



TOWN CLERK
Miss Sarah Richards

DISS TOWN COUNCIL
Council Offices, 11-12 Market Hill,
Diss, Norfolk, IP22 4JZ.
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Please ask for: Miss Sarah Richards
Our ref: INF 25.09.19
Date: 20 September 2019

NOTICE OF MEETING

Dear Members of the Public and Press,

You are cordially invited to a meeting of the **Infrastructure Committee** to be held in the **Council Chamber** at **The Corn Hall** on **Wednesday 25th September 2019** 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. ELECTION OF VICE-CHAIR**
To elect a Vice-Chair of the Infrastructure Committee for the Municipal Year 2019-20.
- 4. 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.
- 5. MINUTES**
To note that the minutes of the Infrastructure Committee held on 30th January 2019 were confirmed as a true record by Full Council (copy herewith).
- 6. 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*).
- 7. ITEMS OF URGENT BUSINESS**
To discuss any item(s) of business which the Chairman 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*).
- 8. PARISH PARTNERSHIP SCHEME**
To consider potential projects to put forward in a parish partnership bid application (copy details herewith).
- 9. DISS HEALTH PROVISION**
To consider how to engage the Local Planning Authority to ensure future healthcare provision in Diss (copy details herewith).
- 10. STREET CLEANING**
To consider how the Town Council can contribute to street cleaning initiatives in the town centre.

11. PROGRESS REPORT

- a) To note progress on decisions made at the last meeting of Council related to the Infrastructure Committee (copy details herewith).
- b) To consider key objectives for the remainder of 2019-20 and beyond (copy details herewith).

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 will be held on 18th December 2019.

14. PUBLIC BODIES (Admissions to Meetings)

To consider a resolution under the Public Bodies (Admissions to Meetings) Act 1960 and Standing Orders 1c to exclude members of the public and press in order to discuss the following item, which is properly considered to be of a confidential nature.

15. DISS & DISTRICT NEIGHBOURHOOD PLAN

To approve expenditure to support the development of the Diss & District Neighbourhood Plan to include establishing the evidence base and the issues and options for the plan (copy quote herewith).

16. DISS MATTERS

To consider a way forward for the Council's quarterly publication, Diss Matters (report to be tabled).

COMMITTEE MEMBERSHIP:		FOR INFORMATION:		Town Clerk	Deputy Town Clerk
Councillors:	S. Browne (ex-officio)	Councillors:	N. Howard		
	D. Collins		J. Mason		
	M. Gingell		J. Robertson		
	S. Kiddie				
	A. Kitchen		County Cllr Kiddie		Highways Engineer
	S. Olander (Chair & ex-officio)				
	D. Poulter		Diss Express		Diss Mercury
	E. Taylor				

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 at the Council Offices during normal opening hours or on our website at www.diss.gov.uk/your-council/our-committees/. Please note that the Council Chamber is currently on the first floor of the Corn Hall. Anyone wishing to attend the meeting who will require access to the lift should contact the Deputy / Town Clerk prior to the start of the meeting.

DISS TOWN COUNCIL**MINUTES**

Minutes of the meeting of the **Infrastructure Committee** held in the Council Chamber at **Diss Corn Hall** on **Wednesday 30th January 2019** at **7:15pm**.

Present: Councillors S. Browne
M. Crawford
J. Mason
S. Olander (C)
E. Taylor
T. Wenman (ex-officio)

In attendance: Miss Sarah Richards, Town Clerk
Miss Sonya French, Deputy Town Clerk
2 members of the press
4 members of the public

INF0119/01 APOLOGIES

There were apologies from Councillor Button & Gibson.

INF0119/02 NOMINATION OF SUBSTITUTE REPRESENTATIVES

Councillor Browne substituted for Councillor Button.

INF0119/03 DECLARATIONS OF INTEREST ¹ AND REQUESTS FOR DISPENSATIONS

There were none.

INF0119/04 MINUTES OF THE LAST MEETING

It was

RESOLVED: that the minutes of the Infrastructure Committee held on 31st October 2018 were a true record and were duly signed by the Chairman.

INF0119/05 PUBLIC PARTICIPATION

Councillors considered a resolution under Standing Orders 3 d., e., f., g. & h to suspend the meeting to receive comments from members of the public on items to be discussed on the agenda. There were two members of the press and four members of the public in attendance who were happy to speak on the agenda items as they arose.

INF0119/06 ITEMS OF URGENT BUSINESS

There were none.

INF0119/07 DISS HIGHWAYS SCHEMES

- a) Councillors received an update on the tiger-crossing on the A1066 outside Diss Leisure Centre. It was noted that NCC Highways have ordered more powerful lighting heads for the two nearby lighting columns to address the perceived lower level of lighting. These will illuminate the crossing & surrounding area to a brighter level & should be installed during the first week of March. It was also noted that the cycle demarcation has not been put on the cycle lane.
(Action: Clerk; immediately)
- b) Councillors received an update on the forthcoming scheduled highways schemes for Diss. Resurfacing schemes include the A1066 Stanley Road between the police station & just west of Denmark Lane taking place on three consecutive Sundays (17, 24 February & 3 March) & the Uplands Way roundabout on Saturday 23 & Sunday 24 March. In April, the footway on Denmark Street between the flower shop & the public house will be refurbished & drainage improvement works are scheduled for Victoria Road with dates to be confirmed. It was noted that the existing bus shelter & stop by the railway bridge on Victoria Road will be relocated to a new location outside Whytehead Gardens & a start date that doesn't conflict with planned utility works is awaited. A new crossing point on Denmark Street near Denmark Rise is also scheduled for 18 March.
- c) Councillors considered correspondence from a major local business regarding the impact of the recent highways works on Diss. The correspondence was acknowledged, and it was noted that it had been forwarded to Norfolk County Council as the authority responsible for highways work. There was also discussion around the coordination of highways works between Norfolk & Suffolk Councils.

INF0119/08 **STREETLIGHTING**

Councillors received an update regarding the transfer of streetlighting from the District Council to the Council (report reference 20/1819 referred). There was discussion around the original agreement that provided support of the District Council in the sourcing of a contractor and the additional workload for Officers. It was agreed that the Service Level Agreement should include a penalty clause for dealing with outages within a specific timeframe & it was noted that other Town Councils were interested in a joint long-term agreement. Councillor Wenman was thanked for his efforts on progressing streetlighting. It was

- RESOLVED: a) to enter into a one-year contract with Pearce & Kemp Ltd to provide a lighting maintenance service for all Town Council lights from 1st April 2019 subject to an approved agreement.
- b) That the Streetlighting Sub-Group works with the Clerk to investigate options for longer-term lighting asset management including a lighting stock replacement scheme.

(Action: Clerk/Streetlighting Sub-Group; by 31.03.19)

INF0119/09 **TOWN CENTRE SIGNAGE**

Councillors received an update on the town centre signage project. It was noted that good progress is being made. 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.

INF0119/10 **DISS & DISTRICT NEIGHBOURHOOD PLAN**

Councillors received an update on the Diss & District Neighbourhood Plan. It was noted that administrative support should be available over the next month and that although it had not been possible to recruit a new Chair, the interim Chair had indicated that he would be happy to continue with the administrative support in place. The application for consultancy support from Locality / Aecom was being reviewed with a 5-week lead time to appointing a consultant. There was also a discussion about the requirement for Officer involvement in the Plan going forwards and thanks were extended to Councillor Taylor for his efforts. It was

- RESOLVED: that Full Council considers Officer involvement in the Diss & District Neighbourhood Plan.
- (Action: Clerk; by 14.02.19)**

INF0119/11 **DISS STATION RAILWAY GROUP**

- a) Councillors received an update from the Diss Station Railway Group. It was noted that the Group had been inactive since Greater Anglia took over the Chair but that the project to link Nelson Road through the station forecourt to Station Road is proceeding. The station car park is to be extended to retain bay numbers to address the concern around reducing the car park capacity.
- b) Councillors considered the proposed Traffic Regulation Order (TRO) to install double yellow lines along Nelson Road, which is currently being consulted on. There was discussion around the impact of yellow lines on displacement of vehicles onto nearby estates & that line extension to include Sawmills Road and Sandy Lane should be considered. The capacity and cost of car parks was discussed, and it was agreed that the District Council lead Residents Parking Scheme project, which aims to deal with on street parking issues, should be considered alongside the TRO. It was

- RESOLVED: To meet with representatives of County and District Councils to discuss the proposed Traffic Regulation Order and Residents Parking Scheme.
- (Action: Clerk / Chair; immediately)**

INF0119/12 **PARKING**

- a) Councillors received an update regarding South Norfolk Council's Residents Parking Scheme. There was discussion about the requirement for effective enforcement should any scheme come forward to address on street parking issues. It was noted that the District Council is meeting with other several other parishes interested in the scheme and awaits streets proposed for a survey from the Town Council.
- b) Councillors considered the long and short-term parking provision in Diss, a non-statutory service provided by the District Council. A member of the public spoke of the lack of spaces for employees and customers in the Shelfanger Road car park since it became a long stay provision. It was noted that the designated short stay car parks are those nearest to the town centre to service shoppers and thus maximise footfall to the businesses. A petition of 400 signatures supports a proposal to convert one of the existing short stay car parks into a long stay to address the situation. The agreement the District Council has for the recently installed electric car charging points requires the Weavers Court

car park to remain as a short stay. It was also noted that there has been a noticeable increase in on street parking issues since the changes were made to the car parks. It was

RESOLVED: To request a formal response from the District Council to the car parking issues being experienced since the change to the long and short-term parking provision in Diss.
(Action: Clerk; immediately)

INF0119/13 BIRD DROPPINGS

Councillors considered recommendations regarding the significant impact of bird droppings in the town (report reference 21/1819 referred). A representative from Dealey Falconry and Bird Control explained the flying of hawks as a deterrent to the considerable bird population in the town. The 3-2-1 method requires hawks to be flown from three days to one across the same number of weeks & is very effective at significantly reducing the bird population. It was noted that the hawks are trained not to attack, permissions would be required from the landowners and that the initial approach to businesses in Mere Street confirmed interest in the scheme for a monetary contribution. It was

RESOLVED: To investigate the preventative measures for reducing incidents of bird droppings in the town centre with Dealey Falconry and Bird Control & consult local businesses as necessary.

(Action: Dep Clerk; by 31.03.19)

INF0119/14 COMMITTEE TERMS OF REFERENCE

Councillors deferred the review of this committee's Terms of Reference until the next meeting.

(Action: Clerk; by 18.04.19)

INF0119/15 PEDESTRIANISATION OF MERE STREET

Councillors considered the pedestrianisation of the section of Mere Street from its junction with Market Place to Chapel Street. It was noted that although this section is not open to general traffic, the signage is often contravened. This item was deferred approximately one year ago & it was considered an appropriate time for review given the forthcoming development at the Kingshead Yard car park off Mere Street. It was noted that although Norfolk County Council no longer has funding to progress traffic schemes, £6k should secure a scheme if there was a proven benefit & Norfolk Police would favour the proposal. There was discussion around delivery access & it was noted that similar schemes in other areas restrict deliveries to certain times. It was

RESOLVED: To investigate options for the pedestrianisation of Mere Street from its junctions with Market Place & Chapel Street with Norfolk County Council.

(Action: Clerk/Chair; by 18.04.19)

INF0119/16 ITEMS FOR NOTING

- a) Parish Partnership Scheme – Councillors noted that the outcome of the Council's parish partnership bid application for a second SAM speed sign will be known in March.
- b) CCTV - Councillors noted that the town centre CCTV is fully operational, and the Police have access to it.
- c) Chapel Street - Councillors noted that Norfolk County Council has been approached regarding their views on reversing the traffic flow on Chapel Street to ease town centre congestion.
- d) Progress Report - Councillors noted the actions from the last meeting of this committee.

INF0119/17 MEMBER FORUM

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

INF0119/18 DATE OF NEXT MEETING

Councillors noted that the next meeting of the Infrastructure Committee will be held on 24th April 2019.

Meeting Closed at: 9.28pm.

Councillor Olander
CHAIRMAN

cc Local Members

Your Ref:	My Ref:	HI/12/GEN/DH/KT
Date: June 2019	Tel No.:	0344 800 8020
	Email:	martin.wilby@norfolk.gov.uk

From the Cabinet Member for Highways, Infrastructure & Transport

Dear Sir/Madam

Delivering local highway improvements in partnership with Town and Parish Councils

I am delighted to inform you that due to the success of working in partnership with Parish/Town Councils for the last seven years the Parish Partnership Scheme Initiative will again be repeated in the financial year 2020/21. Further supporting information, including possible funding sources for your share of the bid, is available on our website (click on [this link](#)).

The County Council has again provisionally allocated £325,000 on a 50/50 basis (There is an upper limit on Norfolk County Council funding support of £25,000 per bid) to fund schemes put forward by Town and Parish Councils to deliver projects that are priorities for local communities. We are particularly keen to encourage and support first-time bids.

This letter provides more information on the process, invites you to submit bids, and explains how the County Council can support you in developing your ideas. The closing date will be the 6 December 2019. If you need any advice in developing your ideas, especially around the practicalities and cost estimates, please consult your local Highway Engineers based at your local Area Office.

Once all bids have been received we will assess them and inform you of our decision in March 2020 following approval by the ETD Cabinet.

Continued .../

To encourage bids from Town and Parish Councils with annual incomes (precepts plus any another income) below £2,000, we are offering the following support;

- 75% County Council contribution
- £5,000 maximum bid value
- Offer available only once to any bidder

We will also accept bids from unparished County Council Wards. Such Wards can always opt to become a formal Parish Council, but otherwise we are offering support on the basis that the Ward raises the required 50% funding. Kings Lynn Borough Council, Great Yarmouth Borough Council and Norwich City Council have kindly indicated their willingness to consider proposed schemes and potential funding for them. Further details are in the relevant committee report on our website (click on [this link](#)).

What sort of schemes would be acceptable?

- Small lengths of formal footway
- Trods (a simplified and low cost footway),
- Improved crossing facilities
- Improvements to Public Rights of Way.
- Flashing signs to tackle speeding. We would encourage you to consider Speed Awareness Mobile Signs (SAM2) - which flash up the driver's actual speed rather than fixed signs (VAS) - which flash up the speed limit. The number of VAS in Norfolk has grown, and checks show that speed reduction benefits can be minimal. Whilst we will still consider bids for fixed VAS, we will need to be satisfied that they will be effective in reducing speed. We consider that SAM2 mobile signs, which are moved around on an agreed rota, are better at reducing speed; **SAM2 can be jointly purchased with neighbouring Parishes, and would be owned and maintained by the Parish/Town Council**
- Part-time 20mph signs with flashing warning lights, outside schools. The County Council trialled these in 2008/9, and generally had a favourable community response, with some moderate reductions in average speeds during peak times. Whilst the County Council supports the aspiration to have part-time 20mph speed limits outside each school in Norfolk, to do this would cost in the region of £3,750,000.

“Keep Clear” carriageway markings outside schools. Applications will be considered for new school keep clear carriageway markings (which must be supported by the local school), however, these will not be enforceable without a Traffic Regulation Order which is outside the scope of the Parish Partnership Scheme. If you wish to enforce the Order it would have to be wholly funded by the Parish or the Local Member.

New Bus Shelter. A copy of Norfolk County Councils guidance for new bus shelters is available on our web site (click on [this link](#)). **Any new shelter would be owned and maintained by the Parish/Town Council.**

Schemes can be within or off the highway provided they are linked to the highway. If they are off highway the future responsibility for the maintenance will fall to the Parish or Town Council.

Schemes should be self-contained and not require other schemes or works to make them effective.

Schemes that support the Local Transport Plan (LTP) objectives will have a higher priority for funding. The LTP can be found on our website (click on [this link](#)).

With the County Council's agreement Parishes can employ private contractors to deliver schemes. Any works on the highway would be subject to an agreed programme, inspection on completion, and the contractor having £10m public liability insurance.

What schemes will not be considered?

- Bids for minor traffic management changes such as speed limits or waiting restrictions or any Traffic Regulation Order will not qualify.
- Bids for installation of low-energy LED lighting in streetlights to help cut energy bills and maintenance.
- Mirrors in the highway

What information should you include in your bid?

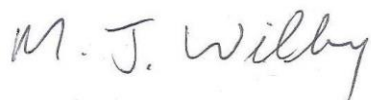
- Details of the scheme, its cost and your contribution.
- A plan/map of the extents of the scheme
- Who, and how many people will benefit.
- How it supports the objectives of the Local Transport Plan.
- Local support, particularly from your local Member, frontagers and land owners.
- For 'off highway' schemes, your proposals for future maintenance.

Please find a simple bid application form attached to this letter. When assessing your bid we will consider the points above, but also:

- The potential for casualty reduction.
- Any ongoing maintenance costs for the County Council.

Your bids should be emailed to pppschemes@norfolk.gov.uk (or posted for the attention of the County Programme Engineer, Linda McDermott, at the above address). If you need further information on the bid process please contact Linda, by email or by phoning 01603 228905. For advice on the scheme practicalities and/or likely costs, please contact your local Highway Engineer.

Yours sincerely



Martin Wilby
Cabinet Member for Highways, Infrastructure & Transport

The Norfolk and Waveney Sustainability and Transformation Partnership are preparing their draft 5-year plan as per the extract below. It seems that now is an ideal time to raise the matter of funding sources for future Health Centre growth in Diss with them, and we can tie it into the delivery of their bullet pointed goals.

The Greater Norwich Growth Board's 'Greater Norwich Infrastructure Plan - July 2019' includes the following in Appendix A (PID refers to the Project Initiation Document, ETTF refers to Estates and Technology Transformation Fund).

No timescale given for any proposed future investment though. A first point of call might be to talk to the Lawns/Parish Fields practice managers to establish what if any work they are doing regarding access to ETTF or preparation of the PID?

An HC professional has now written exactly the facts we need to engage the LPA etc on. We already know that through S106's and CIL's that highways, education and leisure are covered, however through whatever mechanism in the past, has the provision of healthcare been removed?

This was not clarified by SNC's own response to the consultee.

It's not the first expansion of Botesdale in the last few years. They have expanded several times with outreach support from West Suffolk hospital now the norm. It just seems that Suffolk have prioritised health whereas South Norfolk have not seen it as a priority.

Diss and the surrounding Norfolk parishes have already had developments built but not commanded the expansion of Diss Health Centre.

If you look at the SNC Planning Portal with reference to the Walcot Rise 94 dwellings application a health body consulted (Norfolk and Waveney Sustainability and Transformation Partnership) has stated to the LPA that Diss is definitely in dire need of expansion to keep up with demand.

'South Norfolk Council has advised that Healthcare is not currently contained on their CIL123 list, consequently, until this policy is addressed, it is confirmed mitigation cannot be obtained for primary healthcare.'

The STP understands this matter is now being considered through the Greater Norwich Growth Board forum. The STP and partner organisations do not have funding to support development growth; therefore, it is essential this is resolved as a matter of priority, in order to effectively mitigate development impact and maintain sustainable primary healthcare services for the local communities of South Norfolk.'

'Health centre expansion for village set to gain 3,000 more patients.'

A £500,000 expansion to a health centre set to get 3,000 extra patients has been opened to help a Norfolk-Suffolk border village cope with its rapidly expanding population.

The new two-storey extension at the Botesdale Health Centre includes two new GP and two new health care assistant consulting rooms, a triage room and a training-meeting room.

The health centre currently has a patient list size in excess of 9,000 and with planned development of around 1,000 houses over the next five years it is estimated the patient list will grow to around 12,000.

Kevin Bernard, practice manager at the Botesdale Health Centre, said: "With an estimated 30pc increase in the number of patients who will be registered at the practice over the next few years, it was important that action was taken to ensure we can better meet the anticipated demand."

The increased capacity will allow the practice to explore options in delivering more health services locally, with palliative care and dementia support services seen as priorities in a community with an increasingly ageing population.

The new meeting room will enable the centre to forge greater links with local health and patient groups as well as offer extra space to deliver staff training to ensure the continued focus on high-quality care for patients.

An official opening ribbon-cutting ceremony was attended by Dr Tim Cooke, who retired earlier this year after almost three decades as a health care professional in the village near Diss, and who welcomed the completion of the project which he conceived while a GP partner at the centre.

The Friends of Botesdale Health Centre also worked tirelessly in fundraising efforts to support equipping and furnishing the £552,000 extension, as well as NHS England, Babergh Council and Mid Suffolk Council, and NHS West Suffolk Clinical Commissioning Group.'

Infrastructure Committee - Progress Report

Date/Minute	Title	Action	Assigned to	Timescale	Comments or further action
INF0119/10	DISS AND DISTRICT NEIGHBOURHOOD PLAN	Full Council to consider expected Officer involvement in the Diss & District Neighbourhood Plan.	Clerk		http://www.dndneighbourhoodplan.co.uk/document-store/
INF0119/13	BIRD DROPPINGS	To investigate the preventative measures for reducing incidents of bird droppings in the town centre with Dealey Falconry and Bird Control and consult local businesses as necessary.	DepTC	by 31.03.19	Pavilion netting in situ. Quote for Corn Hall solution awaited. Falcon flying from w/c 16th September for one year.
INF0119/15	PEDESTRIANISATION OF MERE STREET	To investigate options for the pedestrianisation of Mere Street from its junctions with Market Place and Chapel Street with Norfolk County Council.	Clerk/Chair	by 18.04.19	To note that the Chair will liaise with NCC to progress this project particularly in light of Wetherpoons development.
FC0519/13	Nelson Rd Traffic Regulation Order	to approve the proposed Traffic Regulation Order & that the proposed new road layout on Nelson Road to accommodate two-way traffic should be considered by Norfolk County Council.	Clerk /Chair		Meeting with NCC / Greater Abellia / SNC scheduled for 24th September. Update to be provided to meeting.
FC0719/10	Phone Box	Not to adopt the phone box on the Mere's Mouth but to investigate the relocation of the heritage phone box from Market Place to Mere's Mouth with	SO		
INF0119/08b	Streetlighting	That the Streetlighting Sub-Group works with the Clerk to investigate options for longer term lighting asset management including a lighting stock replacement scheme.	Sub-group / Clerk		Clerk awaiting update from SCC contractor regarding project status.
	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 has not been able to progress this due to other priorities. It will be reviewed with an update to the next meeting.
	Residents Parking Scheme	To meet with representatives of County and District Councils to discuss the proposed Traffic Regulation Order and Residents Parking Scheme.			SNC working with other town councils on two schemes. Diss will follow. Timescales requested
	Network Improvement Strategy	The areas identified from the evidence-gathering and stakeholder engagement, and subsequently agreed to be undertaken in the NCC study, were: <ul style="list-style-type: none"> • Understand through traffic situation passing via Diss • Assess existing situation at key junctions on A1066 • Identify network improvements to walking and cycling • Understand the impacts of future growth options. 			A meeting to follow up on the areas identified was postponed by NCC and a new date has not yet been scheduled. Clerk sent a chaser email. Will advise at meeting.
	Wetherpoons Development	Liaise with Wetherpoons contractor to ensure appropriate access arrangements, protection to street surfacing, project management given other projects (toilet refurb, Xmas light install, Xmas trading)	Clerk		Clerk request a construction management plan from contractor.

Actions (Strategy Action Plan)

INF1	Neighbourhood Development Plan	Focused on housing development. New infrastructure opportunities, health / education / leisure provision & traffic improvements to be incorporated if project allows. Led by NP sub-group for DTC.
INF2	One Public Estate	Continue to work with the One Public Estate Diss team to identify opportunities to rationalise the public estate by working with identified partners in delivering excellent, efficient and inspiring services to the public to achieve better outcomes in a cost efficient way
INF3	Railway Group	Improving links between the railway station and town centre
INF4	Highways Infrastructure needs	Network Improvement Strategy (NCC led)
INF5	Town Centre CCTV	