

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

Our Ref: PL 29.07.26
Date: 01/07/2026

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

For Information:
Councillors S. Kiddie, T Knights, T Shava, L. Sinfield & P. Wilson
Town Clerk

Diss Express

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

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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 29th July 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 24th June 2026 (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
2026/1389	Outline Planning Permission	21 Frenze Road Diss Norfolk IP22 4PA	Outline planning permission for single storey dwelling with garage	30.07.26

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>
<https://disstowncouncil.sharepoint.com/sites/DTCDoc/Committees/Planning/Agendas PL/Planning Agenda 29.07.26 NoM.docx>

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 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

PL1225/01 Apologies

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

PL1225/02 Nomination of Substitute Representatives

Cllr Wilson was nominated as substitute representative for Cllr Dente.

PL1225/03 Declarations of Interest

Minute No.	Councillor's Name	Personal/Other Interest	Pecuniary Interest	Reason
		☐	☐	

PL1225/04 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.

PL1225/05 Public Participation

There were 3 members of the public in attendance.

PL1225/06 Items of Urgent Business

There were no items of urgent business raised.

PL1225/07 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)

PL1225/08 Officer Delegated Decisions

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

PL1225/09 South Norfolk Council Planning Decisions

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

PL1225/10 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

Application No: 2026/1389

Type: Outline Planning Permission (Access only)

Address: 21 Frenze Road, Diss IP22 4PA.

Proposal

Proposed single-storey dwelling with garage to the rear of 21 Frenze Road together with a replacement garage for the existing dwelling. All matters are reserved except access.

Summary

The application seeks outline planning permission for the subdivision of the rear garden of 21 Frenze Road to create a single residential plot.

The proposal includes:

- Removal of the existing garage.
- Formation of a shared access serving both properties.
- Construction of a new single-storey dwelling and garage to the rear of the site.
- Construction of a replacement garage for the existing dwelling.

As this is an outline application, detailed matters including appearance, landscaping, layout and scale would be considered at a later Reserved Matters stage.

Site and Surroundings

The application relates to an existing detached dwelling at 21 Frenze Road with front and rear garden areas accessed from Frenze Road.

The surrounding area is predominantly residential in character and is formed of neighbouring dwellings and associated garden land.

Relevant Planning Context

South Norfolk Local Plan Policy DM 3.5 (Replacement Dwellings and Additional Dwellings on Sub-divided Plots Within Settlements) is the principal policy relevant to this application.

Key Considerations for Members

Impact on Neighbours

Members may wish to consider:

- the relationship between the proposed dwelling and neighbouring properties;
- privacy and overlooking;
- the effect of introducing an additional dwelling within the plot.

Private Amenity Space

Members may wish to consider whether adequate private amenity space appears to remain for:

- the existing dwelling; and
- the proposed dwelling.

Access and Parking

The proposal would retain the existing access from Frenze Road and utilise a shared driveway arrangement.

The application proposes an increase from three to five parking spaces across the site.

Members may wish to consider:

- suitability of the shared access arrangement;
- vehicle manoeuvring;
- adequacy of parking provision.

Trees

An Arboricultural Impact Assessment has been submitted in support of the application.

The report states:

- 21 individual trees, one tree group and three hedgerows were surveyed;
- most trees are identified as low-quality Category C specimens;
- one Beech tree (T18) and one Beech hedge (H2) are identified as Category B;

[https://disstowncouncil.sharepoint.com/sites/DTCDoc/Committees/Planning/E-Agendas/PL/08.07.26/Planning Pack 2026-1389 draft.docx](https://disstowncouncil.sharepoint.com/sites/DTCDoc/Committees/Planning/E-Agendas/PL/08.07.26/Planning%20Pack%202026-1389%20draft.docx)

- no trees are protected by Tree Preservation Orders;
- the site is not within a Conservation Area.

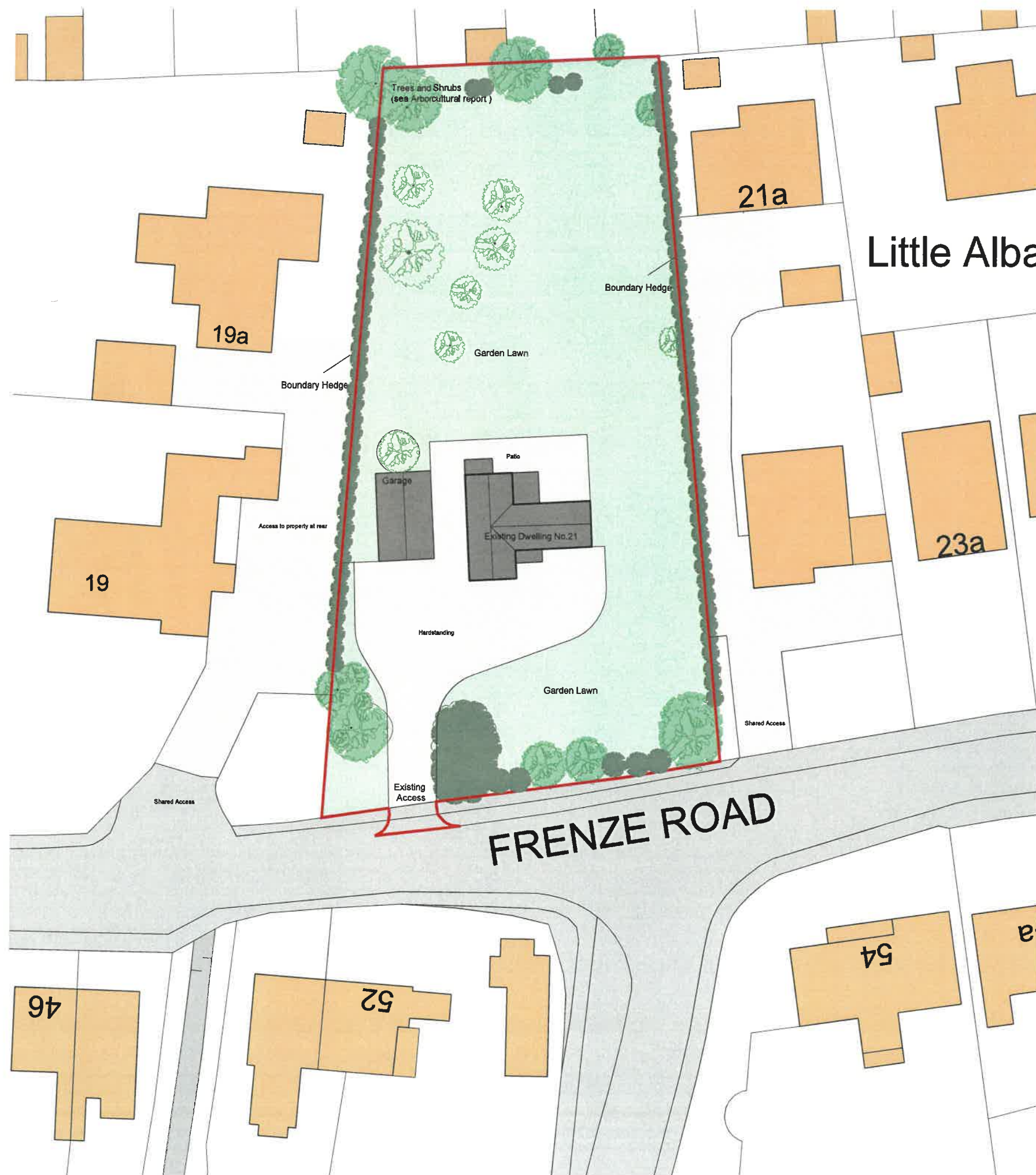
The report concludes that the development would principally affect small lower-quality trees and would not have a detrimental impact on the arboricultural or landscape value of the area.

Members may wish to consider:

- the extent of tree removal required;
- retention of higher-value trees and hedgerows;
- whether additional tree protection measures should be secured through planning conditions.

Plans Included in This Pack

1. Existing Site Plan.
2. Proposed Site Plan and Indicative Elevation.



Existing Site Plan 1 / 200



Existing Location Plan 1 / 1250



Existing Site



Howe and Boosey
Architectural Services Ltd

28 Julian Road, Norwich, NR10 3QA
Email: office@howeboosey.co.uk
Website: howeboosey.co.uk
Company Number 13511000 Incorporated 14th July 2021

Project
Site Development
21 Frenze Road,
Diss
IP22 4PA
Existing Site Plans

Scale	1 : 200	1 : 1250	Ⓜ A1
Job No.	0558	01	
Drawn by:	H and B	Date:	April 2026

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Proposed Site Plan 1 / 200



Indicative South Elevation 1 / 100

Planning Statement
Proposed Outline Residential Development
21 Frenze Road, Diss, IP22 4PA

Introduction

This Planning Statement accompanies an outline planning application for residential development at 21 Frenze Road, Diss. The application seeks outline consent for the erection of a single-storey dwelling to the rear of the existing property, with all matters reserved except access.

Site and Surroundings

The site comprises an existing two-storey detached dwelling set within a large residential plot. A garage is currently located to the side of the dwelling. The site lies within the defined settlement boundary of Diss, in a well-established residential area characterised by detached and semi-detached dwellings on generous plots.

Proposed Development

The proposal involves the removal of the existing side garage to enable a new vehicular access to be formed along the side of the property. This access would serve a new single-storey dwelling positioned at the rear of the plot. The existing dwelling would be provided with a replacement garage located to the east of the property. Both the existing and proposed dwellings would retain good levels of private amenity space, appropriate to their size and setting. This application is submitted in outline, with matters of layout, scale, appearance and landscaping to be considered at the Reserved Matters stage.

Design and Impact on Character

Residential development to the rear of existing dwellings has been approved within the immediate vicinity, including at Nos. 19 and 21 Frenze Road. The proposal therefore reflects an established pattern of development and is comparable in form to surrounding plots, ensuring it remains in keeping with the character of the area. The proposed dwelling would be single storey, ensuring that its scale is subordinate to the existing two-storey dwelling and that there would be no adverse impacts in terms of overlooking or loss of privacy to neighbouring properties.

Trees and Landscaping

Trees are present within the site; however, these are not subject to Tree Preservation Orders and are not of high arboricultural quality. Their removal is required to facilitate the development. An Arboricultural Report has been submitted in support of the application.

Access and Highways

The proposal utilises the existing access onto Frenze Road, which benefits from good visibility in both directions and is suitable to serve the proposed development.

Sustainability

The site is located within a sustainable residential location, close to Diss town centre. It benefits from footpath connections and access to public transport, including nearby bus stops and rail services, reducing reliance on the private car.

Conclusion

The proposal represents efficient use of land within the settlement boundary and reflects the established pattern of development in the area. It provides suitable living conditions for future occupants without undermining neighbour amenity, highway safety or the character of the area.



Outline Application



Howe and Boosey
 Architectural Services Ltd

28 Julian Road, Norwich, NR10 3QA
 Email: office@howeboosey.co.uk
 Website: howeboosey.co.uk
 Company Number 13511000 Incorporated 14th July 2021

Project
 Site Development
 21 Frenze Road,
 Diss
 IP22 4PA
 Proposed Site Plan and Indicative Elevation

Scale	1 : 200	1 : 100	Ⓔ A1
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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
16.06.26	2026/1430	Removal/Variation of Condition (S73/S19)	Mr & Mrs S Bartrum	43 Roydon Road, Diss IP22 4LW	Variation of conditions 2 & 9 - approved drawings and tree protection works of existing application 2026/0271 (which consented to Demolition of existing dwelling and construction of self-build dwelling		07.07.26	
17.06.26	2026/1619	Listed Building Consent	Mr Steevan Whittam	42 Mere Street Diss Norfolk IP22 4AG	Proposed internal alterations only, to increase retail shop floor space.	Officer	08.07.26	
24.06.26	2026/1207	Full Planning Permission	Mr Jason Douglas	16 Victoria Road Diss Norfolk IP22 4HW	Change of use from residential garden room to commercial beauty business	Officer	15.07.26	
25.06.26	2026/1389	Outline Planning Permission	Mr Tim Palmer	21 Frenze Road Diss Norfolk IP22 4PA	Outline planning permission for single storey dwelling with garage	Committee	30.07.26	

App. No.	Type	Location	Details	LPA Decision Date	LPA Decision
2026/1026	Householder	12 Croft Lane Diss Norfolk IP22 4NA	Front porch extension.	08.06.26	Approval with Conditions (Delegated)
2026/0877	Approval of Condition Details	32 Victoria Road Diss Norfolk IP22 4HW	Details for condition 6 - materials of permission 2024/1457	08.06.26	Approval of details - Approved (Delegated)
2025/2134	Full	20 Mere Street Diss Norfolk IP22 4AD	Change of use from E(a) to C3	19.06.26	Approval with Conditions (Delegated)
2026/1317	Householder	16 Sunnyside Diss Norfolk IP22 4DS	Conversion of an outbuilding to form overnight accommodation as ancillary use to the main dwelling	16.06.26	Approval with Conditions (Delegated)
2025/1623	Full	Land East Of Cherry Tree Court Diss Norfolk	Erection of dwelling and parking	24.06.26	Refusal (Delegated)