



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

**Our Ref:** PL 03.12.25  
**Date:** 27/11/2025

**Sub-Committee Membership:**

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

**For Information:**

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

Diss Express

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## 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 3<sup>rd</sup> December 2025 at 6.45pm** to consider the business detailed below.

Town Clerk / Chief Executive Officer

## Agenda

- 1. Election of Chair of the Planning Sub-Committee for the remainder of the Municipal Year 2025/26**  
To elect a Chair of the Planning Sub-Committee
- 2. Apologies**  
To receive and consider apologies for absence.
- 3. Nomination of Substitute Representatives**  
To note nominated substitute representatives attending in place of those who have sent their apologies.
- 4. Declarations of Interest and Requests for Dispensations<sup>1</sup>**  
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.
- 5. Minutes**  
To confirm as a true record, the minutes of the Planning Sub-Committee held on Wednesday 15<sup>th</sup> October 2025 (copy herewith).
- 6. 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*).
- 7. 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*).

**8. 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
2025/2474	Full Planning Permission	Land To The Rear Of 14 Market Hill Diss	Erection of dwelling and associated hardstanding.	17.12.25

**9. Officer Delegated Decisions**

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

**10. South Norfolk Council Planning Decisions**

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

**11. 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>