

# DISS TOWN COUNCIL

## MINUTES

Minutes of the meeting of the Infrastructure Committee held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 8<sup>th</sup> June 2022** at **7.15pm**.

Present: Members: S. Kiddie  
A. Kitchen  
S. Olander (ex-officio & Chair)  
E. Taylor (ex-officio)  
J. Welch  
J. Wooddissee (Vice-Chair)

In attendance: Sarah Richards, Town Clerk  
Councillors K. Murphy & R. Peaty  
No members of the public

### **INF0622/01 ELECTION OF CHAIRMAN**

Members considered a Chairman of the Infrastructure committee for the mayoral year 2022-23. It was

RESOLVED: to elect councillor Olander as the Chairman of the Infrastructure committee for the mayoral year 2022-23.

### **INF0622/02 APOLOGIES**

Apologies were received and accepted from councillors Collins and Warren. It was noted that councillor Valori has, with regret, resigned from Diss Town Council. Members were advised that she has really enjoyed working with everyone but feels she should step aside and allow someone else to take the important community role on and make the most of it to benefit the town given her existing extensive family and charitable commitments alongside full-time job.

**(Action: DepClerk to inform SNC & promote vacancy; after 7 July)**

### **INF0622/03 ELECTION OF VICE-CHAIRMAN**

Members considered a Vice-Chairman of the Infrastructure committee for the mayoral year 2022-23. It was

RESOLVED: to elect councillor Wooddissee as the Vice-Chairman of the Infrastructure committee for the mayoral year 2022-23.

### **INF0622/04 NOMINATION OF SUBSTITUTE REPRESENTATIVES**

Members nominated substitute representatives' councillors Murphy & Peaty attending in place of councillors Collins & Warren who sent their apologies.

### **INF0622/05 DECLARATIONS OF INTEREST<sup>1</sup> AND REQUESTS FOR DISPENSATIONS**

Minute No.	Councillors Name	Personal/Other Interest	Pecuniary Interest	Reason
INF0622/10	S. Kiddie		x	This councillor runs a shop in Mere Street affected by this proposal.
INF0622/10	S. Olander		x	This councillor works at a premises on Chapel St affected by this proposal.

### **INF0622/06 MINUTES OF THE LAST MEETING**

It was

RESOLVED: That the minutes of the meeting of the Infrastructure Committee held on 23<sup>rd</sup> February 2022 were a true record and were duly signed by the Chairman.

**INF0622/07 PUBLIC PARTICIPATION**

There were no members of the public in attendance.

**INF0622/08 ITEMS OF URGENT BUSINESS**

There were none.

**INF0622/09 STRATEGIC PLAN**

Members considered the progress of the strategic plan. It was noted that District councillor Minshull is arranging a meeting with South Norfolk Council's lead waste officer regarding support with the town cleanliness objective. The appropriate resources are being considered as part of the staff restructuring proposals, which will be presented to the Executive committee in June prior to the July Full Council meeting. It was also agreed that some premises owners in the area are taking responsibility for cleaning their frontages.

**(Action: Clerk / District Cllr Minshull; immediately)**

**INF0622/10 PEDESTRIANISATION OF MERE STREET**

Members received an update regarding the TRO proposals for pedestrianizing Mere Street and considered the Town Council's response. The aim of the project is to make the town centre a better place to work and shop and thereby increase footfall to shops. This will include the removal of spurious signs, clearer signing to provide gateway at northern & southern end, which will be easier to enforce, timed loading for businesses and provision of cycle racks.

There was discussion regarding the proposed delivery slot between 6am and 11am, the requirement to manage the larger HGVs exiting via the Kingshead yard / Chapel St and to consult with the traders / delivery firms. It was also noted that the Mere St road surface is not sufficiently strong enough to take big deliveries, which is causing significant issues with the pavement and Victorian drain system.

Members discussed the requirement for increased enforcement and data has been requested from the District & County Councils.

A gate is proposed on Mere St beyond the car park which will prevent vehicular traffic from entering the pedestrianised area after 11am and this will enable emergency access. It was noted that these schemes have been effectively achieved in other parts of the country albeit Diss has its unique infrastructure.

It was agreed that early engagement with stakeholders is key to the project's success including involvement of the owner of the Kingshead Yard to address access to rear of properties in Mere St and improvements to the car park prior to follow up with South Norfolk Council as necessary and arranging a meeting with traders. It was

RESOLVED: to support the scheme as presented subject to a meeting with Mere St stakeholders.

**(Action: Clerk; immediately)**

**INF0622/11 ITEMS FOR NOTING**

- a) Community Infrastructure Levy funds – members noted the CIL payments made to the Town Council in the last 2 years. It was requested that the District Council is contacted regarding several CIL payments expected for developments taking place as this could amount to approximately £100k to put towards Infrastructure improvement projects in the town.
- b) Norwich Western Link – Members noted the update regarding the Norwich Western Link scheme.
- c) Progress report – to note progress on decisions made at the last meeting.

**INF0622/12 MEMBER FORUM**

Members considered information or issues relevant to this committee from members for brief discussion, action or inclusion on a future agenda. There was a question regarding the

responsibility for maintaining hedges along Roydon Road as they are encroaching on pathway making it difficult for families on route to school. It was agreed this would be mentioned to Roydon Parish Council as it could be conditioned as part of development.

Apologies were given by councillors Kiddie and Olander for the July meeting of Infrastructure.  
**(Action: Clerk; immediately)**

**INF0622/13** **DATE OF THE NEXT MEETING**

Members noted that the next meeting of the Infrastructure Committee is scheduled for 27<sup>th</sup> July 2022.

Meeting Closed at: 8.30pm.

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Chairman: Councillor Olander