

# 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 3<sup>rd</sup> 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 – cllr Dente was unwell &amp; 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 15<sup>th</sup> October 2025. It was

**Resolved:** To approve the minutes of the meeting of the Planning Sub-Committee held on Wednesday 15<sup>th</sup> 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.	<b>Recommend Refusal</b> 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.

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Councillor R. Peaty  
Chair