood Plan by Spring 2022 to ensure it becomes planning policy for the area and allows the community to influence land development	1. Write draft of Plan to include consultation feedback and submit to District Council	Summer - Winter 21	DDNP Reps	DDNPSG	

**Diss Town Council
Strategy Action Plan 2021-2023
Infrastructure Committee**

B	C	D	E	F	K
SMART Objectives	How will we achieve these objectives?	When will we achieve these objectives?	Who will achieve these objectives?	Who will achieve these objectives?	Progress
A. To gain a majority community support (51% or more from at least 21 residents) for the Diss & District Neighbourhood Plan by Spring 2022 to ensure it becomes planning policy for the area and allows the community to influence land development	4. Arrange for independent examination	Winter-21	DDNP Reps		
A. To gain a majority community support (51% or more from at least 21 residents) for the Diss & District Neighbourhood Plan by Spring 2022 to ensure it becomes planning policy for the area and allows the community to influence land development	5. Arrange Referendum	Spring-22	DDNP Reps		
A. To gain a majority community support (51% or more from at least 21 residents) for the Diss & District Neighbourhood Plan by Spring 2022 to ensure it becomes planning policy for the area and allows the community to influence land development	6. Use Plan	Spring-22	DDNP Reps		

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Report Number:
57 / 2122

Report to:	Infrastructure committee
Date of Meeting:	23 rd February 2022
Authorship:	Town Clerk
Subject:	Vinces Road Junction Scheme

Introduction

1. At the last meeting of this committee in October, members considered the proposals for double yellow lining as part of the Vinces Road junction improvement scheme and residents' concerns.
2. The aim of the traffic light-controlled scheme is to allow for a better traffic flow, reduce overall congestion and to improve safety in the junction area.
3. The project was instigated many years ago following significant issues for residents and businesses exiting Vinces Road at peak times.
4. It was noted that the Compulsory Purchase Order for the previous scheme of the roundabout with left-hand filter lane is not feasible due to non-engagement from landowner.
5. The committee resolved to request that Norfolk County Council reconsider the Compulsory Purchase Order option and invite representatives from NCC, Diss Town Council, those living in the area, businesses, and the landowner to a meeting to further discuss the proposed Vinces Road junction scheme.

CPO

6. The previous proposal to introduce a much larger mini roundabout which would allow the construction of a left turn filter lane out of Vinces Road has been fully investigated but land is unfortunately not available for the required construction to take place. A Compulsory Purchase of land would also not be legally successful due to their being an alternative option which will improve traffic flows.

Alternative schemes

7. The Town Council enquired with NCC whether a larger roundabout to match the previous proposal could be installed without taking third party land but instead taking some of the footway/cycleway on Victoria Road.
8. NCC considered the possible footprint of the larger roundabout being located further to the south and the roundabout relocation plan and advice from their in-house expert on roundabout design are included at Appendices A & B.

9. The Town Council also enquired whether yellow road markings indicating “do not enter the box until your exit road is clear” be applied on the existing mini roundabout to produce a benefit.
10. NCC advised that an area of yellow box hatching wouldn't work at a mini roundabout as it would mask the mini roundabout marking itself and risk failure to give way between A1066 Victoria Road traffic and traffic exiting Vincés Road. The yellow box hatching on a much larger conventional roundabout further down the road shouldn't technically be present unless the roundabout is signalised.
11. NCC has confirmed that the signalised junction is the only option which can be taken forward to improve the traffic flow for both Vincés Road and Victoria Road and is seeking the committee's approval for this project to go forward.

Consultation with affected residents

12. NCC has written to all affected properties in Victoria Road as well as businesses and residents off Vincés Road to acknowledge feedback, explain the scheme and to invite representatives to a virtual meeting to further discuss the proposed scheme (see Appendix C).
13. Listed below in a condensed format are the concerns raised by those on Victoria Road objecting to the proposal together with NCC's reply to each which has been sent back to residents via letter.

a) *Resident - concerns about increased pollution from traffic fumes, light pollution from the traffic signals at night, noise pollution and vibrations from HGV's e.g. traffic lights will be shining into bedroom windows, the proposal is detrimental to the wellbeing of residents in the surrounding area.*

NCC

1. Presently drivers are experiencing long delays when trying to exit Vincés Road at peak periods. This is generating significant light and noise pollution especially with vehicle head lights from Vincés Road facing and turning onto Victoria Road. The proposed traffic signals will provide breaks in the Victoria Road traffic, allowing traffic to exit Vincés Road which will greatly reduce the long waiting times on Vincés Road at peak times (see Appendices D & E).
 2. None of the three traffic signal heads will be facing the Victoria Road properties and so the traffic signals themselves will not cause any direct light pollution.
 3. The existing road surface in the junction area will be renewed with a stronger and more even surface which will reduce vibrations and road noise.
 4. Traffic fumes are currently generated by vehicles waiting for long periods when trying to exit Vincés Road. These long waiting times on Vincés Road will be greatly reduced. Our traffic studies have shown that whilst the controlled breaks provided by the proposed traffic signals will greatly reduce waiting times on Vincés Road, the increase to waiting times in Victoria Road will be much less.
 5. As a result, pollution from fumes within the junction area, noise pollution, light pollution and vibration from vehicles will be reduced.
- b) *Resident - concerns that 24/7 traffic signals will cause the slowing of through traffic along Victoria Road when it's clear during off-peak times e.g. there are already too many sets of traffic lights along Victoria Road, it will cause more delays along Victoria Road.*

NCC - the traffic signals will be designed so that during the off peak / overnight period, if traffic is continually being detected on the A1066 Victoria Road and if no vehicles are detected on Vincennes Road, the signals will remain green to traffic on the A1066 Victoria Road. The attached plan (Appendix F) PK5092-HPD-1100-001 indicates these details.

- c) *Resident - concerns raised about devaluation of property due to having traffic signals at the junction instead of a roundabout and future access to properties. For example, constant queues of cars outside of our house – people are less likely to let residents exit when lights are green in fear of waiting for another red light. UKPN intend to run unsightly electricity cables up the outside of properties – this will devalue properties.*

NCC

1. The traffic signals will improve traffic flows and reduce overall congestion in the junction area.
2. We will also be looking to declutter the streetscape, removing many of the electricity poles and unsightly overhead cables and in collaboration with our works UKPN would also like to place underground the electricity service connections to each property.

N.B. Several incidents with electricity poles have taken place recently so this should prevent this in future.

3. It has been observed that when gaining access to properties and driveways many residents have been using the existing dropped kerbs located near to 82 Victoria Road and have then been observed driving along the footway and cycle way until they reach their property and driveway. Driving along a footway is an illegal manoeuvre. To assist with access and egress from resident's driveways, as part of the scheme NCC will be providing a continuous dropped kerb in front of properties 80 to 82K Victoria Road.
 4. This is a provision which would usually have to be applied for and paid by the resident especially when a property is located adjacent to an A classification road. However, on this occasion this is being done at no charge to the residents.
 5. The above actions should be of a benefit to properties rather than cause devaluation.
- d) *Resident - concerns related to safety and how the traffic signals and extended double yellow lines will improve safety e.g. double yellow lines will mean every house with a second car will not be able to park outside their own house. Double yellow lines will make properties less accessible for the disabled including elderly visitors.*

NCC

1. Presently it has been reported that many drivers are not following the highway code and are either blocking the traffic trying to exit Vincennes Road or are not giving way to the right when vehicles are managing to join Victoria Road. The traffic lights will ensure that traffic from all directions is kept moving in a controlled and safe manner.
2. The double yellow lines are an essential addition to ensure that the junction area is kept clear of parked vehicles; this will also benefit pedestrians and cyclists.

- e) *Resident - instead of introducing an improved junction, why we are not diverting HGV's away from this junction area or building a by-pass e.g. HGV's will be idling at traffic lights, HGV's use the road to gain access to the A140.*

NCC

1. Various businesses are located on Vinces Road and the adjoining roads. HGVs are essential for these businesses to operate and so preventing HGV's from using the Vinces Road junction would not be possible.
 2. Preventing HGV's from using Victoria Road in general and the provision of a by-pass is beyond what is possible under the scope of this project.
- f) *Resident - why are we not going forward with a Vinces Road right hand turn lane, why are the council not using compulsory purchase powers to obtain land required for a larger roundabout? Landowners cannot refuse to sell.*

NCC – see clause 6 on page 1.

- g) *Resident - is change still required? Why can we not impose restrictions on when staff from Vinces Road businesses leave Vinces Road to stagger the demand on the junction?*

NCC - all businesses have been reconsulted to identify if due to amended working patterns the long delays are still an on-going issue - this has been confirmed. Imposing restrictions on when staff, delivery drivers and customers leave Vinces Road would not be an enforceable or a long-term solution.

9. Most of the replies from the businesses and residents who use Vinces Road to gain access to their properties state that this improvement is well overdue and simply cannot happen soon enough.

Virtual meeting

10. The residents of Victoria Road were keen to meet face-to-face. As the proposal affects large numbers of residents and businesses that use the Vinces Road to Victoria Road junction, a virtual meeting with a controlled number of attendees will make it easier to present plans and for concerns to be raised by representatives.
11. UKPN has been having issues with the residents of Victoria Road when trying to carry out essential pre-works surveys for their element of the works – removal of poles and undergrounding of cables.
12. The meeting took place at 5.30pm on Tuesday 15th February with representatives from Diss Town Council (councillors Olander and Taylor and Town Clerk), Norfolk County Council, Victoria Road, Vinces Road and UKPN.
13. NCC presented the problem at Vinces Road, the proposal and the benefits of the scheme (see Appendix G).
14. The notes of the meeting are available at Appendix H. To summarise, the business representative and most residents of Vinces Road are keen to support the scheme. The Victoria Road residents are opposed.

Conclusion

14. There have been issues regarding traffic flow, congestion and safety at the Vinces / Victoria Road junction for many years. Although the traffic accessing and egressing

Vinces Road businesses has eased as a result of the pandemic, it is expected that staffing levels will return to pre-Covid levels in the medium term.

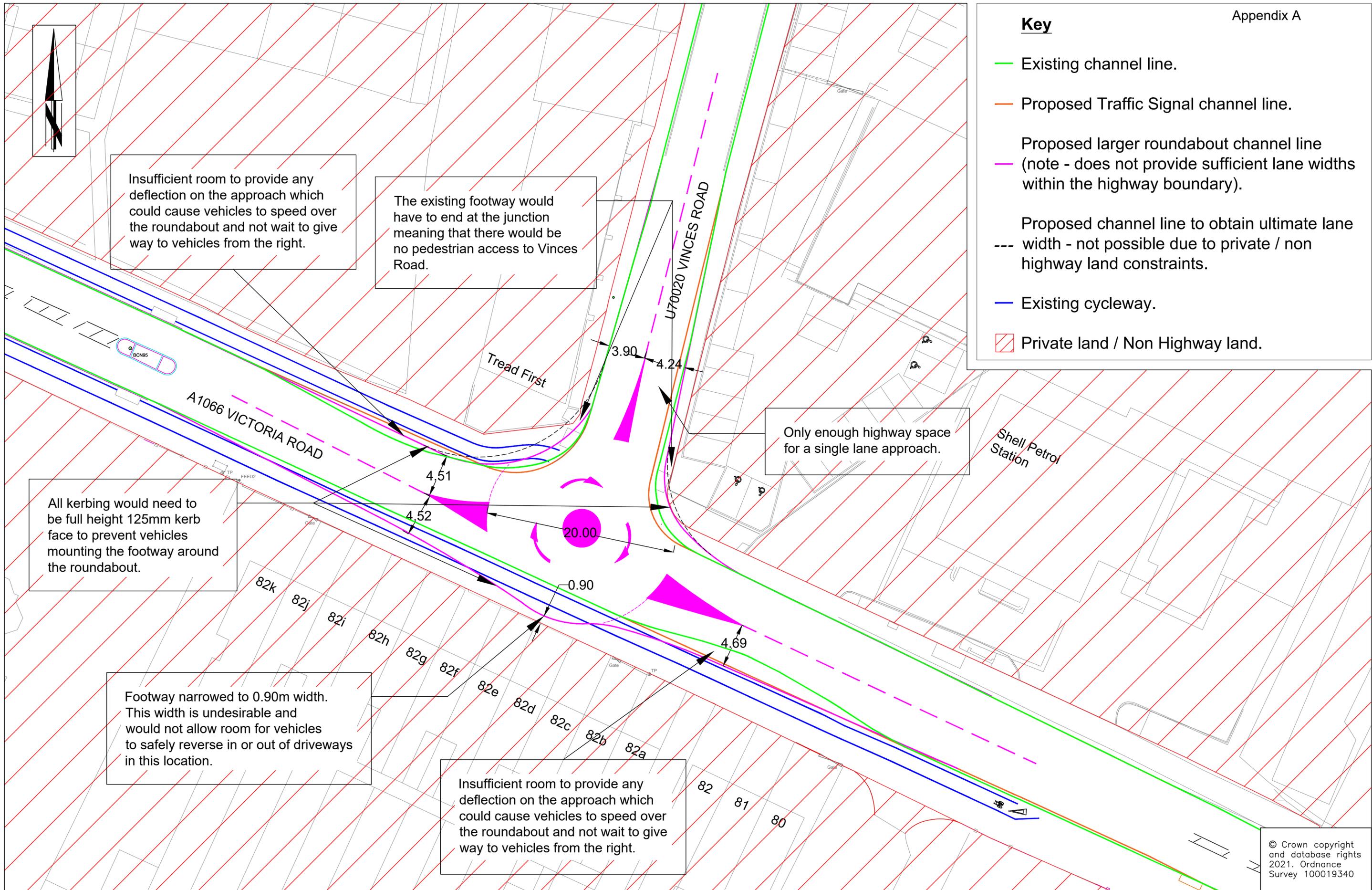
15. The only option for consideration after years of reviewing various schemes is this traffic light-controlled scheme, which will allow for a better flow of traffic, reduce overall congestion and to improve safety in the junction area.
16. Other benefits of the scheme include the provision of a dropped kerb along the frontages of the affected Victoria Road properties to improve access and egress to driveways, a new road and footway/cycle surface, which will reduce vibration and noise & the removal of electricity poles and overhead power lines to improve safety and the appearance of the junction area.
17. Double yellow lining will prevent residents and visitors to properties on Victoria Road (80 to 82K) from parking additional vehicles outside.
18. NCC requires the support of Diss Town Council and the County Member, cllr Kiddie to progress the scheme.
19. The provisional date for the scheme to be delivered is June 2022. It is expected that the programme of works could take up to 10 weeks to deliver and with any scheme on the A1066, NCC will do what they can to minimise the impact on the network with weekend closures only.
20. If this option is not pursued, the junction layout will remain as is and the funding will be lost.

Recommendation

That members approve the proposed Vinces Road junction scheme proposal at Appendix F.

Key

- Existing channel line.
- Proposed Traffic Signal channel line.
- Proposed larger roundabout channel line (note - does not provide sufficient lane widths within the highway boundary).
- Proposed channel line to obtain ultimate lane width - not possible due to private / non highway land constraints.
- Existing cycleway.
- Private land / Non Highway land.



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REV.	DESCRIPTION	DRAWN BY	CHECKED	DATE

	INITIALS	DATE	DRAWING No.
SURVEYED BY	PC	08/18	PK5092-HPD-1100-002
DESIGNED BY	AS	11/21	PROJECT TITLE
DRAWN BY	AS	11/21	Diss Vinces Road / Victoria Road Junction Improvement
CHECKED BY	MHR	11/21	SCALE
			1:250 @ A2
			FILE No.
			PK5092

Advice from NCC expert on roundabout relocation

- a) Even with complete removal of the cycle facility and a reduction in width of the footway to just 0.9m in front of properties 80 to 82k, the footprint of the roundabout would still need to extend into private land adjacent to Vincés Road and so construction is not possible.
- b) If the roundabout is repositioned without the addition of land purchase it would still only allow for a single lane on Vincés Road. The larger roundabout would need to include left and right turn lanes on Vincés Road to improve the flow of traffic.
- c) The present geometry of the mini roundabout includes build outs on the approaches on Victoria Road. These build outs create required deflection to encourage a slight lateral shift and any changes in the current roundabout position within available highways boundary wouldn't allow this deflection to be maintained. As a result of losing the required deflection vehicles on Victoria Road are less likely to comply with regulations and drive straight across and not give way. This could result in no improvement to the present traffic congestion and could even contribute to accidents.
- d) Looking at the constraints around the existing mini-roundabout, a slight increase on size of mini-roundabout at this location would not make any difference. There would probably not have been a problem when the existing mini-roundabout was designed and installed but since it was constructed, due to an increase in traffic flow in one direction it has become imbalanced with a significant difference in traffic flows on Victoria Road compared to the turning proportion on Vincés Road - this has impacted the operation of the current mini-roundabout. If being designed for the first time, in locations and situations such as this, the installation of a mini roundabout would not now be recommended. In general, a mini roundabout is considered only if there is a balanced flow on all arms.
- e) If being designed for the first time, the frequency of HGVs on this route would also discourage the use of mini roundabout.
- f) Without the ability to purchase land the footway and cycle facility on the north side would need to end at the junction to Vincés Road. There would then not be any provision for pedestrians into Vincés Road.
- g) Government guidance requires the design of good infrastructure to meet everyone's needs and to promote safe pedestrian and cycle facilities. This and a requirement to meet Safety Audit analysis will prevent removal of the cycle facility and reduction in width of the footway in front of properties 80 to 82k.
- h) Removal of the cycle facility and reduction of footway width to just 0.9m on the south side will prevent safe access and egress to residential driveways. As a result many of the properties between 80 to 82K will lose all access to driveways.



Norfolk County Council

Community and Environmental Services
County Hall
Martineau Lane
Norwich, Norfolk
NR1 2SG

NCC contact number: 0344 800 8020
Text relay no.: 18001 0344 800 8020

Your Ref:
Date: 17 January 2022

My Ref: PK5092/HD3/VRNA/MHR
Email: mark.roper@norfolk.gov.uk

Dear Sir / Madam

PK5092 Diss, A1066/Vinces Road junction – proposals to improve traffic flow and cut delays

Thank you to everyone who let us know their views on our proposals for an upgrade to the A1066/Vinces Road junction in Diss. We have made the local County Councillor and Diss Town Council aware of that feedback.

The main aim of the scheme would be to cut congestion on Vinces Road, Diss, at its junction with the A1066 Victoria Road. We're aware that the mini roundabout is not functioning well due to imbalanced traffic flows and that many drivers on Victoria Road are blocking the junction, particularly at peak times, resulting in traffic queuing for very long periods when trying to exit Vinces Road. A proposal to remove the mini roundabout and replace it with a traffic light-controlled junction is designed to help resolve this issue and improve traffic flows, particularly when exiting Vinces Road. Part of the proposal would be to introduce double yellow lines near the junction to ensure that the road and junction are kept clear – something that would be necessary to ensure the scheme could operate as intended.

I have included a copy of drawing PK5092-HPD-1100-001 which indicates details of the proposed general layout and the impact that the traffic signals would have on traffic flows. This drawing also indicates the inclusion of a dropped kerb line in front of properties 80 to 82K Victoria Road which will improve access to residents' driveways, the removal of some of the electricity poles and the resurfacing of a section of Victoria Road and Vinces Road which will provide a much quieter and smoother surface.

To allow the planning for this scheme to progress we will now complete two actions:

- For all correspondence received which relates to the placement of the double yellow line parking restrictions, a report will be written for the Cabinet Member for

Highways, Infrastructure and Transport to allow them to consider and make a decision on this element of the scheme.

- For all other elements of the feedback that we received – specifically the wider concerns on the level of traffic, particularly HGV traffic, on Victoria Road – we will continue to discuss this with the local County Councillor and Diss Town Council to establish if there is still wider support for the junction upgrade scheme.

As part of this discussion Diss Town Council have suggested that it would be beneficial to have a virtual meeting with a representative of the Victoria Road Neighbours Alliance, a representative for residents of Vinces Road and a representative for businesses located on Vinces Road.

We would appreciate if the Victoria Road Neighbours Alliance could discuss this and get back to me as soon as possible with a possible contact name so that a date and time for this meeting in early February 2022 can be agreed.

If you have any other comments or questions, please do not hesitate to contact me via the email address at the start of this letter.

Yours faithfully
Mark Roper
Project Engineer

	Existing Mini-Roundabout		Signalised Junction		Effect of Signals
AM PEAK					
Lane Description	Queue (veh)	Delay (Deci mins)	Mean Max Queue (pcu)	Av. Delay Per PCU (Deci mins)	Time difference in minutes and seconds
Vince's Road turning Left or Right turn	1.19	0.42	7.1	1.4	59 sec longer
A1066 Victoria Road East arm turning Right or Straight Ahead	3.15	0.19	23.6	0.49	18 sec longer
A1066 Victoria Road West arm turning Left or Straight Ahead	33.3	2.26	22.5	0.44	1 min 49 sec quicker

	Existing Mini-Roundabout		Signalised Junction		Effect of Signals
INTERPEAK					
Lane Description	Queue (veh)	Delay (Deci mins)	Mean Max Queue (pcu)	Av. Delay Per PCU (Deci min)	Time difference in minutes and seconds
Vince's Road Left or Right turn	25.22	4.8	12.1	1.4	3 min 24 sec quicker
A1066 Victoria Road East arm turning Right or Straight Ahead	1.48	0.12	16.3	0.43	18 sec longer
A1066 Victoria Road West arm turning Left or Straight Ahead	18.02	1.22	27.8	0.63	35 sec quicker

	Existing Mini-Roundabout		Signalised Junction		Effect of Signals
PM PEAK					
Lane Description	Queue (veh)	Delay (Deci mins)	Mean Max Queue (pcu)	Av. Delay Per PCU (Deci min)	Time difference in minutes and seconds
Vince's Road Left or Right turn	77.64	12.2	15.6	1.16	11 min 2 sec quicker
A1066 Victoria Road East arm turning Right or Straight Ahead	1.7	0.12	24	0.64	31 sec longer
A1066 Victoria Road West arm turning Left or Straight Ahead	5.15	0.4	26.8	0.8	24 sec longer

Diss A1066 Victoria Road/Vinces Road Junction

Signal Junction Efficiency

The proposal is to introduce traffic signals at the junction of the A1066 Victoria Road and Vinces Road.

Linsig models were developed to test the impact of the proposed signalization of the junction. Linsig is a computer program used universally in the transport industry for this purpose.

The model outputs were based on 120s and 90s cycle time for both the AM and PM peak hour periods. 120s is a long cycle time for a market town location and so the 90s cycle time is more likely to be considered.

Discussion about the following tables

The flows come from traffic surveys PCU = passenger car unit = 5.75m.

Flow is over the whole hour.

Cycle time is the time taken for the signals to go through all stages.

The capacity is based on the saturation flow, the most traffic which could get over the stop line if the lights were always green, limited to the actual green time.

The degree of saturation is the percentage of the capacity taken up by the flow

The mean maximum queue is the average point at the back of the queue caused by the red light in PCU.

For the time needed for the queue to cross the stop line, it is assumed it takes about 2s for each pcu to cross, with an additional 2s for the first driver to react to the signals turning green.

The relevant outputs from the Linsig model for both 120s and 90s cycle times are shown in the Tables 1 – 4 below.

In practice, the controller will assess the flows through the junction continually. If the flows are lower for any particular approach and there are queues on another, it will change the signals to the busier arm.

This would lead to shorter cycle times for the AM Peak Hour, but the level of demand in the PM Peak Hour when traffic demand is high the cycle time would be close to 90s. The outputs are shown in Tables 5 and 6 below.

Diss A1066 Victoria Road/Vinces Road Junction

Table 1 AM Peak Hour with Average Signal Cycle Time 120s

Lane Description	Demand Flow (pcu)	Capacity (pcu) at Stop Line	Degree of Saturation (%)	Mean Maximum Queue (pcu)	Time Needed for Queue to Cross Stop Line (s)	Total Green Signal Time per Cycle (s)	Average Delay Per Driver (s/pcu)
Victoria Road East: ahead and right (2 lanes)	972	1444	67.3%	13.2	28.4	92	12.9
West ahead and left	835	1347	62.0%	15.2	32.4	84	12.6
Vince's Road left and right	171	252	67.9%	6.4	14.8	16	70.6

Table 2 PM Peak Hour with Average Signal Cycle Time 120s

Lane Description	Demand Flow (pcu)	Capacity (pcu) at Stop Line	Degree of Saturation (%)	Mean Maximum Queue (pcu)	Time Needed for Queue to Cross Stop Line (s)	Total Green Signal Time per Cycle (s)	Average Delay Per Driver (s/pcu)
Victoria Road East: ahead and right (2 lanes)	777	1109	70.0%	18.2	38.4	72	22.3
West ahead and left	759	1051	72.2%	20.3	42.6	64	26.8
Vince's Road left and right	398	547	72.7%	13.0	28.0	36	48.8

Diss A1066 Victoria Road/Vinces Road Junction

Table 3 AM Peak Hour with Average Signal Cycle Time 90s

Lane Description	Demand Flow (pcu)	Capacity (pcu) at Stop Line	Degree of Saturation (%)	Mean Maximum Queue (pcu)	Time Needed for Queue to Cross Stop Line (s)	Total Green Signal Time per Cycle (s)	Average Delay Per Driver (s/pcu)
Victoria Road East: ahead and right (2 lanes)	972	1406	69.2%	10.8	23.6	66	13.0
West ahead and left	835	1901	67.0%	13.8	29.6	58	13.9
Vince's Road left and right	171	1778	66.6%	5.0	12.0	12	57.0

Table 4 PM Peak Hour with Average Signal Cycle Time 90s

Lane Description	Demand Flow (pcu)	Capacity (pcu) at Stop Line	Degree of Saturation (%)	Mean Maximum Queue (pcu)	Time Needed for Queue to Cross Stop Line (s)	Total Green Signal Time per Cycle (s)	Average Delay Per Driver (s/pcu)
Victoria Road East: ahead and right (2 lanes)	777	1099	70.7%	13.9	29.8	53	18.7
West ahead and left	759	992	76.5%	16.8	35.6	45	25.3
Vince's Road left and right	398	513	77.6%	10.7	23.4	25	44.6

Diss A1066 Victoria Road/Vinces Road Junction

Table 5 AM Peak Hour with Average Signal Cycle Time 60s

Lane Description	Demand Flow (pcu)	Capacity (pcu) at Stop Line	Degree of Saturation (%)	Mean Maximum Queue (pcu)	Time Needed for Queue to Cross Stop Line (s)	Total Green Signal Time per Cycle (s)	Average Delay Per Driver (s/pcu)
Victoria Road East: ahead and right (2 lanes)	972	1298	74.9%	9.6	21.2	39	14.5
West ahead and left	835	1014	82.4%	13.6	29.2	31	21.5
Vince's Road left and right	171	296	57.7%	3.3	8.6	9	37.3

Table 6 PM Peak Hour with Average Signal Cycle Time 86s

Lane Description	Demand Flow (pcu)	Capacity (pcu) at Stop Line	Degree of Saturation (%)	Mean Maximum Queue (pcu)	Time Needed for Queue to Cross Stop Line (s)	Total Green Signal Time per Cycle (s)	Average Delay Per Driver (s/pcu)
Victoria Road East: ahead and right (2 lanes)	777	1087	71.4%	13.5	29.0	50	18.8
West ahead and left	759	970	78.2%	16.5	35.0	42	26.1
Vince's Road left and right	398	516	77.1%	10.3	22.6	24	42.7



Traffic journeys will be 1 minute 49 seconds quicker at AM peak, 35 seconds quicker at Interpeak and no more than 24 seconds longer at PM peak times for vehicles traveling east on Victoria Road with traffic signals.

Redundant post with associated mini roundabout signs to be removed.

Traffic journeys will be no longer than 59 seconds longer at AM peak, 3 minutes 24 seconds quicker at Interpeak and 11 minutes 2 seconds quicker at PM peak times for vehicles traveling left or right from Vinces Road with traffic signals.

Redundant mini roundabout sign to be removed from streetlight column.

Redundant post with associated mini roundabout signs to be removed.

Traffic journeys will be no more than 18 seconds longer at AM peak, no more than 18 second longer at Interpeak and no more than 31 seconds longer at PM peak times for vehicles traveling west on Victoria Road with traffic signals.

Appendix F

Key

- Replace existing kerbs with new bull-nosed dropped kerbs to improve access to residents driveways.
- Replace existing kerbs with new like for like kerbs.
- Footway to be resurfaced.
- Footway build-out to be installed to facilitate correct alignment for the traffic signaled junction.
- Footway build-out to be removed as deflection for the existing mini roundabout layout will no longer be required.
- Buff tactile paving to be replaced.
- Carriageway to be resurfaced to provide good skid resistance and a smoother, quieter surface.
- New lining to be painted / existing lining to be refreshed.
- Proposed new double yellow lining to be painted.
- ↖ Traffic light heads to be installed. Arrows show the direction each light will be facing.
- New gullies to be installed.
- Existing UKPN poles to be removed.
- New UKPN 2-Way link box to be installed.
- New UKPN free-standing service poles to be installed.
- - New UKPN underground cables to be installed.

Note:
Traffic Signals will be designed so that during the off peak / overnight period if traffic was continually being detected on the A1066 Victoria Road and no vehicles are detected on the U70020 Vinces Road then the signals would remain green to traffic on the A1066 Victoria Road.

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Tom McCabe
Executive Director of
Community and Environmental Services
Norfolk County Council
County Hall, Martineau Lane
Norwich NR1 2SG

DRAWING TITLE
Diss Vinces Road / Victoria Road
Junction Improvement
General Engineering Layout

REV.	DESCRIPTION	DRAWN BY	CHECKED	DATE

	INITIALS	DATE	DRAWING No.
SURVEYED BY	PC	08/18	PK5092-HPD-1100-001
DESIGNED BY	AS	11/21	PROJECT TITLE
DRAWN BY	AS	11/21	Diss Vinces Road / Victoria Road Junction Improvement
CHECKED BY	MHR	11/21	SCALE 1:250 @ A2
			FILE No. PK5092

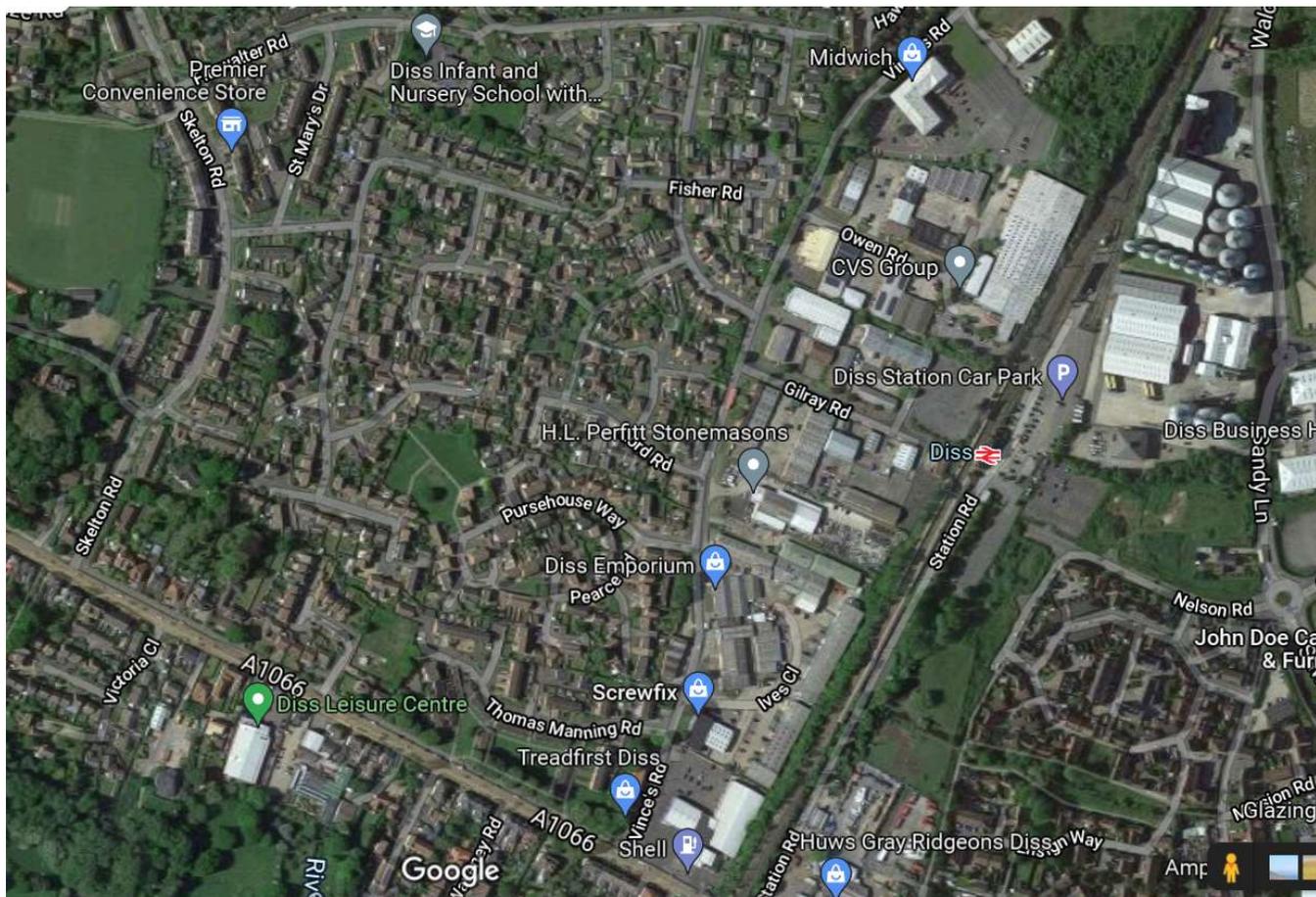
Diss

Victoria Road/ Vinces Road Signalised Junction

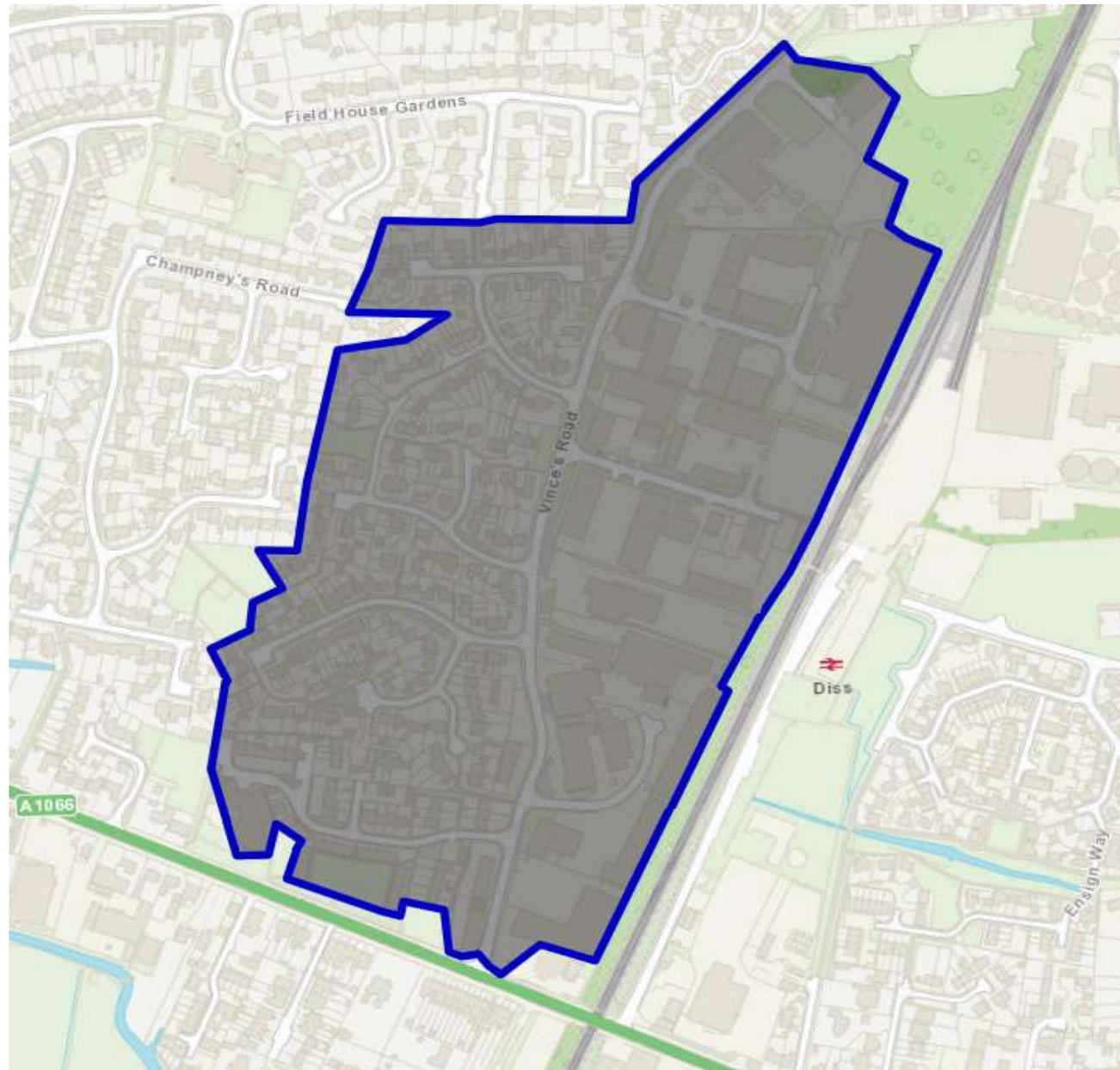
- Brief back ground – why change is needed
- Existing junction layout and why its not working
- New Junction Layout
- Traffic modelling – effects of the introduction of traffic signals
- Additional works associated with the traffic signals
- UKPN Electricity improvements

Back ground to project

Vinces Road is a cul-de-sac of considerable length containing several small, medium and larger businesses and a high number of residential properties.



- 73 businesses small, medium and large, commercial outlets and offices. Providing employment and services to the local and surrounding areas
- 283 residential properties
- Rail Station Car Park
- No alternative roads in or out of Vincés Road



Why change is needed

- Presently vehicular traffic are experiencing some quite significant delays when exiting Vinces Road onto the A1066 Victoria Road.
- If no improvements are made it is very likely that businesses will decide to move away from the Diss area, possibly leading to a loss of local jobs and income to the Diss area.
- A feasibility study was carried out by Norfolk County Council to look into options to improve the situation.
- This study recommended that the existing mini-roundabout was replaced with larger roundabout with a right hand turn lane out of Vinces Road.
However the larger roundabout proposal is dependant upon land from an adjoining property.
- Land owner approached but they do not wish to sell the required land.
Norfolk County Council investigated a possible Compulsory Purchase Order (CPO) to obtain the required land.
A CPO would not be legally successful due to their being an alternative option available which will improve traffic flows.
- Alternative option is implementation of Traffic Signals which would not require land.



Existing Mini Roundabout Junction

- Concerns have been raised over a number of years regarding traffic congestion at this junction.
- For vehicular traffic, the only way to exit Vines Road is via its junction with the A1066, Victoria Road. At peak times, traffic experiences significant delays.
- High degree of non compliance at the existing junction with traffic on Victoria Road not giving way when they should.



New Junction Layout

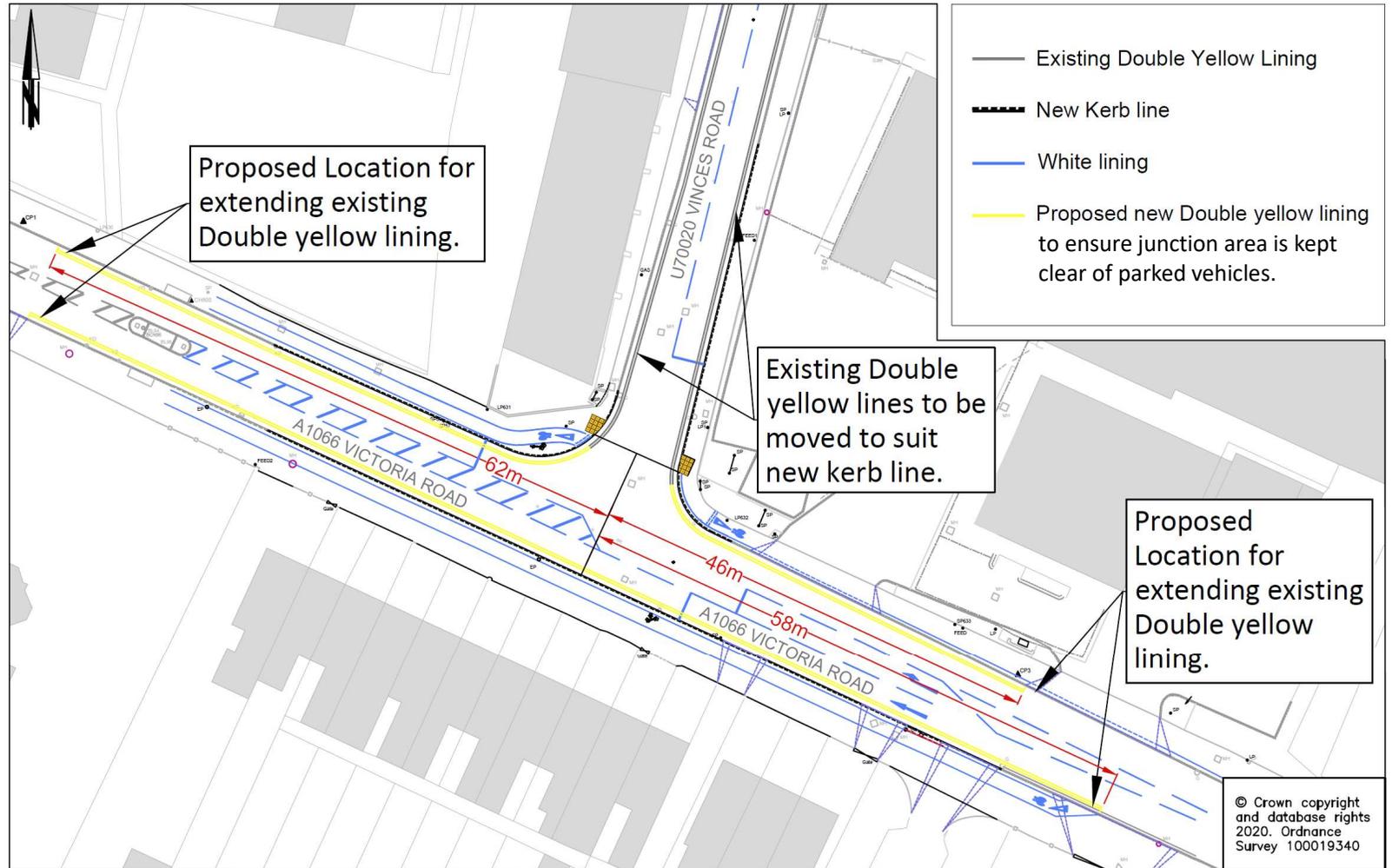
Existing roundabout and markings removed

Build outs on Victoria Road removed to maximise road width

All construction is within existing Highway boundaries

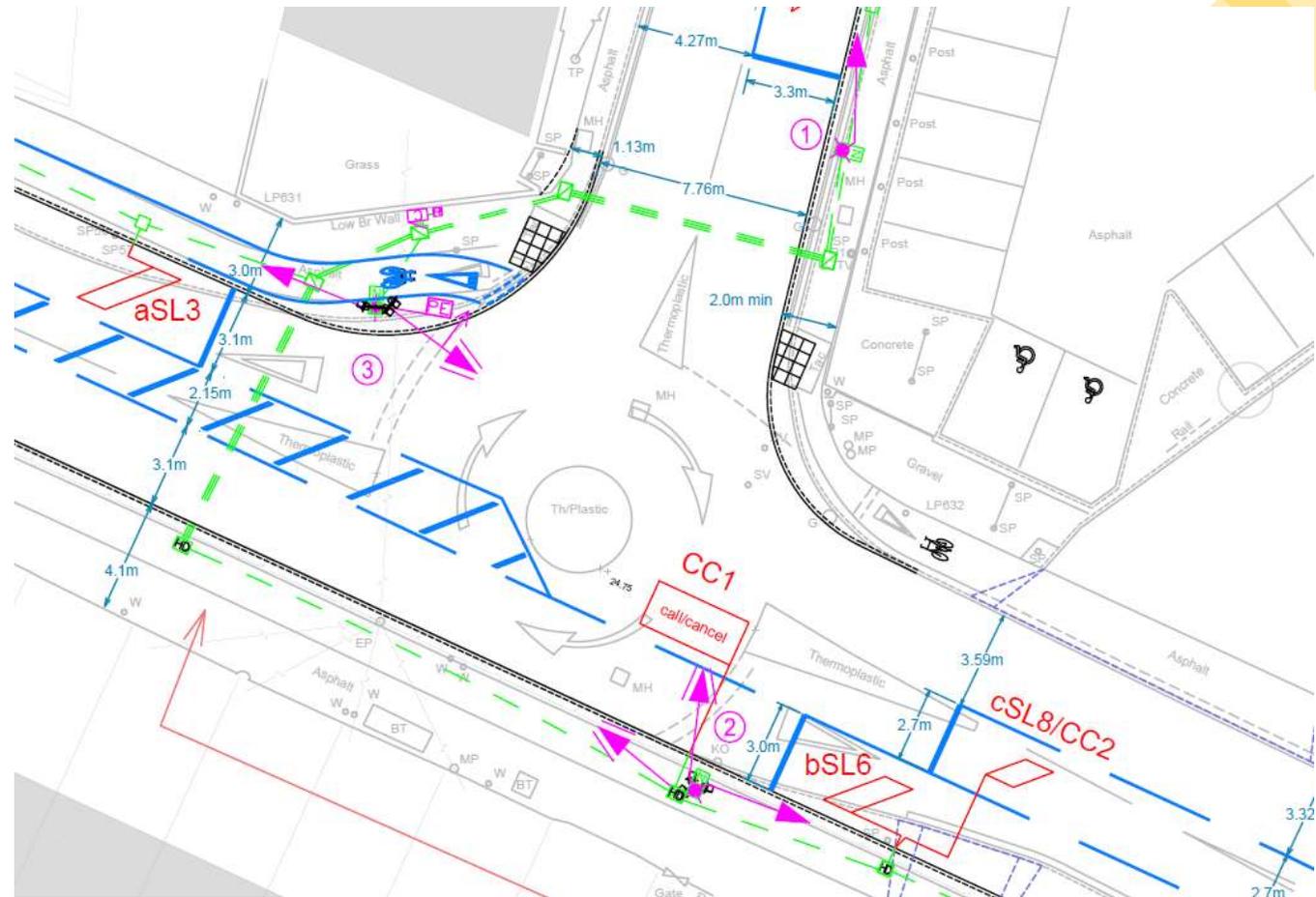
Existing off road cycle facility on Victoria Road is kept in place

Double yellow lines to ensure junction area is kept clear



New Signal Layout – existing mini roundabout indicated in light grey

- 3 Traffic Signal heads
- Right hand turn lane for west bound traffic going into Vinces Road
- Traffic signals would be connected to traffic loops within the road to detect vehicular movements



Traffic modelling

Traffic modelling completed considering 60, 90 and 120 second cycles – actual time will vary depending on vehicle detection.

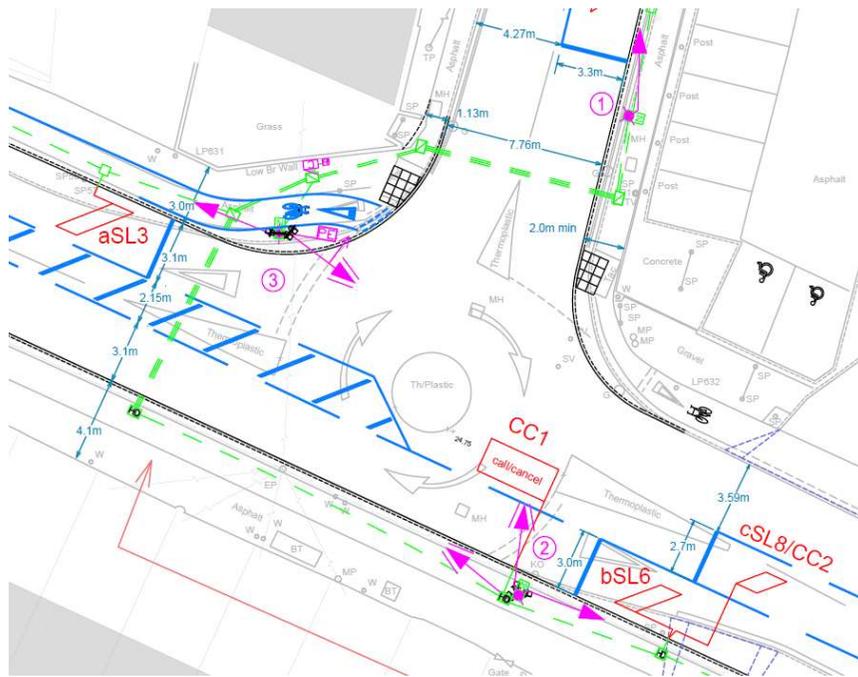
Signals will regulate traffic movements

Vinces Road given a guaranteed time to exit without relying on gaps in Victoria Road traffic

Victoria Road eastbound traffic will benefit due to no longer needing to give way to right turning vehicles from Vinces Road

Any impact to Victoria Road traffic is far out weighed by significant improvement to Vinces Road traffic

AM PEAK 8am to 9am	Existing Mini-Roundabout		Signalised Junction with 1 lane approach along Vince's Road		Effect of Signals
Lane Description	Queue (veh)	Delay (mins)	Mean Max Queue (pcu)	Av. Delay Per PCU (min)	
Vince's Road	1.19	0.42	7.1	1.40	59 sec longer
A1066 Victoria Road Westbound Right turn & Ahead	3.15	0.19	23.6	0.49	18 sec longer
A1066 Victoria Road Eastbound Left turn & Ahead	33.30	2.26	22.5	0.44	1 min 49 sec quicker
			Based on Cycle Time (s): 120 – actual Cycle time will vary depending vehicle detection		
INTERPEAK 1pm to 2pm	Existing Mini-Roundabout		Signalised Junction with 1 lane approach along Vince's Road		Effect of Signals
Lane Description	Queue (veh)	Delay (mins)	Mean Max Queue (pcu)	Av. Delay Per PCU (min)	
Vince's Road	25.22	4.80	12.1	1.40	3 min 24 sec quicker
A1066 Victoria Road Westbound Right turn & Ahead	1.48	0.12	16.3	0.43	18 sec longer
A1066 Victoria Road Eastbound Left turn & Ahead	18.02	1.22	27.8	0.63	35 sec quicker
			Based on Cycle Time (s): 120 – actual Cycle time will vary depending vehicle detection		
PM PEAK 5pm to 6pm	Existing Mini-Roundabout		Signalised Junction with 1 lane approach along Vince's Road		Effect of Signals
Lane Description	Queue (veh)	Delay (mins)	Mean Max Queue (pcu)	Av. Delay Per PCU (min)	
Vince's Road	77.64	12.20	15.6	1.16	11 min 2 sec quicker
A1066 Victoria Road Westbound Right turn & Ahead	1.70	0.12	24.0	0.64	31 sec longer
A1066 Victoria Road Eastbound Left turn & Ahead	5.15	0.40	26.8	0.80	24 sec longer
			Based on Cycle Time (s): 120 – actual Cycle time will vary depending vehicle detection		

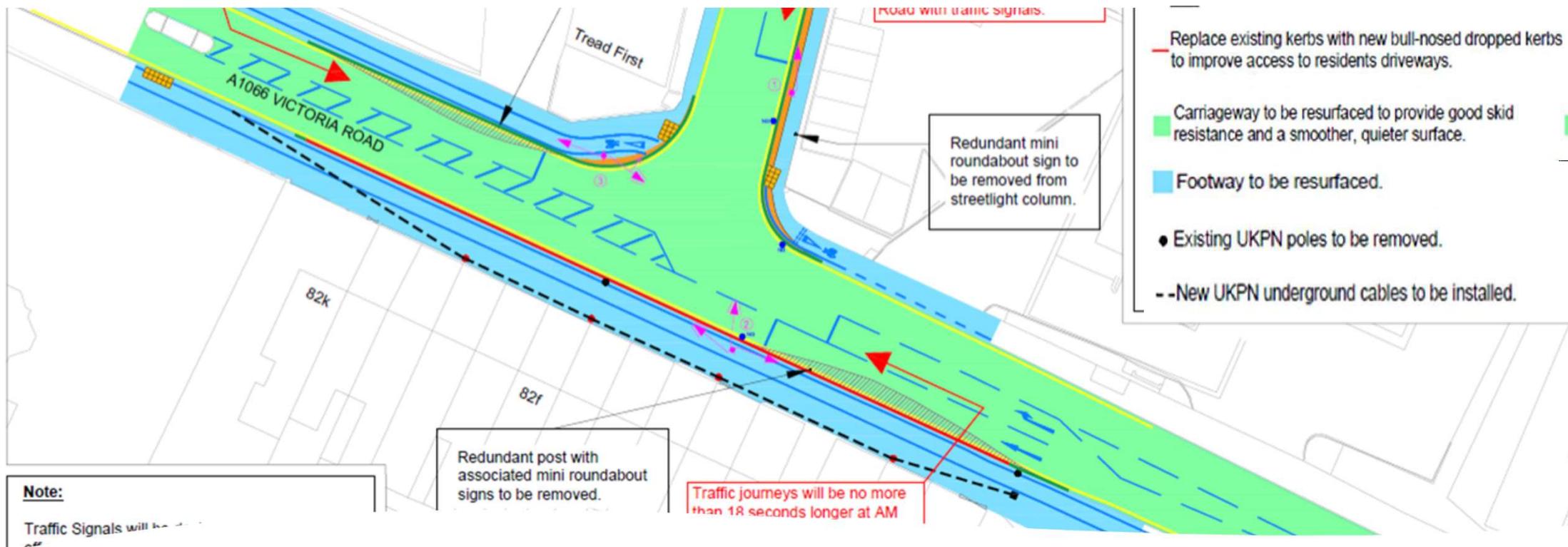


AM PEAK 8am to 9am	Existing Mini-Roundabout		Signalised Junction with 1 lane approach along Vince's Road		Effect of Signals
	Queue (veh)	Delay (mins)	Mean Max Queue (pcu)	Av. Delay Per PCU (min)	
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A1066 Victoria Road Eastbound Left turn & Ahead	5.15	0.40	26.8	0.80	24 sec longer
			Based on Cycle Time (s): 120 – actual Cycle time will vary depending vehicle detection		

Victoria Road given priority when no traffic is detected on Vinces Road

Reduced waiting times on Vinces Road at pm peak

- Traffic signals will be designed so that during the off peak and overnight period if traffic was continually being detected on the A1066 Victoria Road and no vehicles were detected on Vinces Road then signals would remain green to traffic on the A1066 Victoria Road.
- In practice, the controller will assess the flows through the junction continually. If the flows are lower for any particular approach and there are queues on another, it will change the signals to the busier arm.



- Kerb line in front of properties 80 to 82k will be reinstated with dropped kerbs to improve access to residents driveways – during surveys vehicles observed driving along the footway to gain access to driveways which is both unsafe for pedestrians and an illegal manoeuvre.
- Road surface will be renewed, providing a stronger and more even surface which will reduce vibration and noise pollution.
- Footway and cycle lane will be resurfaced providing smoother surface.
- Electricity poles will be removed and overhead power lines will be placed underground, improving safety and improving the appearance of the junction area.

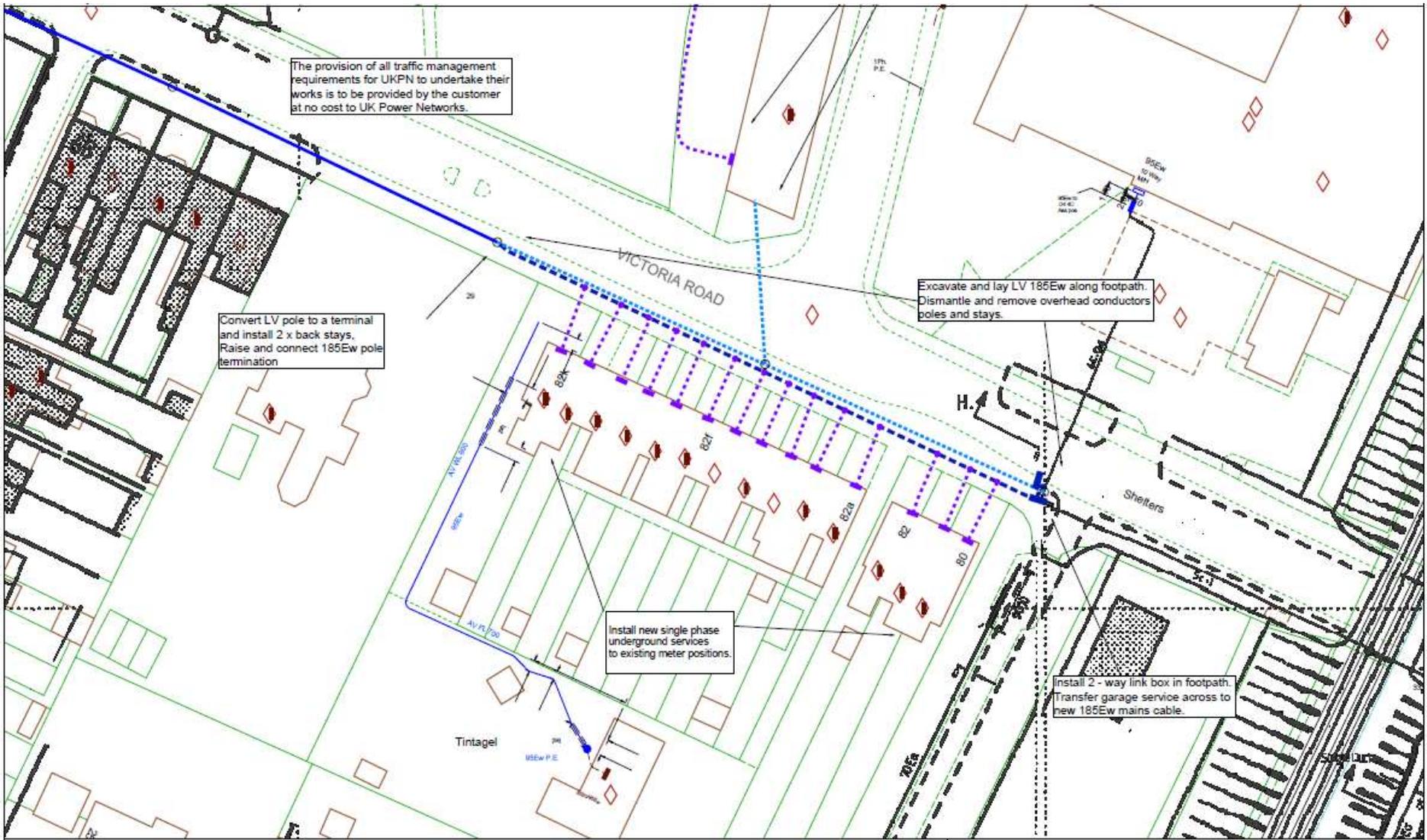


- Removal of existing electricity poles will declutter the street scene

Recent Incidents



Philip Ginn
Lead Field Engineer
UK Power Networks



The provision of all traffic management requirements for UKPN to undertake their works is to be provided by the customer at no cost to UK Power Networks.

Convert LV pole to a terminal and install 2 x back stays. Raise and connect 185Ew pole termination

Excavate and lay LV 185Ew along footpath. Dismantle and remove overhead conductors poles and stays.

Install new single phase underground services to existing meter positions.

Install 2 - way link box in footpath. Transfer garage service across to new 185Ew mains cable.

VICTORIA ROAD

Shelters

Tintagel

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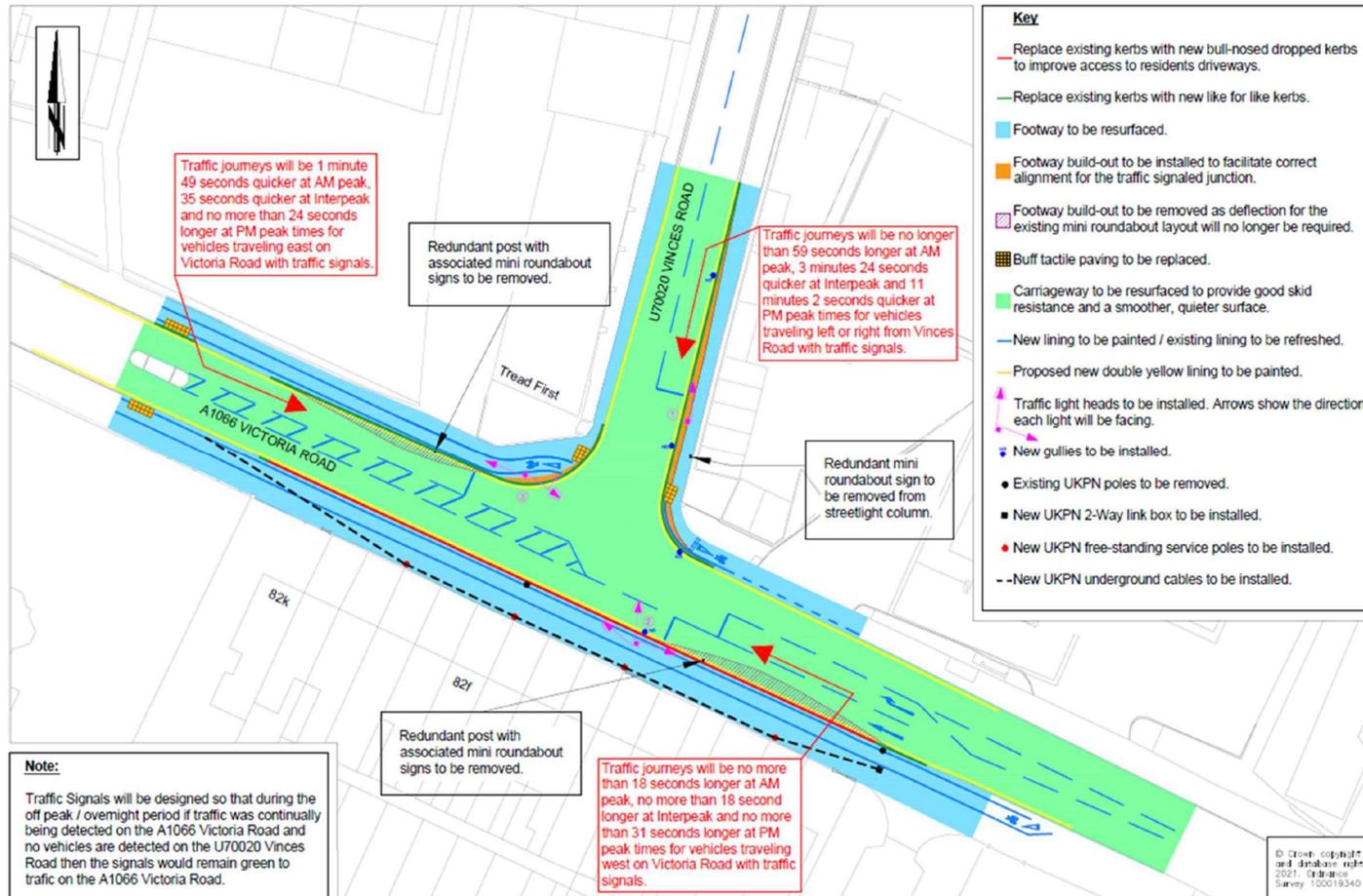
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Thank you





Conservation Areas / OBJECTID: 296

Location 612332.548, 279327.868

OBJECTID 296

Shape Polygon

NAME Diss Conservation Area

ID 12/00105

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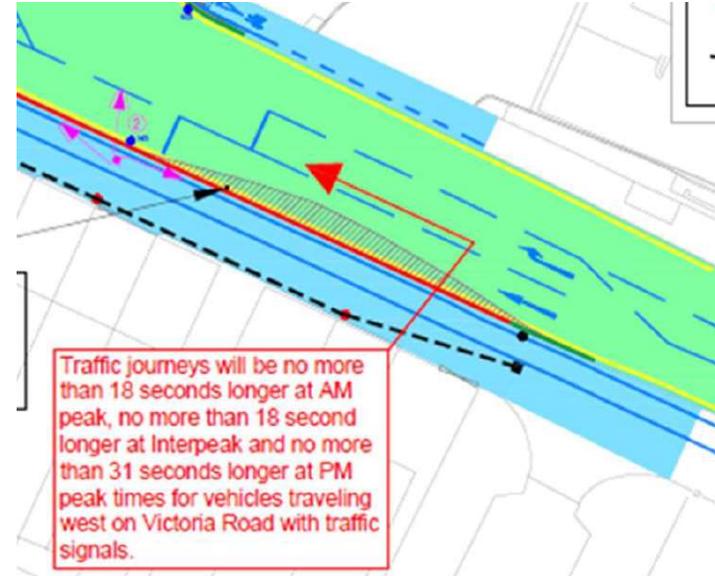
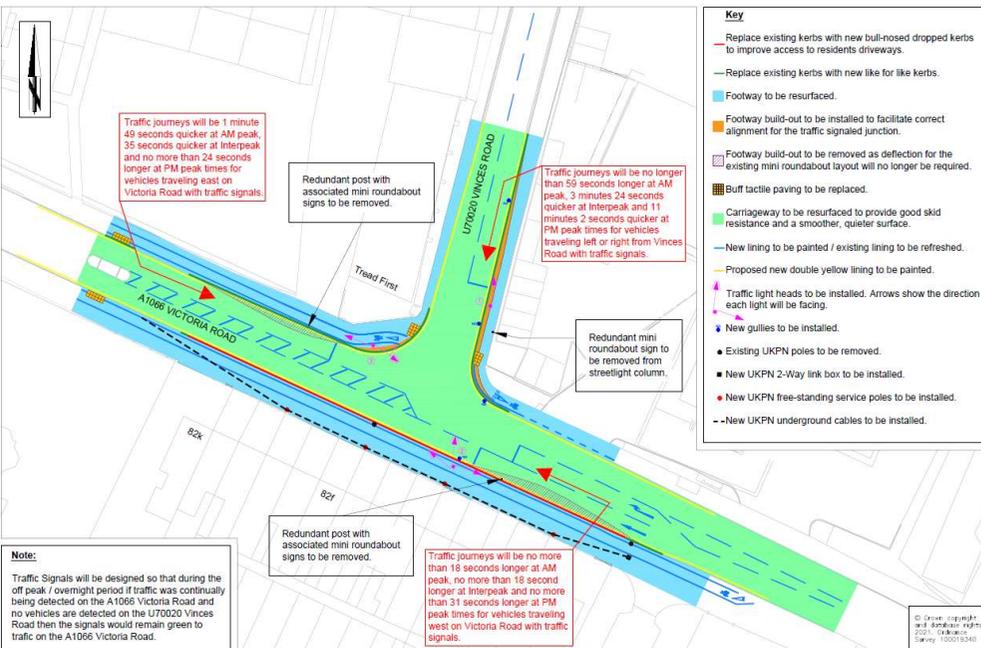
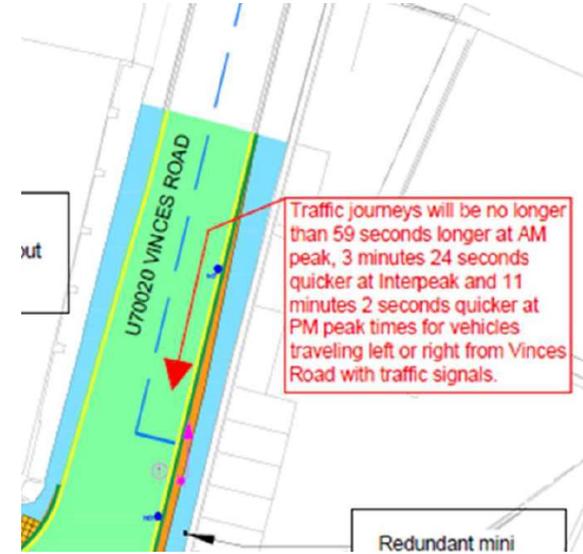
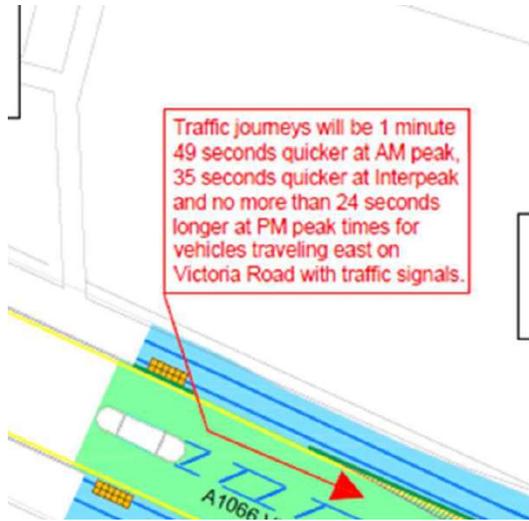
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NOTES

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Changes to traffic flows



Notes from virtual meeting 15/02/22 ref Vinces Road Junction Scheme

Present at the meeting:

Mark Roper – Norfolk County Council Highways Design
Kevin Townly – Norfolk County Council Asset and Capital Programme Manager
Sarah Richards – Diss Town Council Clerk
Cllr Simon Olander – Council Leader Diss Town Council
Cllr Eric Taylor – Town Mayor Diss Town Council
Simon Evetts – Vinces Road Business - Midwich
Mr John Kershaw – Victoria Road resident
Constance Maris-Davies – Victoria Road resident
Andrew Knapp – Victoria Road resident
Samuel Beckford – Victoria Road resident
Julian Mason – Vinces Road area resident
Phillip Ginn – UKPN Lead Field Engineer

Notes/ comments brought to attention: (many comments were as already answered in attached email)

1. Traffic leaving Vinces Road at the pm Peak period can often wait 45mins.
2. As more businesses turn to hybrid working it is likely that more people will use the same space in buildings which will mean that traffic is very likely to return to pre-covid levels.
3. Why can a yellow box junction not be provided on the roundabout instead.
4. A roundabout would have been the preferred option but following the explanation as to why that is not possible, traffic signals are welcomed as an improvement.
5. Concern raised about number of traffic signals along the A1066 Victoria Road and possible “bunny hopping” of traffic between sets of lights.
6. Confirmation was asked whether “if Town Council do not support the proposal will it be dropped?”
7. Concern about electric cables on exterior wall of Victoria Road properties – residents do not want them.
8. Concerns that residents will not be able to join traffic on Victoria Road as traffic will not give way or provide gaps.
9. Is this still required? Traffic is not as bad as it used to be!
10. Where will residents park cars if they own more than one?
11. Traffic lights will devalue property.
12. UKPN poles should have been removed years ago, it’s a problem along all of Victoria Road.
13. Will traffic signals be configured with other traffic signals on Victoria Road?
14. Construction will cause major delays and disruption
15. Why can we not enforce CPO for a small section of land from an unused carpark
16. Why should Victoria Road residents have to suffer as a result of works which are solely for Vinces Road residents
17. Should have been a relief road out of the top of Vinces Road.
18. There has been no accidents, so why is change required?

Norfolk County Council recently sent out –

283 letters to residents on and around Vinces Road who need to use Vinces Road for access and egress.

73 letters to Businesses who use Vinces Road for access and egress

20 letters to residents located on Victoria Road near to or opposite the junction.

Please also see below an example of some of the “In favour” ticked responses that we have had about the signals proposal to go alongside the objections that I have already forwarded onto you. Many state the same or very similar and so these are examples.

77 In favour replies to date: A few examples of comments provided include -

1. This new system can't come quick enough.
2. Let's hope this goes ahead, much needed to help numerous employees trying to get home after work.
3. Most Victoria Road users think they have priority over Vinces Road
4. If that improves the junction – go ahead
5. It seems a logical proposal to deal with traffic queuing at peak times on Vinces Road.
6. Hope this also helps with air pollution.
7. Existing mini roundabout is not being used as intended, agree 100% agree with traffic lights
8. A great idea, hope it works
9. A better option than current roundabout
10. Could you also look at parking on pavements and at junctions
11. Support but a better proposal would be to take part of unused car park at factory shop and have two lanes exiting Vinces Road.
12. I can only think that traffic lights would be the only way of providing Traffic on Vinces Road with a fair chance of getting on to Victoria Road
13. In Favour but flows need to be monitored as delays in the lights could make traffic worse.
14. With traffic lights at least you will know that you will get out.
15. We welcome the improvements.

9 Victoria Road residents have objected - Comments provided include -

Comments already provided in previous emails and as in attached emails (includes my replies sent in response).

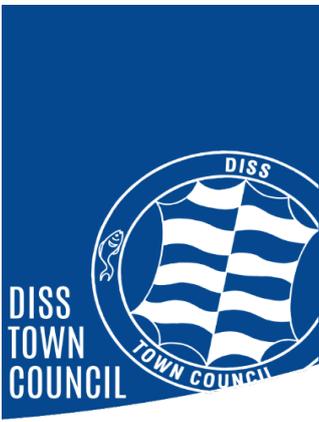
5 Objections from residents on and around Vinces Road who need to use Vinces Road for access and egress - Comments provided include -

1 Vinces Road Business has objected - Comments provided include -

Ours workers have not been affected by delays.

There has been a couple of Neither Objection or Support – Comments include -

1. Since the pandemic started in March 2020, we do not think existing Vinces Road has been a problem.
2. We suggest the works are deferred until “normal” conditions have returned.



DISS TOWN COUNCIL

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Report Number:
58 / 2122

Report to:	Infrastructure Committee
Date of Meeting:	23 rd February 2022
Authorship:	Town Clerk
Subject:	Streetlighting – Mere Street

Introduction

1. In July 2020, Council agreed to carry out capital improvements to streetlights in Mere Street for a total cost of £12,012.
2. The Council's contractor, Suffolk County Council (SCC) has been investigating and the delay is due to very complex cabling requirements and the poor condition of some of the buildings.

Proposals

3. After many site visits, they have identified a solution and would like members to consider the following proposals:
 - a) Wall light numbered 9213 on Holland & Barrett to be removed leaving the bracket attached to the wall (for any Christmas decoration) and a new column painted black with a heritage lantern to match existing will be erected on the opposite side of the road. See google screen shot below, the red arrow shows where the new column will be located.



- b) Wall lights numbered 9214 & 9215 to be removed and the bracket for unit 9214 will be left (for any Christmas decoration) and a new column painted black with a heritage lantern to match existing will be erected on the opposite side of the road replacing the existing one-way signpost. See google screen shot below, the red arrow shows where the new column will be located.



4. SCC believe that the works detailed above can be completed within the value of the original order, therefore no additional costs will be incurred.
5. Additional works required that did not form any part of the original order are as follows:

Wall light 9216 on Costa Coffee:

- a) This lantern appears to have been damaged and requires a new heritage LED lantern on the existing bracket, see photos below (please note the lantern is still working).
- b) The associated cost to replace this lantern inclusive of a telecell will be £846 + VAT.



Column 9323 Adjacent to the Tourist Information Centre:

- c) SCC was advised that this column was not working and may have been damaged.
- d) SCC attended site and repaired the light back to full working order and found that the column was slightly out of alignment but was still solid in the ground therefore no works appear to be required at this moment in time.



New Supply into feeder pillar for Christmas Lights:

- e) Installing a new electrical supply into an existing feeder pillar for Christmas Lighting as per the second screen shot above highlighted with a yellow arrow.
 - f) The associated cost for a new electrical supply into an existing feeder pillar will be £862 + VAT.
 - g) SCC is currently in discussions with the Council's Christmas lighting contractor to see if they would need the supply into the feeder pillar, as they will be disconnecting the supplies to the 3 x wall lights detailed above which may affect the existing supplies for the Christmas lighting.
6. Please note that SCC is currently experiencing very long delays on certain electrical items therefore there may be a minimum of 12 weeks for works to be programmed.

Costs

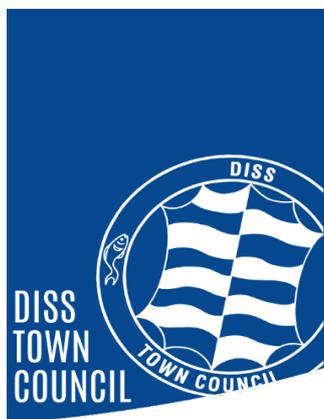
- 7. The Clerk has requested an invoice for completed works in Mere St for payment before year end against the original purchase order.
- 8. The total cost of the additional works as described above is £1,708.

Budget

- 9. There is £206,635 in Earmarked Reserves Streetlighting capital replacement fund as of 31st January 2022 to cover the additional works.

Recommendation

To approve the additional streetlighting upgrade works in Mere Street totalling £1,708 excluding VAT as per quotation received with allocation to Earmarked Reserves Streetlighting.

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Report Number:
59 / 2122

Report to:	Infrastructure Committee
Date of Meeting:	23 rd February 2022
Authorship:	Town Clerk
Subject:	DYCC

Introduction

1. A local resident has offered to purchase three fruit trees on dwarf rootstock and has asked for consent to have them planted on the grassed area outside the Diss Youth & Community Centre.
2. The resident and a few of her neighbours would be happy to care for the trees and feels they would enhance the site alongside the environmental benefits.

Research on dwarfstock trees

3. Dwarf stock fruit trees are easier to manage, easier to look after and easier to harvest than bigger trees. Due to their compact size, they're also easier to protect from frosts and pests.
4. Most dwarf fruit trees need a space of only 10 sq feet and can grow up to 8-10 ft high unless containerised. They produce an amazing amount of full-size fruit and it is best to plant two or more fruit trees to assure pollination.
5. While a regular fruit tree may take several years to begin producing fruit, a dwarf fruit tree should provide a harvest within a couple of years. They're not as long-lived as regular fruit trees, however – most have a lifespan of 10-15 years.
6. The best conditions for growing most dwarf fruit trees are sunny and sheltered spots. The former is true of the proposed location.
7. For the best selection of plants, buy from a specialist tree retailer or fruit tree specialist.
8. There is a detailed guide to planting fruit trees here - <https://realenglishfruit.co.uk/how-to-plant-fruit-trees/>.

Positioning

9. The Maintenance Manager and Clerk assessed possible locations for the trees propose the area marked up on Appendix A.
10. The strip in front of the DYCC is narrower, on more of a gradient, and could impact on visibility in and out of the site driveway.
11. The proposed positioning will have the least impact on ongoing maintenance as they are grouped together at one end of the verge so strimming will need to be undertaken close to the trees.

Maintenance

12. The community fridge project team may well be interested in taking some responsibility for collecting the fall given it links to its mission to reduce food waste and they should be accessing the building most days to operate the fridge.
13. It is likely that after the first few years, the maintenance will fall back to the Town Council.
14. It is also suggested that the resident group is asked to regularly water and feed the trees particularly in the first few years until they become established and generously throughout the summer.

Costs

15. For this to be cost-neutral to the Town Council other than potential ongoing maintenance costs, it is proposed that the resident is asked to also contribute to the installation costs.
16. The estimated cost for the maintenance team's time based on two men for 4 hours and materials is £200.
17. Members are reminded of the environmental benefits of this scheme, and it would go a small way to contributing to the Council's objective of offsetting its carbon footprint.
18. Norfolk County Council's pilot scheme for free tree packs for the 2021/22 planting season is now closed.
19. Fruit trees do not appear to be available via the Queen's Green Canopy: Plant a Tree for the Jubilee although any trees planted from October 2021 to the end of the jubilee year in 2022 can be part of the QGC.

Bench donation

20. The Council has also received an application for a donation of a bench. The resident would like to purchase a bench to be positioned on the grassed area at the end of the footway linking Mount Street and Shelfanger Road past the health centre on South Norfolk Council's car park. The resident has stated that the footpath has an incline and so a bench would be welcomed by many who need a rest before resuming their walk.
21. The Town Council is liaising with the District Council regarding this but if this is proposal is not feasible, it is suggested that the bench could be positioned as marked on Appendix B.
22. There is currently a bench (without a back) situated opposite this location on the other side of the road.

Recommendations

1. To approve the planting of three different fruit trees on dwarf rootstock at the location marked up on Appendix A at the Diss Youth and Community Centre between October and March.
2. That the resident proposing the scheme will cover the purchase of the fruit trees and installation costs and be responsible for ongoing maintenance including watering, feeding, pruning and collecting the fallen fruits.
3. That the community fridge project can provide some of the fallen fruit to the community as part of its mission to reduce food waste.
4. To approve the siting of a donated bench in front of the Diss Youth & Community Centre as marked on Appendix B should it not be feasible to locate it in South Norfolk Council's car park.





Bench

Progress Report

Committee	Minute Reference	Subject	Action	Assigned to	Timescale	Comments or further action
Infrastructure	INF0119/09	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	end July 2021	This project will be reviewed post the install of new map inserts as part of the Beacon walking and cycling trails. Cllr Valori is finalising map details prior to next Queen's Plat Jubilee mtg on 28/02.
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	No update was received by former cllr Poulter from NCC. Suggest this is removed from the progress report.
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	On agenda Consider the requirement for this when replacing the broken finger post and adding the Boundary Walk sign.
Infrastructure	INF0720/18	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	MM due to meet with contractor w/c 21/02 so should be able to advise on dates for all schemes (town centre / DYCC / Sports Ground & Park)
Infrastructure	INF1020/10	Parish Partnership Funding	For Councillors Poulter and Welch to work with Clerk to complete the Parish Partnership Bid to include improvements to the Causeway (Public Right of Way) linking Victoria Road and Chapel Street.	DP/JW/Clerk	by 04.12.2020	NCC was hoping to schedule works for early 2022 financial year but awaiting resolution on tree works and access issues given requirement to surface up to the wall boundary.
Infrastructure	INF0121/07 INF0420/08	Pedestrianisation of Mere St	To support the principle of the pedestrianisation of Mere Street and to forward the Google map drawing to the Highways Engineer to work up to a formal design plan for consultation with affected trader representatives and the Local Member subject to timescales for expenditure of the Active Travel funds. To review the Market Place / Mere Street Traffic Regulation Order created in 2011 given changes to the market operation.	Clerk	immediately	NCC has been discussing design for proposal to ensure the disabled bays are suitable with the conservation officer & Highway boundary's team before starting TRO advertisements & preliminary consultation. This scheme is no longer being completed as part of the Active Travel due to time constraints but will be picked up by the LTP.
Infrastructure	INF0121/08	Residents Parking Scheme	To add Willbye Avenue and Roydon Road to the list of streets put forward to South Norfolk Council for the Residents Parking Scheme.	Clerk	immediately	Done. Requested scheme start date. At last update, still awaiting completion of other similar schemes in Trowse & Cringleford to allow NCC time to focus on Diss.
Infrastructure	INF0621/08	Walking and Cycling Infrastructure	To support the proposal to investigate the possibility of opening the route from Mere's Mouth to Denmark Street to cyclists in the context of work being undertaken by NCC on creating a Local Cycling Walking Infrastructure Plan.	Clerk	immediately	Update 12.10.21 from NCC - LCWIP work has started, we have had confirmation from the Department of Transport for this work (was a bit later than expected) and we should be progressing on route mapper later this winter. When the team are looking at this specific route I will be back in touch. Update requested 15.02.22.
Infrastructure	INF0621/09	Heritage Triangle	1. To appoint an action group of councillors Warren, Welch & Wooddissee to work with the Clerk to explore the option of a Town Council funded Civil Enforcement Officer to deal with illegal parking in the town centre.	SW/JW/Jwo/Clerk	by 21.10.21	Action Group attended meeting with SNC Officers. New CEO will start once Residents Parking Schemes in Trowse & Cringleford are working. Only 1 CEO currently operating as second is being replaced so will be a total of 3. NPP will not entertain idea of TC funded CEO. Info on this forwarded to SNC Officer. Consider lobbying NCC to revisit HT scheme / re-introduce lines & signs / install bollards but this would only be effective with appropriate enforcement.
Infrastructure	INF0621/09	Heritage Triangle	2. To work with Norfolk County Council and other stakeholders on introducing measures to minimise illegal parking in the Heritage Triangle area.	Clerk / SO	by 21.10.21	No update.
Infrastructure	INF0621/09	Heritage Triangle	3. To work with NCC's local Cycling and Walking Infrastructure Plan team to consider the Heritage Triangle Traders proposals as part of the Plan	Clerk/ SO	by 21.10.21	As above
Infrastructure	FC0921/17	Christmas Lights Display	2. To review the options for hire/purchase of new Christmas Lights with suppliers to inform future budgeting	Clerk/RFO	30.06.22	Meeting to be scheduled with existing suppliers.
Infrastructure	INF1021/06	Vinces Road	i) to request that Norfolk County Council reconsider the Compulsory Purchase Order option.	Clerk / CL	by 16.11.21	On agenda

Progress Report

Committee	Minute Reference	Subject	Action	Assigned to	Timescale	Comments or further action
			ii) To invite representatives from NCC, DTC, those living in the area, businesses, and the landowner to a meeting to further discuss the proposed Vincennes Road junction scheme.	Clerk/ CL	by 16.11.21	On agenda
Infrastructure	INF1021/09	Strategic Plan (a)	1) For Councillors Collins and Kiddie to work with the Maintenance Manager to draft a specification of requirements for a street cleaner and to confirm the suitability of the Ipswich Borough Council models against the specification with delegated authority to the Clerk to purchase the equipment up to the value of £35,000 using the Earmarked Reserves Street Cleaner allocation. 2) To allocate a further £10k from General Reserves to allow for costs up to £45k for a street cleaner and to create a new budget code heading for ongoing maintenance of the street cleaner. 3) That councillors Collins and Kiddie contact the Council who have successfully implemented dovecotes to determine long term effectiveness.	DC / SK / MM	by 24.11.21	On agenda
		Strategic Plan (b)	1) That councillors Welch and Wooddissee would be appointed to help the clerk on the cleanliness objective 2) To include the original and proposed new deadline dates on the Strategic Action Plan and update the dates/reasoning for the delay to the Diss & District Neighbourhood Plan schedule.	JW/ JWo /Clerk	by 20.01.21	To be picked up once there is a plan for street cleaning. The Action group will consider how this initiative could link into the Council's cleanliness objective including youth engagement and link to the wellbeing benefits of taking part.
Infrastructure	INF1021/10	Parish Partnership Bid	To include all recommended projects in the PPS bid for 2022-23 & 2023-24 (as per Infrastructure Budget Action Group report ref 31/2122).	Clerk	immediately	Done
Infrastructure	INF1021/11	Budget	That Committee agrees that the following budgetary proposals are submitted to Full Council for consideration. A) CCTV revenue budget increased to £1,500 B) CCTV additional £1K allocated to EMR C) DDNP contribution £2,800 D) Parish partnership bid is budgeted £11,600 inclusive of £5k to EMR E) CIL funds are spent on the new play equipment and 2x new dog bins	RFO	immediately	Done
Infrastructure	INF1021/12	Park Play Equipment	To approve the installation of the additional play equipment at the location close to the toilet block in the Park as per the map in the Annex.	Dep TC	immediately	Done
Infrastructure	INF1021/13	Progress Report	There has been a request for support from the Council marketing team to help publicise the group. There was a plea for more councillors to help and it was suggested that a monthly rota may be fruitful.	JW / Jwo / Clerk	by 20.01.21	Update from cllr Wooddissee?
Infrastructure	INF1021/13	Progress Report	A representative of the Action Group to be invited to the next meeting with the District Council to discuss the additional CEO	Clerk	immediately	Done