

Diss Town Council

Minutes

Minutes of the meeting of the **Planning Sub-Committee** held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 24th June 2026** at **6.15pm**.

Present: Councillors: D. Craggs (ex-officio), A. Kitchen, T. Knights, R. Peaty, T. Shava, J. Welch, P. Wilson

In attendance: Sarah Villafuerte-Richards (Town Clerk)
3 members of the public

PL0626/01 Apologies

Councillor's Name	Apologies Received	Absent Without Apology	Reason / Approval
C Dente	☒	☐	Work Commitment

PL0626/02 Nomination of Substitute Representatives

Cllr Wilson was nominated as substitute representative for Cllr Dente.

PL0626/03 Declarations of Interest

There were none.

PL0626/04 Minutes

Members received the minutes of the Planning Sub-Committee meeting on Wednesday 11th February 2026. It was

Resolved: To approve the minutes of the Planning Sub-Committee meeting held on 11 February 2026 as a true record. The minutes were signed by the Chair.

PL0626/05 Public Participation

There were 3 members of the public in attendance.

PL0626/06 Items of Urgent Business

There were no items of urgent business raised.

PL0626/07 New Planning Applications and Development Control Matters

Application Reference: 2026/0914 was considered first given the public interest.

Members of the public raised concerns regarding the following:

- Flood risk associated with the site
- Absence of a noise impact assessment
- Lack of clarity regarding proposed hours of operation
- No submitted ecological assessment
- Absence of a construction methodology and its potential impact on neighbouring properties
- Potential overlooking of adjacent residential properties
- Uncertainty regarding the intended use of the units and limitations on future use, particularly in proximity to residential dwellings

It was noted that, due to the lack of detailed supporting information, it was difficult to support the application in its current form.

Design, Layout and Residential Amenity

- The Chair highlighted that appropriate screening is being proposed adjacent to Unit 3 and between the car park and Unit 4, that Unit 3 lies adjacent to a garage and residential garden.

- Unit 4 is located near an end property, with a separation distance of approximately 17 metres, which exceeds typical boundary separation standards.
- It was noted that Units 1 and 4 do not include gable-end windows facing Pipers Gardens, reducing potential overlooking concerns.
- Overlooking issues, where present, would primarily relate to upper floor levels.

Flood Risk

- The Chair suggested that land levels could potentially be raised to mitigate flood risk, citing nearby development (Aldi) as a precedent.

Construction and Structural Considerations

- Concerns were raised regarding construction methods, particularly piling and its potential disturbance to neighbouring properties.
- It was acknowledged that modern techniques, including ultrasonic equipment, may mitigate some impacts.
- Members noted that neighbouring properties had previously experienced damage during nearby construction works.

Planning Policy Context

- Diss Town Council (DTC) is limited to commenting on relevant planning policies within the District Council's remit.
- The site is zoned for mixed-use development.
- Proposed uses are described as light industrial and retail.
- It was noted that DTC has no control over the operational use of units once approved, beyond the scope defined in the planning application.
- Any hazardous uses would require separate regulatory oversight.

Statutory Consultation

- Relevant authorities, including the Environment Agency, Internal Drainage Boards and Highways Authority, will be consulted as part of the application process.

General Position

- Members indicated that there was no overriding objection to the principle of development.
- However, there were significant concerns regarding the lack of detailed information.
- Members of the public were encouraged to submit individual comments directly to the Planning Authority.

Planning Considerations

- It was noted that South Norfolk Council will only consider construction-related matters where they relate to planning conditions, such as:
 - Restricting hours of construction
 - Minimising noise and disturbance to neighbouring properties

Application Reference: 2026/1236

Concerns were raised regarding the cumulative impact of the Morrisons site, including:

- Traffic generation and management
- Noise and disturbance
- Anti-social behaviour
- Litter and its impact on the surrounding area and riverside land
- Potential implications for water quality

It was noted that the proposal is likely to operate predominantly as a takeaway/drive-through, which could exacerbate existing issues.

Despite these concerns, Members acknowledged that:

- The principle of such development in this location is acceptable
- Highways Authority is satisfied with traffic impacts
- The wider development of the site has already been granted permission

The Committee discussed the importance of:

- Effective litter management, including encouraging the operator to take responsibility beyond the immediate site
- Engagement with relevant authorities regarding drainage issues and flood risk
- Potential improvements to local highway infrastructure, including the Morrisons roundabout and nearby junctions

Members also expressed disappointment that previously discussed infrastructure improvements (including bus station connectivity) have not progressed.

It was agreed that Diss Town Council will proactively engage with the operator after opening to address ongoing litter concerns.

(Action: DTC; date tbc)

Application No.	Type	Address	Proposal	Response
2026/1236	Full Planning Permission	Petrol Filling Station Morrisons, Victoria Road, Diss, Norfolk	Extension to the existing petrol filling station's sales building for the creation of hot food takeaway, installation of kitchen extraction equipment, new bin store, demolition of the existing jet wash and car wash and associated forecourt works.	RECOMMEND APPROVAL This is considered appropriate for Officer delegation. Diss Town Council recommends approval of the above application, subject to the following comments and conditions. The Committee considers the proposed extension and introduction of a hot food takeaway use within the existing Morrisons Petrol Filling Station to be acceptable in principle, given its location within an established commercial roadside setting. Prior to building works, the applicant must address the drainage issues specifically a collapsed drain under their property (please see planning application for the Leisure Centre reference 2025/3866). These measures are considered essential to ensure the development does not exacerbate existing flooding issues and, where possible, contributes to wider improvements. In addition, the Council requests that planning conditions are imposed to appropriately control: • Extraction and ventilation equipment; • Odour management; • Noise emissions; • Hours of operation (if necessary); and • Storage and collection of waste, so as to safeguard the amenity of nearby residents and businesses. The Council also wishes to place on record its concern that previously discussed infrastructure improvements - namely the expansion of the bus station and the provision of a connection to the Morrisons-owned roundabout - have not progressed. While recognising these matters fall outside the scope of the current application, the Council strongly encourages the applicant to re-engage with South Norfolk Council, Norfolk County Council, and relevant stakeholders to help deliver

				these important public benefits and support improved connectivity in the area. The Council respectfully requests that these comments are given full consideration in the determination of the application and that appropriate conditions are attached to any permission granted.
2026/0914	Full Planning Permission	Land to the south of Park Road, Diss	Redevelopment of the site to provide a mixed-use scheme comprising light industrial uses, storage and distribution (Class B8), and storage units with associated retail counter use.	RECOMMEND APPROVAL Diss Town Council does not object in principle to the proposed development, noting that the site is allocated for mixed-use within the Local Plan. However, the Committee raises concerns regarding insufficient supporting information and recommends that the application should be subject to robust conditions, particularly in relation to the following: Key Concerns Flood Risk • Submission of a comprehensive Flood Risk Assessment • Clarification of proposed mitigation measures, including finished floor levels and any land raising Residential Amenity • Further details on mitigation of overlooking, particularly from upper floor levels • Provision of boundary treatments and screening, especially adjacent to Units 3 and 4 Noise and Disturbance • Submission of a noise impact assessment • Clear definition of operational hours for the proposed units Construction Impacts • Submission of a construction management plan, including: • Details of piling or alternative foundation methods • Measures to minimise vibration and disturbance to neighbouring properties • Construction hours Ecology

				• Submission of an ecological assessment where required Use Class and Restrictions • Clarification of the specific use classes permitted within the development • Assurance that uses incompatible with adjacent residential properties are excluded Given the current lack of detail, the Town Council requests that appropriate planning conditions be imposed to address the issues identified above.
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(Action: Office Administrator to send response; by 25th June 2026)

PL0626/08 Officer Delegated Decisions

Members noted the Officer delegated decisions made by Diss Town Council's Planning Committee since the last meeting.

PL0626/09 South Norfolk Council Planning Decisions

Members noted the planning decisions made by the Planning Authority since the last meeting.

PL0626/10 Date of Next Meeting

Members noted that Planning Sub-Committee meetings will precede scheduled committee dates, should applications require committee consideration.

Meeting closed: 6.56pm.

Councillor R. Peaty
Chair