

# DISS TOWN COUNCIL

## MINUTES

Minutes of the meeting of the **Infrastructure Committee** held in the Council Chamber at **Diss Corn Hall** on **Wednesday 25<sup>th</sup> September 2019** at **7:15pm**.

Present: Councillors S. Browne (ex-officio)  
D. Collins  
M. Gingell  
A. Kitchen  
S. Kiddie  
E. Taylor  
S. Olander (ex-officio)

In attendance: Miss Sonya French, Deputy Town Clerk

### INF0919/01 **APOLOGIES**

Apologies were received and accepted from Councillor Poulter.

### INF0919/02 **NOMINATION OF SUBSTITUTE REPRESENTATIVES**

There were none.

### INF0919/03 **ELECTION OF VICE-CHAIR**

It was

RESOLVED: to elect Councillor Taylor as the Vice-Chair of the Infrastructure Committee for the remainder of the Municipal Year 2019-20.

### INF0919/04 **DECLARATIONS OF INTEREST <sup>1</sup> AND REQUESTS FOR DISPENSATIONS**

Minute No.	Councillor's Name	Personal/ Other Interest	Pecuniary Interest	Reason
INF0919/16	D. Collins	✓		This councillor is a friend of the publisher.
INF0919/10	S. Kiddie	✓		This councillor is the wife of County & District Councillor Kiddie who is the Cabinet Member for Regulatory and Environmental Excellence.

### INF0919/05 **MINUTES OF THE LAST MEETING**

It was noted that the minutes of the Infrastructure Committee held on 30<sup>th</sup> January 2019 were confirmed as a true record by Full Council.

### INF0919/06 **PUBLIC PARTICIPATION**

There were no members of the public present.

### INF0919/07 **ITEMS OF URGENT BUSINESS**

There were none.

### INF0919/08 **PARISH PARTNERSHIP SCHEME**

Councillors considered potential projects to put forward for the parish partnership bid scheme. There was discussion about installing a footpath on Sandy Lane to ensure a safe passage from the Public Rights of Way, Angles / Boudicca paths under the railway bridge opposite the traffic lights. The second proposal was for a third SAM2 speed sign however it was noted that the agreed locations and resource required to move two signs would not justify an additional sign. It was agreed that the feasibility of the location where Walcot Road meets Walcot Green would be investigated in order that traffic data could be collected given the proposed new development in this area. It was

RESOLVED: i) To consider the feasibility of the installation of a footpath on Sandy Lane to ensure a safe passage from the Public Rights of Way under the railway bridge  
ii) To consider the feasibility of the Walcot Road/Green location for one of the two existing speed signs

**(Action: DepTC / Maintenance Manager; immediately)**

### INF0919/09 **DISS HEALTH PROVISION**

Councillors considered ways to engage with the Local Planning Authority to ensure future healthcare provision in Diss. It was agreed that it would be beneficial to Diss if South Norfolk District Council agreed to include a provision for investment in health within the Section 106 and Community Infrastructure Levy

developer contribution frameworks. Councillors also agreed that the **Norfolk and Waveney Health and Care Partnership's** 5-year plan should also include similar provision. It was

RESOLVED: To send letters addressed to South Norfolk Council's Senior Director responsible for Planning & the **Norfolk and Waveney Health and Care Partnership** regarding improved healthcare investment for Diss.

**(Action: Clerks/DP; by 01/12/19)**

*Councillor Mason entered the meeting at 19.56.*

**INF0919/10 STREET CLEANING**

Councillors considered how the Town Council can contribute to street cleaning initiatives in the town centre. Members agreed that Mere Street needed further cleaning and it was noted the South Norfolk District Council is responsible for street cleaning. There were discussions around street cleansing proposals from other Councils which had been found online and how much of the Council's maintenance team time should be invested to keep the town centre clean. It was

RESOLVED: i) That an action group of Councillors Browne, Collins and Kiddie would review options for cleaning equipment  
ii) To send a letter to South Norfolk Council's Senior Director responsible for the Environment and copy in the District Councillors.  
iii) To review the risk assessment related to the cleaning of Mere Street

**(Action: AG/Clerks; immediately)**

**INF0919/11 PROGRESS REPORT**

a) Councillors noted progress on decisions made at the last meeting of Council related to the Infrastructure Committee. An update was provided regarding the Nelson Road link meeting. It was noted that Greater Anglia and Norfolk County Council have agreed an option which only supports an exit road from the station into Nelson Road **in contrast to the original Rail Group's agreement** to have a two-way entrance and exit arrangement. **The current proposal is also contrary to South Norfolk Council's own planning policies for Diss relating to Nelson Road.** It was agreed that the documentation relating to this Rail Group Project would be reviewed by Greater Anglia to determine viability of the two-way scheme. It was

RESOLVED: i) To send a letter to Norfolk County Council and Greater Anglia stressing Diss Town Council's disappointment with the one-way exit proposal at Nelson Road.  
ii) To forward a copy of Greater Anglia's feasibility study on the options to members.

**(Action: Clerk/Leader; immediately)**

b) The key objectives for the remainder of 2019-20 and beyond was not discussed and it is recommended that this is an item on a future agenda.

**(Action: Clerks; immediately)**

**INF0919/12 MEMBER FORUM**

Councillors discussed the feasibility pedestrianisation of Mere Street and noted that this would be progressed with Norfolk County Council. There was a request from Councillor Taylor to attend the Wetherspoons development meeting.

**(Action: Clerk; as appropriate)**

**INF0919/13 DATE OF NEXT MEETING**

Councillors noted that the next meeting of the Infrastructure Committee is scheduled for 18<sup>th</sup> December 2019.

**INF0919/14 PUBLIC BODIES (ADMISSIONS TO MEETINGS)**

Members considered 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.

**INF0919/15 DISS & DISTRICT NEIGHBOURHOOD PLAN**

Members considered expenditure to support the development of the Diss & District Neighbourhood Plan to include establishing the evidence base, issues and options for the plan. It was

RESOLVED: To approve the quotation received to establish the evidence base, issues and options for the Diss & District Neighbourhood Plan subject to the addition of satisfactory outcomes relating to each task.

**(Action: Clerk; immediately)**

**INF0919/16 DISS MATTERS**

Council considered a way forward for the Council's quarterly publication, Diss Matters. Councillors discussed the benefits that the magazine had in its current format. It was noted that some of the content in the publication is communicated through other channels and that the costs provided were exclusive of staffing costs.

It was agreed that the printed magazine benefits those non-digital residents but that any costs of producing the publication would need to be justified by the number of readers, which is difficult to quantify. E-versions of the publication were viewed as cost effective and environmentally friendly. It was

RESOLVED:

- i) To continue to work with One Press Publishing on a 16-page Christmas Special edition of Diss Matters
- ii) To undertake market research both via the Christmas Special edition and online to determine readership levels
- iii) To re-consider Options A-C to include designing the publication in-house without advertising, reducing the number of printed copies and / or the frequency (report reference 14/1920 refers) early in 2020 based on research undertaken.

**(Action: Clerks; immediately)**

Meeting Closed at: 21:27.

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Councillor Olander  
CHAIRMAN