



Town Clerk (CEO)
Mrs S. Villafuerte-Richards (CiLCA)

Our Ref: PL 11.02.26
Date: 04/02/2026

Sub-Committee Membership:

D. Craggs (ex-officio), C. Dente (Vice-Chair), R. Peaty (Chair), A. Kitchen, J. Robertson (ex-officio) & J. Welch

For Information:

Councillors S. Browne, S. Kiddie, K. Murphy & L. Sinfield
Town Clerk

Diss Express

Diss Town Council
Council Offices, 11-12 Market Hill,
Diss, Norfolk, IP22 4JZ

Telephone: 01379 643848
Email: towncouncil@diss.gov.uk

Notice of Meeting

Dear Members of the Public and Press,

You are cordially invited to attend a meeting of the **Planning Sub-Committee** to be held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 11th February 2026 at 6.30pm** to consider the business detailed below.

Town Clerk / Chief Executive Officer

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. Declarations of Interest and Requests for Dispensations¹

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.

4. Minutes

To confirm as a true record, the minutes of the Planning Sub-Committee held on Wednesday 3rd December 2025 (copy herewith).

5. 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 (*the period of designated time for public participation is 20 minutes, unless directed by the Chair of the meeting, and individual members of the public are entitled to speak for a maximum of five minutes each*).

6. Items of Urgent business

To discuss any item(s) of business which the Chair or Town Clerk 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*)

7. New Planning Applications and Development Control Matters

To receive and comment on planning applications and other development control matters (report herewith).

Application No.	Type	Address	Proposal	Response By
2025/3908	Full Planning Permission	29 Shelfanger Road Diss Norfolk IP22 4EH	Change of use of the former ATS Tyre Fitting Centre from Class E (Commercial) to Class F1 (Place of Worship and Community Facility)	17.02.26
2026/0159	Full Planning Permission	Land Adjacent to Railway Line Frenze Hall Lane Diss Norfolk	Residential development comprising 6 x two-bedroom and 2 x one-bedroom apartments, external cycle and bin store, parking and means of access	24.02.26

8. Officer Delegated Decisions

To note the Officer delegated decisions made by Diss Town Council's Planning Committee since the last meeting (copy herewith).

9. South Norfolk Council Planning Decisions

To note the planning decisions made by the Planning Authority since the last meeting (copy herewith).

10. Date of Next Meeting

To note that Planning Sub-Committee meetings will precede scheduled Committee dates, should applications require Sub-Committee consideration.

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 supplied to councillors only. They are available (unless marked confidential) for public inspection on our website at <https://www.diss.gov.uk/planning>

Diss Town Council

Minutes

Draft

Minutes of the meeting of the **Planning Sub-Committee** held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 3rd December 2025** at **6.45pm**.

Present: Councillors: D. Craggs (ex-officio), R. Peaty, J. Robertson (ex-officio)

In attendance: Sarah Villafuerte-Richards (Town Clerk)
1 member of the public

PL1225/01 Election of Chair of the Planning Sub-Committee for the remainder of the Municipal Year 2025/26

Members considered the election of the Chair of the Planning Sub-Committee for the remainder of the municipal year 2025/26. It was

Resolved: To elect Councillor R. Peaty as Chair of the Planning Sub-Committee for the remainder of the municipal year 2025/26.

PL1225/02 Apologies

Councillor's Name	Apologies Received	Absent Without Apology	Reason / Approval
A. Kitchen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Out of District in Norwich
C. Dente	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Post meeting note – clrr Dente was unwell & apologised for being unable to attend this meeting.</i>
J. Welch	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

PL1225/03 Nomination of Substitute Representatives

There were none.

PL1225/04 Declarations of Interest

Minute No.	Councillor's Name	Personal/Other Interest	Pecuniary Interest	Reason
PL1225/08	D. Craggs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This member is an acquaintance of the applicant

PL1225/05 Minutes

Members received the minutes of the Planning Sub-Committee meeting on Wednesday 15th October 2025. It was

Resolved: To approve the minutes of the meeting of the Planning Sub-Committee held on Wednesday 15th October 2025 as a true record and were signed by the Chair.

PL1225/06 Public Participation

There were no members of the public in attendance.

PL1225/07 Items of Urgent Business

There were no items of urgent business raised.

PL1225/08 New Planning Applications and Development Control Matters

Members reviewed the revised proposal, noting the increase in parking provision to 10 spaces and the reduction in eaves height to address overlooking concerns. However, significant issues remain, including insufficient information on access and egress, restricted access due to bin placement, absence of an archaeological report, and potential impact on views of the boardwalk.

Members noted that the Chair will review the current planning delegation procedure for future consideration by committee, that the Office will compile key documents from the Planning Portal and liaise with the Chair regarding queries and that the next major application is expected to be the John Grose site in early 2026.

Application No.	Type	Address	Proposal	Response
2025/2474	Full Planning Permission	Land To The Rear Of 14 Market Hill Diss	Erection of dwelling and associated hard standing.	Recommend Refusal Although the parking limitation has been partially addressed, the other objections still stand. Members request the application is heard by the Development Management Committee.

(Action: Office Administrator to send response; by 17.12.25)

PL1225/09 Officer Delegated Decisions

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

PL1225/10 South Norfolk Council Planning Decisions

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

PL1225/11 Date of Next Meeting

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

Meeting closed: 7.09pm.

Councillor R. Peaty
Chair

2025/3908 29 Shelfanger Road Diss Norfolk IP22 4EH

Change of use of the former ATS Tyre Fitting Centre from Class E (Commercial) to Class F1 (Place of Worship and Community Facility)

The location of the site is opposite the DYCC in Shelfanger Road, and lies within the conservation area. The application is for change of use only. The presumption is that if change of use is granted, a full planning application would follow. The planning statement, a full copy of which is on the SNDC planning portal, contains the following statements.

The building will be used for a place of worship as well as offering spaces for local community groups.

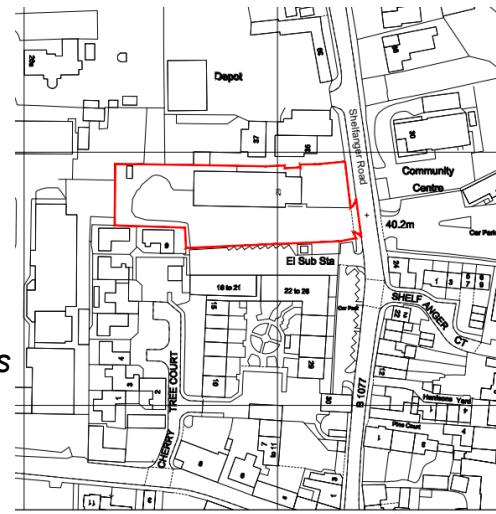
The church currently employs one person and provides meaningful volunteering opportunities for more than 50 individuals, fostering skill development and community engagement. Volunteer roles offer participants experience in hospitality, administration, event management, and youth mentoring; skills that enhance personal development and employability. Our existing activities include Coffee Stop, baby/toddler groups, youth club, Sunday services, study/prayer meetings, men's and women's groups.

Looking ahead, the church is committed to gradually increasing paid employment as services expand, with plans to introduce positions such as community and youth workers. Over time we hope to offer fully accessible warm spaces and free meals, homework clubs, coaching/counselling, meeting rooms, skills workshops, wellbeing activities, etc. all in line with our charitable objectives and supporting wider objectives in the community.

As the church grows, the proposed change of use will deliver substantial social and economic benefits to Diss and the surrounding area. By transforming the facility into a thriving place of worship and Christian led community hub, the project will actively combat social isolation and support mental well-being through inclusive, welcoming spaces for all demographics, with an emphasis on youth engagement and Christian fellowship.

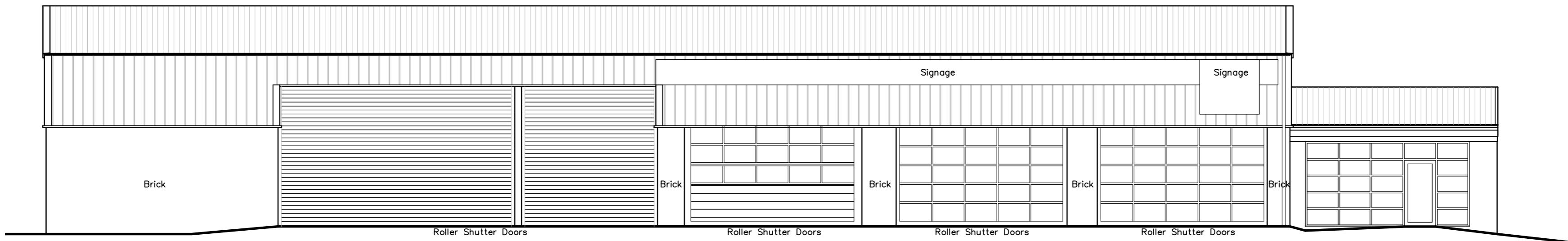
Our desire to offer expanded services, including warm spaces, free meals during the winter, after-school homework clubs, skills workshops, and wellbeing activities, will provide vital practical assistance for individuals and families facing cost-of-living pressures.

Through volunteering and future paid roles, the church will foster skill development, improve employability, and enhance life opportunities for participants. Community programmes such as homework clubs and skills workshops are designed to build confidence, promote lifelong learning, and prepare individuals for future employment.

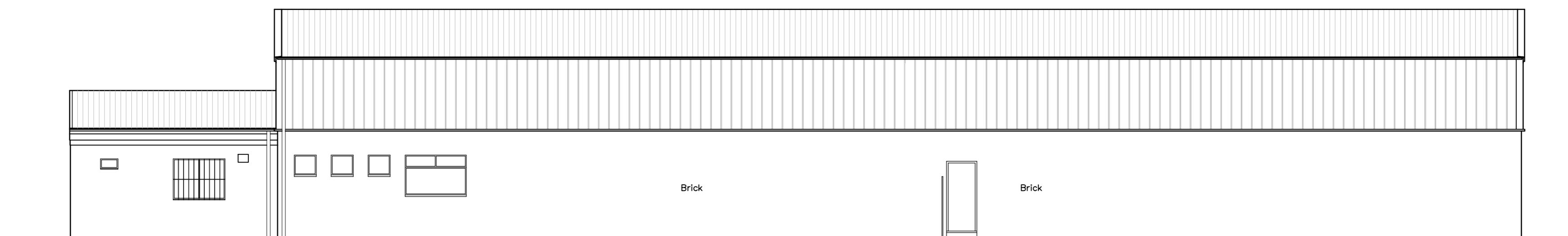


With the support of the community, local businesses and the Town Council, the church's commitment to personal growth and community support ensures that the facility will serve as a catalyst for improving both social cohesion and economic resilience in Diss which in turn:

- *Reduces isolation and supports mental health*
- *Creates safe spaces for young people*
- *Provides practical assistance during cost-of-living challenges*
- *Encourages volunteering and skill development*



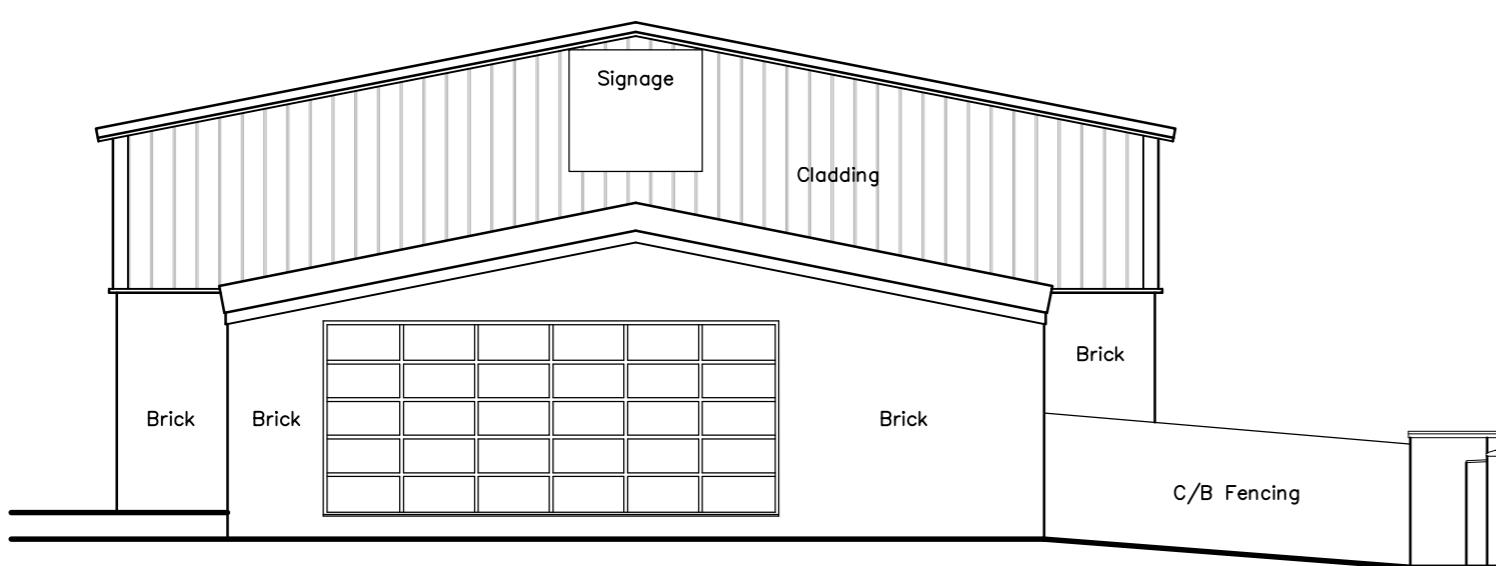
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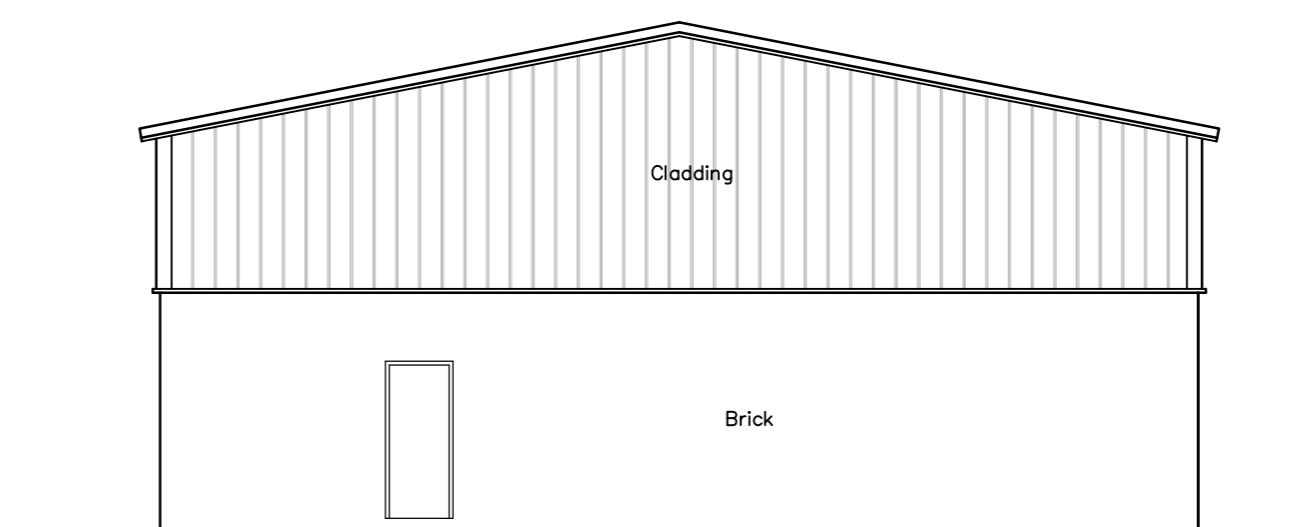
Existing North Elevation
1:100

0m 1m 2m 3m
scale 1:100

revision description date



Existing East Elevation
1:100



Existing West Elevation
1:100

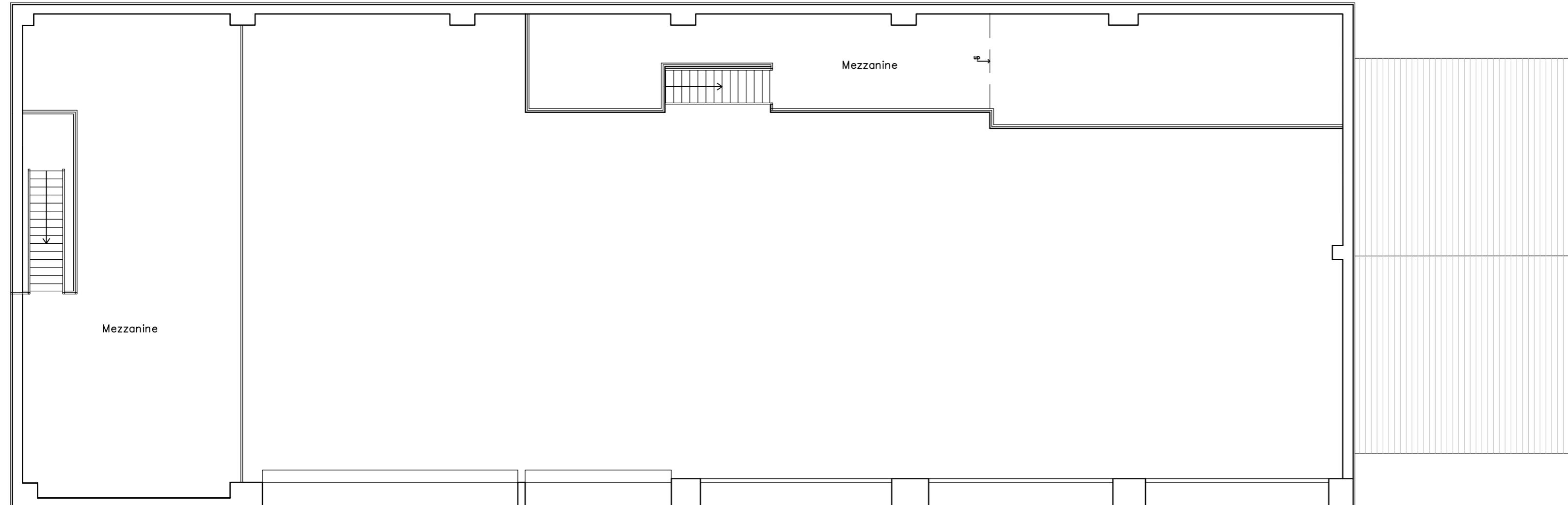
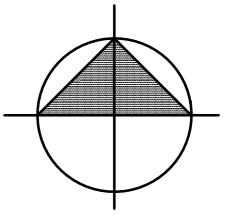
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Diss Baptist Church
Job Title:
Proposed conversion of ATS building
Drawing Title:
Existing Elevations
Scale: 1:100 Drawn By: LS Date: January 2026
Job Number: C873/4 Drawing Number: 07 Status: Preliminary

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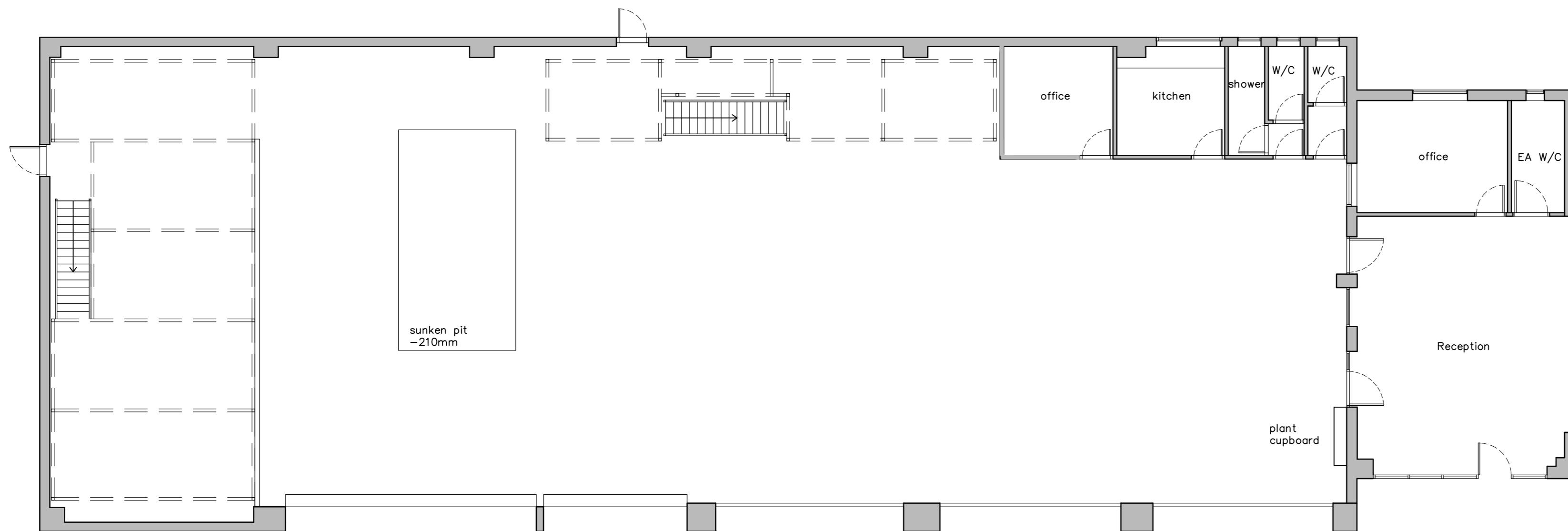
Chartered Architects & Chartered Building Surveyors
Unit 12 Park Farm, Fornham St Genevieve, Bury St Edmunds, IP28 6TS
01284 760421 info@whitworth.co.uk www.whitworth.co.uk

NOTE:
Do not scale from this drawing except for the purposes of planning. Confirm all dimensions on site. Refer any discrepancies to the Architect before work is put in hand. Read this drawing in conjunction with the relevant sections of the specification, schedule of works and other drawings.

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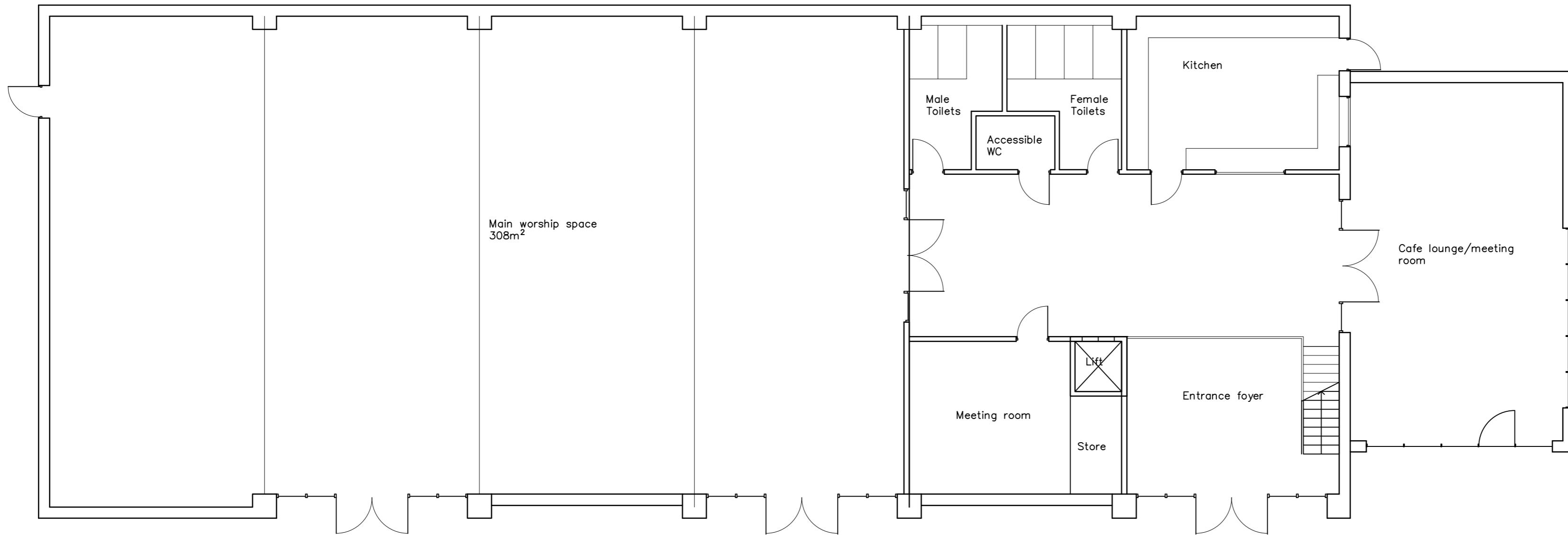
Existing First Floor Plan
1:100



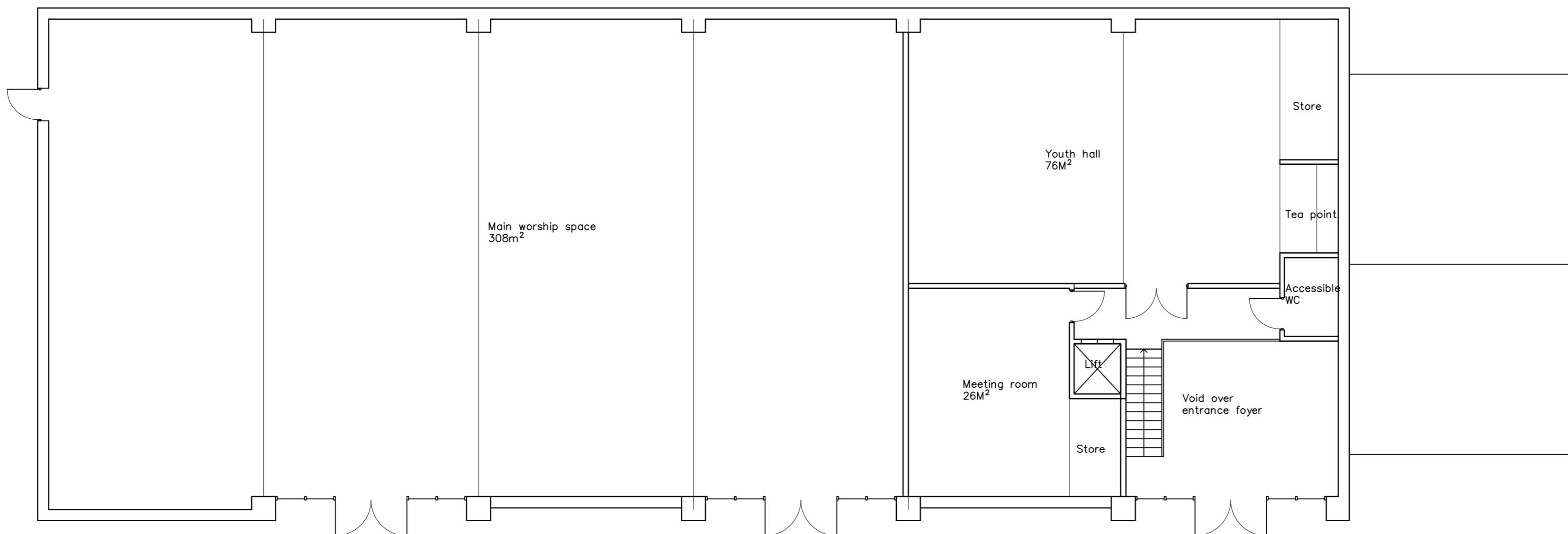
Existing Ground Floor Plan
1:100

Client: Diss Baptist Church
Job Title: Proposed conversion of ATS building
Drawing Title: Existing Plans
Scale: 1:100 Drawn By: LS Date: January 2026
Job Number: Drawing Number: Status: Preliminary
C873/4 06

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Proposed ground floor plan



Proposed ground floor plan

revision	description	date

Client: Diss Baptist Church
 Job Title: Proposed conversion of ATS building
 Drawing Title: Proposed plans option 2
 Scale: 1:100 Drawn By: MC Date: October 2025
 Job Number: C873/4 Drawing Number: 04 Status: Outline

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2026/0159 | Residential development comprising 6 x two-bedroom and 2 x one-bedroom apartments, external cycle and bin store, parking and means of access | Land Adj. Railway Line Frenze Hall Lane Diss Norfolk.



REAR - north



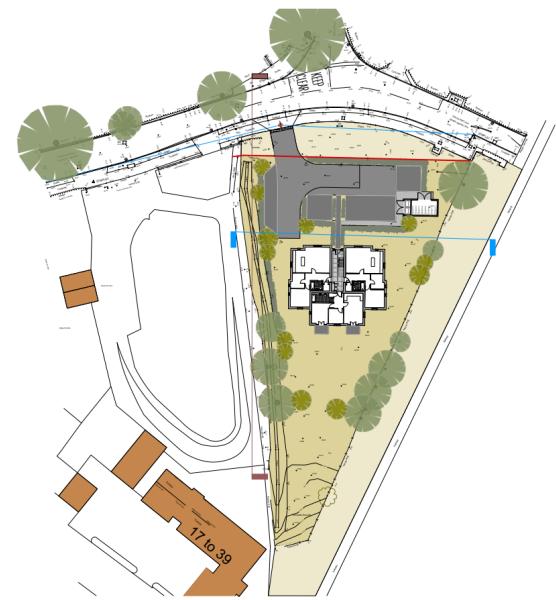
END - east



FRONT - north



END - west



The site is immediately adjacent to the railway bridge over Frenze Hall Lane / Sandy Lane. The proposal does not match any of the allocations in the DDNP.

There is no reference to the DDNP in the application. The plan could be deemed out of date by the lack of a 5 year land supply. We should remind the planning officers that paragraph 14 of the latest version of the NPPF should be applied.

14. In situations where the presumption (at paragraph 11d) applies to applications involving the provision of housing, the adverse impact of allowing development that conflicts with the neighbourhood plan is likely to significantly and demonstrably outweigh the benefits, provided the following apply:

- a) the neighbourhood plan became part of the development plan five years or less before the date on which the decision is made; and*
- b) the neighbourhood plan contains policies and allocations to meet its identified housing requirement (see paragraphs 69-70)*

An earlier application 2021/1562 was withdrawn.

Diss Town Council recommended refusal on the following grounds.

1. The small triangular and narrow greenfield site at edge of the Diss settlement boundary is unsuitable for housing due to its very close proximity to the railway embankment and would be overlooked by rail passengers at ground and first-floor level.
2. Greenfield sites are not currently being considered as part of the Local Plan.
3. The site was put forward by the GNLP (GNLP0112). The Diss and District Neighbourhood Plan (DDNP) consultants AECOM found that the site had major constraints in terms of access and biodiversity concerns due to the

adjacent pond which contains protected Greater Crested Newts. This site was considered unsuitable by the DDNP and is not part of the final draft plan currently undergoing Reg14 public consultation before it goes to independent examination in the next few weeks. It is also not allocated for development in the current local plan.

4. The access is unsuitable as it is on a bend in the already very narrow road opposite a high-pressure gas installation and a protected tree. It is also next to a railway bridge where traffic lights control a one-way system on what is a very busy stretch of road.

5. The location of the site and the site access will make it difficult for larger vehicles (such as bin lorries) to service the site particularly as they have no room to turn in the parking courtyard and cannot park safely on a bend in Frenze Hall Lane even for a very short period. 6. The proposal would also produce an over development of the site (massing) and gives:

- too little amenity space for each property.
- inadequate parking facilities for so many homes (especially as service vehicles could not park on Frenze Hall Lane)
- the closeness of the railway embankment would mean there was overlooking from rail passengers at both ground and first floor level which create privacy issues.
- residents would suffer noise nuisance in both their homes and gardens.
- There would be no quiet enjoyment which every homeowner has the right to expect.

If officers are minded to approve this application, we would request that the matter be referred to the Development Management (Planning) committee.

When considering a response we should repeat comments from the previous application, where they still apply, to demonstrate consistency, adding additional comments where we feel it necessary.

Further information <https://info.southnorfolkandbroadland.gov.uk/online-applications/search.do?action=simple&searchType=Application> and search 2026/0159

Date Received	App. No.	Type	Applicant	Location	Details	Delegation Committee	Deadline for comments (3 wks from date received or date written on email)	Recommendation from DTC	DTC recommendation sent to LPA
09.12.25	2025/3495	Full Planning Permission	Mr Spinks	The Oaks Jarrets Yard Church Street Diss Norfolk IP22 4DD	Proposed alterations, single storey side/front extensions, and change of use from nursery to swimming pool	Officer	02.01.26		
09.12.25	2025/3683	Listed Building Consent	Mr John Cocksedge	Park Flowers Park Road Diss Norfolk IP22 4AS	Change of use from a flower shop to small licensed bar/bottle shop with external seating	Officer (With Comments)	02.01.26	This application can be determined by officers, but would ask that parking provision and road junction visibility are examined in respect of policies.	24.12.25
09.12.25	2025/3682	Full Planning Permission	Mr John Cocksedge	Park Flowers Park Road Diss Norfolk IP22 4AS	Change of use from a flower shop to small licensed bar/bottle shop with external seating	Officer (With Comments)	02.01.26	This application can be determined by officers, but would ask that parking provision and road junction visibility are examined in respect of policies.	24.12.25
10.12.25	2025/3694	Full Planning Permission	Mr George Webb	12 12A & 13 St Nicholas Street Diss Norfolk IP22 4LB	Conversion of ground floor office into shop and first floor office into two residential units.	Officer	03.01.26		
10.12.25	2025/3695	Listed Building Consent	Mr George Webb	12 12A & 13 St Nicholas Street Diss Norfolk IP22 4LB	Conversion of ground floor office into shop and first floor office into two residential units.	Officer	03.01.26		
08.01.26	2025/3632	Full Planning Permission	Hales Group	19A Mere Street Diss Norfolk IP22 4WR	Replacement of existing timber windows with timber box sash to front elevation and Resigence Rg PVC windows to rear elevation.	Officer	29.01.26		
12.01.26	2025/3947	Full Planning Permission	Mr Carl Humphrey	44 Victoria Road Diss Norfolk IP22 4HZ	Extension to existing commercial unit	Officer	02.02.26		
21.01.26	2026/0101	Non Material Amendment		Land West Of Heywood Road Diss Norfolk					
27.01.26	2025/3908	Full Planning Permission	Mr Adrian Barber	29 Shelfanger Road Diss Norfolk IP22 4EH	Change of use of the former ATS Tyre Fitting Centre from Class E (Commercial) to Class F1 (Place of Worship and Community Facility)	Committee	17.02.26		
29.01.26	2025/3860	Listed Building Consent	Mr Rory Brodie	Teal Cottage 36 Chapel Street Diss Norfolk IP22 4AN	New windows and doors to the front and back of the property	Officer	19.02.26		
29.01.26	2025/3859	Householder	Mr Rory Brodie	Teal Cottage 36 Chapel Street Diss Norfolk IP22 4AN	New windows and doors to the front and back of the property	Officer	19.02.26		
29.01.26	2025/3694	Full Planning Permission	Mr George Webb	13 St Nicholas Street Diss Norfolk IP22 4LB	Conversion of first floor office to flat	Officer	19.02.26		
29.01.26	2025/3695	Listed Building Consent	Mr George Webb	13 St Nicholas Street Diss Norfolk IP22 4LB	Conversion of first floor office to flat	Officer	19.02.26		

App. No.	Type	Location	Details	LPA Decision Date	LPA Decision
2025/1883	Full Planning Permission	Diss Health Centre Mount Street Diss Norfolk IP22 4WG	Renewal of temporary planning permission for retention of portacabins as 2017/2081 for a further three years.	03-Dec-25	Approval with Conditions (Delegated)
2025/2877	Full Planning Permission	Stonemasons Vincents Road, Diss, IP22 4YS	Proposed building extension for manufacturing and warehousing (B2/B8 use)	03-Dec-25	Approval with Conditions (Delegated)
2025/3359	Householder	17 Denmark Street Diss Norfolk IP22 4LE	Replacement of windows.	08-Dec-25	Approval with Conditions (delegated)
2025/3540	Approval of Condition Details	Land West Of Heywood Road Diss Norfolk	Details for condition 11 of 2021/2782 - (11) Noise and Dust management plan	17-Dec-25	Approved (Delegated)
2025/3468	Householder	114 Willbye Avenue Diss Norfolk IP22 4NP	Storage shed and fencing	14-Jan-26	Approval with Conditions (Delegated)
2025/3553	Householder	2 Church Street Diss Norfolk IP22 4DD	Proposed new roof to the existing kitchen, new window openings, various internal alterations, and external improvements, including paint removal from the existing facing brick walls.	16-Jan-26	Approval with Conditions (Delegated)
2025/3554	Listed Building	2 Church Street Diss Norfolk IP22 4DD	Proposed new roof to the existing kitchen, new window openings, various internal alterations, and external improvements, including paint removal from the existing facing brick walls.	16-Jan-26	Approval with Conditions (Delegated)
2024/2736	Full Planning Permission	Petrol Filling Station Morrisons Victoria Road Diss	Extension to the existing petrol filling station and creation of EV charging zone with canopy, substation enclosure, LV panel, meter cabinet and five jet wash bays, plant room, bin store and associated works	23-Jan-26	Approval with Conditions (Delegated)
2025/3465	Approval of Condition Details	14 Market Hill Diss Norfolk	Details for condition 3 of 2025/0420 - (3) Details of proposed replacement windows	27-Jan-26	Approved (Delegated)
2025/3495	Full	The Oaks Jarretts Yard Church Street Diss Norfolk IP22 4DD	Proposed alterations, single storey side/front extensions, and change of use from nursery to swimming pool	29-Jan-26	Approval with Conditions (Delegated)