

DISS TOWN COUNCIL

MINUTES

Minutes of the meeting of the **Infrastructure Committee** held in the Council Chamber at **Diss Corn Hall** on **Wednesday 31st October** at **7:15pm**.

Present: Councillors K. Button
M. Crawford
J. Mason (ex-officio)
S. Olander (C)
E. Taylor

In attendance: Miss Sarah Richards, Town Clerk

INF1018/01 APOLOGIES

Apologies were received and accepted from Councillors Gibson and T. Wenman.

INF1018/02 NOMINATION OF SUBSTITUTE REPRESENTATIVES

There were none.

INF1018/03 DECLARATIONS OF INTEREST ¹ AND REQUESTS FOR DISPENSATIONS

There were none.

INF1018/04 MINUTES OF THE LAST MEETING

It was

RESOLVED: that the minutes of the Infrastructure Committee held on 25th July were a true record and were duly signed by the Chairman.

INF1018/05 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 no members of the public in attendance.

INF1018/06 ITEMS OF URGENT BUSINESS

A minute's silence was observed in memory of the late Pete Gillings, an honoured citizen of the town.

INF1018/07 DISS HIGHWAYS SCHEMES

- a) Councillors noted the details of the scheme for the segregated cycle / pedestrian tiger crossing to replace the existing signal-controlled crossing on the A1066 outside Diss Leisure Centre. The rationale for the new scheme is the considerable costs of replacing the existing scheme like for like as it was at the end of its useful life (approximately £150k) and the conclusion by Norfolk County Council's (NCC) Safety Audit team that the existing scheme was no longer viable for the footfall at this crossing. The approved scheme will be more cost effective and should help to alleviate the traffic flow. It was noted that the pedestrian barriers and width of road were considered as part of the scheme.
- b) Councillors received an update regarding improvements to the Norfolk County Council owned garden bed at the end of Mere Street to commemorate 100 years since the end of World War One. It was noted that the licence to garden is between NCC & the Town Council & the installation of a replica memorial stone, two Tommy wooden silhouettes and hand painted poppies went ahead yesterday. The Tommy silhouette purchased by Diss Waveney Rotary Club was on tour at the Corn Hall prior to its installation at St Mary's Church for the remembrance service. This is a temporary installation due to the high number of utilities underground, which need to be accessed regularly.
- c) Councillors received an update regarding the floral planter scheme in Mere Street. It was noted that further details on the planter materials were being sought & considerable funds have been raised by the Floral Diss Coordinator. There was discussion around limiting the number of planters for phase one to monitor their effectiveness & that most of the planters would be positioned on Norfolk County Council owned land for which a licence with the Town Council would be required.

INF1018/08 LOCAL MEMBERS HIGHWAYS BUDGET

Councillors considered a proposal for a small highways scheme to be delivered by our County Councillor's grant of £6,000. It was noted that three projects were reviewed under this item and the Parish Partnership Scheme at the last meeting namely a second SAM speed sign, a review of the remaining schemes identified as part of the last Traffic Regulation Order & an extension of the footpath

connecting the industrial estate on Sawmills Road/Sandy Lane with the new footpath on the opposite side of the road under the railway bridge. Since the meeting, a further project to move the existing bus shelter on Victoria Road by the railway bridge, which serves as a drop-off point only, to the collection point outside Whytehead Gardens on the opposite side of the A1066, has been considered. Permission has been granted by the owners of said land. There was discussion around the impact this would have on alleviating traffic on the A1066 particularly of benefit to those exiting Station Road, but this would require removal of the bus stop also. It was also noted that Community Infrastructure Levy monies from the Persimmon development could be put towards the footpath extension. It was

- RESOLVED: i) To put forward the removal of the bus shelter from near the railway bridge on the A1066 & relocation by Whytehead Gardens
ii) To put forward the removal of the bus stop from near the railway bridge on the A1066 subject to distance from adjacent bus stops.
(Action: Clerk / GO; immediately)

INF1018/09 PARISH PARTNERSHIP SCHEME

Councillors reviewed the projects put forward for the 2018-19 Parish Partnership Scheme funded 50/50 by the Town and County Councils. It was noted that an application for funding for an additional SAM speed sign is being submitted & £1525 is being budgeted for such in 2019/20. There was discussion around the sign data which measures volume and speed of traffic and it was noted this is provided to the Police. It was also noted that the sign positioned on Sunnyside cannot be seen outside the Salvation Army Hall and that the section of Frenze Road between the end of Skelton Road up to Field House Gardens is a potential location for the sign, if not already on the schedule, due to several near misses at this location recently.

(Action: DepTC / MM; immediately)

INF1018/10 PARKING

- a) Residents Parking Scheme - Councillors considered key areas for on-street parking & potential displacement areas to include in the initial survey being carried out by South Norfolk Council. The background to this scheme was provided and it was noted that Frenze Road between Field House Gardens & Skelton Road is a potential area for investigation. There was discussion on the impact of solutions on traffic speeds, residents' parking availability, the lack of long stay parking spaces & the costs of permits.
- b) Considerate Parking Zone – Councillors noted that South Norfolk Council is working with the Norfolk Parking Partnership to focus on illegal parking enforcement in the Heritage Triangle's Controlled Parking Zone.
- c) Considerate parking letter - Councillors reviewed the revised considerate parking letter, which has been amended to reflect the Norfolk Constabulary's response. It was noted that those parking illegally are unlikely to act upon the letter & it was agreed that a more effective use of Town Council time would be in working in partnership with South Norfolk Council who has powers to enforce illegal parking as per above. It was

- RESOLVED: to no longer issue the considerate parking letter to those parking illegally around the town & continue to work the South Norfolk Council who have the powers to enforce such.
(Action: Clerk; immediately)

INF1018/11 DISS STATION RAILWAY GROUP

Councillors received an update from the Diss Station Railway Group. It was noted that the Vines Road scheme is still on track funding wise with the Compulsory Purchase Order underway. The scheme to link Nelson Road with the station has stalled and the loss of car parking spaces is one of the stumbling blocks for the train operator. There was a discussion around inaccessibility for disabled persons and it was agreed that the issue should be escalated should no progress be apparent over the next month. It was

- RESOLVED: to draft a letter to Martin Wilby to request engagement from Richard Bacon MP to help accelerate progress regarding the Nelson Road link with the railway station.
(Action: SO / TP; by 30.11.18)

INF1018/12 TOWN CENTRE SIGNAGE

Councillors received an update regarding the stakeholder meeting tasked with improving town centre signage. It was noted that NCC is reviewing the brown signs on approaches to Diss & whether NCC signage could be incorporated into the Network Improvement Strategy proposals already underway. The focus for the other stakeholders would be in reviewing the town centre finger post and map signage to improve the customer journey from entrance points such as car parks, bus and railway stations to specific attractions / facilities.

INF1018/13 DISS & DISTRICT NEIGHBOURHOOD PLAN

Councillors received an update on the Diss & District Neighbourhood Plan (D&DNP) since the last meeting of Full Council. It was agreed that the administrative support for the Plan would be followed up with the Steering Group's interim Chair. Members were also advised of the additional sites that have been put forward for potential development in Greater Norwich Development Partnership with the public consultation phases ending mid-December. It was

- RESOLVED: i) That the administrative support for the Plan would be followed up with the Steering Group's interim Chair.
ii) That the additional sites put forward for potential development in the Greater Norwich Development Partnership would be an item on the next Full Council agenda.

(Action: SO / Clerk; by 15.11.18)

INF1018/14 **ACTION GROUP UPDATES**

Councillors confirmed existing relevant Action Groups & membership. It was

RESOLVED: to approve the revised Action Groups & membership subject to minor changes.

(Action: Clerk; immediately)

INF1018/15 **MEMBER FORUM**

Councillors considered information and issues relevant to this committee from members for brief discussion, action or inclusion on a future agenda. There was a request for a review of the short term and long-term parking situation in Diss, potential new car park sites & a review of traffic flow along Church Street.

(Action: Clerk / SO; by 24.1.19)

INF1018/16 **ITEMS FOR NOTING**

a) One Public Estate/ Community Hub - Councillors noted an invitation to explore a community hub concept in Diss as part of the One Public Estate project and that the Town Council will be represented.

b) Progress Report - Councillors noted the actions from the last meeting of this committee.

INF1018/17 **DATE OF NEXT MEETING**

Councillors noted that the next meeting of the Infrastructure Committee will be held on 30th January 2019.

Meeting Closed at: 9.09pm.

Councillor Olander
CHAIRMAN