

#### COMMITTEE MEMBERSHIP:

Councillors: M. Gingell, A. Kitchen, S. Olander (ex-officio), R. Peaty (Vice-Chair), E. Taylor (Chair), J. Welch

#### FOR INFORMATION:

S. Browne, D. Collins, S. Kiddie, A. Kitchen, K. Murphy (ex-officio), J. Robertson, L. Sinfield, G. Waterman, J. Wooddissee, Town Clerk (CEO), Deputy Town Clerk (COO)

Diss Express

#### DISS TOWN COUNCIL

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

Telephone: (01379) 643848

Email: [towncouncil@diss.gov.uk](mailto:towncouncil@diss.gov.uk)

#### TOWN CLERK

Mrs S Villafuerte Richards (CiLCA)

Our ref: PL 25.10.23

## NOTICE OF MEETING

Dear Members of the Public and Press,

You are cordially invited to attend a meeting of the **Planning Committee** to be held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 25<sup>th</sup> October 2023** at **6.30pm** to consider the business detailed below.

Sarah Richards  
Town Clerk / Chief Executive Officer

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## 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 Dispensations**  
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 Committee held on 13<sup>th</sup> September 2023 (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 Chairman 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).

<b>App. No</b>	<b>Applicant</b>	<b>Address</b>	<b>Proposal</b>
2023/3086	JMS Planning & Development	Shell Petrol Station, Victoria Road, Diss, IP22 4GA	Demolition of existing sales building and erection of a new sales building, removal of canopy link, provision of car parking and associated works
2023/2720	Mr Chris Gissing	5a St Nicholas Street, Diss, IP22 4LB	Change of use from retail shop to bar and removal of internal first floor door and erection of partition wall in existing bathroom to form cubicles.

**8. South Norfolk Council Planning Decisions**

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

**9. Date of Next Meeting**

To note that Planning committee meetings will precede scheduled committee dates should applications require 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 13<sup>th</sup> September 2023 at 6pm.**

Present: Councillors: M. Gingell, S. Olander (ex-officio), R. Peaty (Vice-Chair),  
E. Taylor (Chair), J. Welch

In attendance: Sarah Richards (Town Clerk / Chief Executive Officer)  
No members of the public

**PL0923/01 APOLOGIES**

Apologies were received from councillor A. Kitchen.

**PL0923/02 NOMINATION OF SUBSTITUTE REPRESENTATIVES**

Councillor Waterman substituted for councillor Kitchen.

**PL0923/03 DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS**

There were none.

**PL0923/04 MINUTES**

It was

RESOLVED: That the minutes of the meeting of the Planning Committee held on 26<sup>th</sup> July 2023 were a true record and would be signed by the Chairman post meeting.

**(Action: Town Clerk/CEO: immediately)**

**PL0923/05 PUBLIC PARTICIPATION**

Members considered 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. There were 4 members of the public presenting application number 2023/2213.

**PL0923/06 ITEMS OF URGENT BUSINESS**

There were no items.

*Cllr Peaty entered the meeting.*

**PL0923/07 NEW PLANNING APPLICATIONS AND DEVELOPMENT CONTROL MATTERS**

During the meeting, application number 2023/2213 was presented and deliberated on by councillors.

This is the first EVCP site being rolled out by applicant, Charge, in the UK. The developer is confident that they have addressed and met any concerns raised to date from the Environment Agency in relation to potential flooding. A lighting assessment is currently being undertaken which will enable them to respond to the queries from the Environmental Protection Team. They are also awaiting comments from key consultees, Norfolk County Council Highways and the Norfolk Wildlife Trust.

The construction management plan will mitigate the impact of the building phase on Victoria Rd. Measures may include deliveries held at off-site point before delivery to site and banksmen on site controlling traffic. To address noise and lighting impact concerns of their care home neighbour, they plan to instal an acoustic fence with soft landscaping in between and direct lighting away from the only window on the gable end. The Chair advised that Historic England has requested archaeological mitigation is carried out due to the discovery of part of a roman road, which is fairly commonplace with such applications. One resident has queried the impact of the development on wildlife. It is expected the construction phase will take 5- 6 months.

Application number 2023/2128 - the proposed bar is located in the conservation area and a comprehensive noise management plan for the 'Quarter bar' has been submitted. There is no layout drawing available and this application is very short on detail, with consultees commenting on this:

Environmental Quality. No information has been provided, regarding any plant (cellar coolers or AC). The applicant has since confirmed there will be no cellar cooling or AC in their application so I am assuming

that they will be only serving bottles. Also, they do say they will be serving small plate food, again no details are provided of kitchen / extraction equipment.

In addition, on-street parking in this area is already a problem and a bar in this location would likely add to the problem particularly in the evenings. Drinking in this proposed bar may spread into Cobbs Yard and cause nuisance with noise and littering.

*Application number 2023/0671*

This outline application was originally submitted in 2020 and was for 5 detached homes 3 x 4-bed plus 2 x 3-bed. There was only 1 objection at the time on the grounds of overlooking/overshadowing. At the time it was looked at by the DTC planning committee with the following recommendation being made. It was before the report from the Environmental Officers was available.

#### RECOMMEND APPROVAL

This outline application is acceptable on the basis that the detailed application will demonstrate sympathetic design within the existing development and that the in-curtilage parking is adequate for the number of / size of dwellings proposed.

In the event the application was left on file as it was deemed by the Environmental officer that the site required further investigation of the contamination particularly gas and potential gas pockets. The officer also said, an outline remediation strategy was required. The site is still seen as potentially contaminated by gas and possibly other pollutants from its usage for gas storage.

Possible remediation discussed includes:

- Gas/vapour membrane on raft foundations.
- Car park and road areas would need concrete to be 500mm to 600mm thick
- Possible paved and artificial turf amenity space with garden soil replace to a depth of 600mm

Recently an amended application was submitted for 9, 2-bed flats (with 16 parking spaces) as shown in the following drawings. Interestingly, this has already received more objections than the first application. The Bellacre Close residents' concerns seem mainly concerned by local disruption during a build and too little parking which would lead to parking on Bellacre Close. Nowhere have I seen any concerns about possible contamination.

A major concern to me is that compared to the first layout there is a lot less amenity space and that the developer is laying a lot of the site area to concrete rather than carrying out a full remediation strategy.

App. No	Type	Applicant	Address	Proposal	Response
2023/2213		For-t LLP (Trading As The Charge)	Land at the Junction of Frenze Beck and The River Waveney, Victoria Road, Diss	Electric vehicle charging centre (20 bays, 12 with full charging facilities and 8 with infrastructure)	<b>Recommend Approval</b> That we delegate to officer with the recommendation that although this site is just outside the Development Boundary it be approved for this application subject to satisfactory consultee comments on the application. It is also noted that investment in Diss from multinationals along with the provision of Electric Vehicle Charging Points is a positive and is exactly the type of development that would help us to meet the environmental challenges we face.
2023/2128	Change of use	Mr Chris Gissing	5a St Nicholas Street, Diss, IP22 4LB	Change of use from retail shop to bar	<b>Recommend Refusal</b> That we recommend refusal at least until such time as more detail is available.
2023/0671	Outline application	Mr D Smith	Former Gasworks off Bellacre Close, Diss	Outline application for 9 two-bedroom flats (C3 Dwellings) with all matters reserved	<b>Recommend Refusal</b> As the site was used for gas storage there is a possibility of gas pockets in the ground.  We recommend refusal until we are certain that a deep soil remediation has been

					carried out and that the site is certified safe and suitable for residential use. If there is any doubt on the remediation strategy, we would urge immediate refusal. We are also concerned that any works on this site may release contaminants into the peripheral area around Bellacre Close and this would need close control.
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**PL0923/08      SOUTH NORFOLK PLANNING DECISIONS**

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

**PL0923/09      DATE OF NEXT MEETING**

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

Meeting closed at: 18:45.

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Councillor E. Taylor  
Committee Chairman

**PLANNING PACK 25/10/23**

**2023/3086**

**Demolition of existing sales building and erection of a new sales building, removal of canopy link, provision of car parking and associated works | Shell Petrol Station Victoria Road Diss Norfolk IP22 4GA**

***THE APPLICATION PROPOSAL (taken from the applicants Design & Access Statement)***

*4.1 The proposal seeks fulling planning permission for the demolition of the existing sales building and erection of a new sales building, removal of canopy link, provision of car parking and associated works at Shell Diss, Victoria Road, Norfolk, IP22 4GA.*

*4.2 The general forecourt layout and fuel installation will be unaffected by the proposed works. The existing canopy will be delinked from the sales building.*

*4.3 A new sales building is proposed of 257 sqm (GEA) with a sales area of 140 sqm, which will be located towards the eastern site of the site. The sales building will be single storey and modern in appearance, utilising lightweight materials to create a clean and crisp appearance. The sales building makes extensive use of glazing to the forecourt, allowing visitors to the site and passers-by to witness activity occurring within this area of the building thereby assisting in creating visual interest, whilst also allowing staff to have a view of the forecourt, ensuring safety and security at all times.*

*In light of the very limited scale of the proposal, which merely enhances the existing sales building facilities and improving the environment for staff and customers, means no new use is introduced to the site and the site will continue trading broadly as existing.*

*4.4 The sales building will also provide a disabled toilet for customers, paying facilities for the fuel and an ATM. The back of house areas will include a store with a walk- in chiller, electrics, staff area and an office. A new compound is proposed to the side (north) of the sales building to accommodate the bins and is positioned to allow access for staff. Security bollards will be located at the front elevation of the sales building.*

*4.5 Six marked car parking spaces are proposed to the front of the sales building including one disabled car parking bay (which will be in close proximity to the sales building entrance for ease of access) plus one air/water bay which has been relocated.*

*4.6 Other minor changes include the relocation of the petrol interceptor (subject to drain survey and feasibility) and the relocation of the tank vents.*

*4.7 The proposal does not include any changes to the existing access arrangements from Victoria Road/A1066*

*6.2 The principle of the redevelopment on the site should be accepted given that the site is an existing long-established petrol filling station which provides an important facility for motorists travelling on the Victoria Road/A1066, which is in need of an upgrade in order to meet customers' needs and bring the facility up to modern day standards.*

*6.4 The proposed new sales building will seek an uplift in the retail floorspace of 161 sqm. The proposals will create an improved sales building to the benefit of customers, creating a more pleasant environment to pay for fuel and shop. The existing shop is compact and cramped and is not an ideal environment for customers or those working within it. The enlarged sales building will help to address this.*

*6.7 Overall, the continued use of this petrol filling station site with further upgrades should be embraced as it will improve local services within the area and makes the best use of an existing developed site. The proposals will buck the general trend in the decline of petrol filling stations countrywide.*

*6.16 The limited scale of the proposal, which merely enhances the existing sales building facilities and improving the environment for staff and customers, means no new use is introduced to the site and the site will continue trading broadly as existing. It is not considered that there will be any significant diversion of trade from any single centre or particular retail or commercial unit which is protected under retail policy that would cause a significant adverse impact. Accordingly, it is not considered that there will be any adverse impact arising from the proposal*

### **Chairs comments**

Overall, this will in my opinion make better use of the space on the site with a larger more modern sales area. It promotes good design in keeping with the DDNP and the SNC Placemaking guide. There is no doubt that the current sales area is cramped by modern standards and would benefit from being larger.

### **Recommendation**

That we recommend approval and delegate to officer.

**Cllr Eric Taylor**

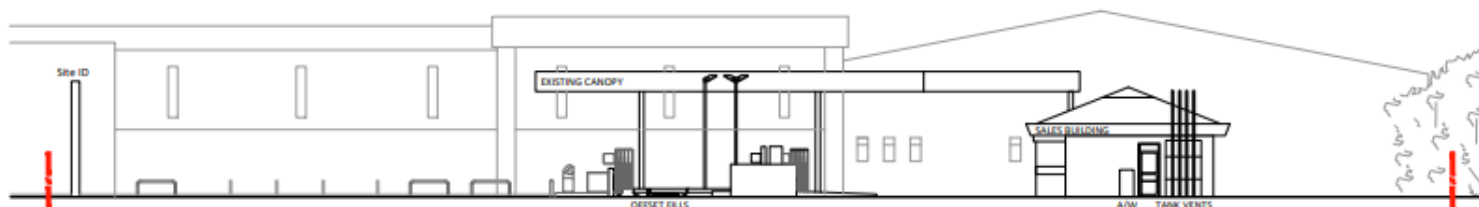
**Chair of Planning**

## GENERAL NOTES

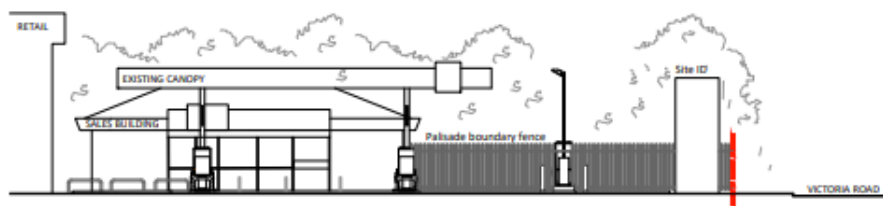
THIS DRAWING HAS BEEN PREPARED FOR PLANNING PURPOSES ONLY.

THIS DRAWING IS TO BE READ IN CONJUNCTION WITH THE FOLLOWING:-

DSS-10099206-01 2023 - Existing Layout  
DSS-10099206-02 2023 - Existing Elevations  
DSS-10099206-03 2023 - Proposed Layout  
DSS-10099206-04 2023 - Proposed Elevations  
DSS-10099206-05 2023 - Proposed Building Elevations  
DSS-10099206-06 2023 - Block Plan  
DSS-10099206-07 2023 - Site Location Plan



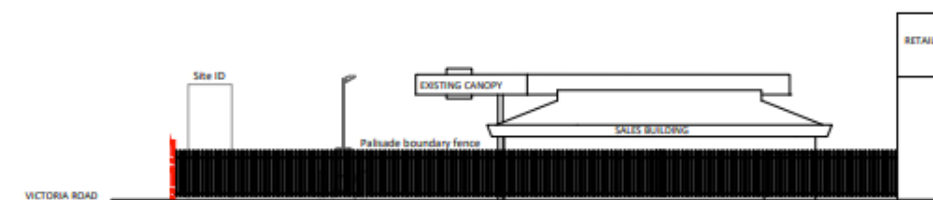
EXISTING SOUTH ELEVATION TO A1066 VICTORIA ROAD



EXISTING WEST ELEVATION TO VINCE'S ROAD



EXISTING NORTH ELEVATION TO RETAIL UNIT



EXISTING EAST ELEVATION TO RAILWAY EMBANKMENT

## EXISTING ELEVATIONS



DATE	SHEET	
PLANNING - REPLACEMENT SALES BUILDING		
		
BRISTOL ROAD, DORSET, WIMBORNE, DORSET, BH20 4JY 01202 854000 - 01202 854001 - 01202 854002 - 01202 854003		
PROJECT:	SHELL DISS VICTORIA ROAD DISS, IP22 4GY	
TYPE:	EXISTING ELEVATIONS	
		
SHELL UK LIMITED SHELL CENTRE LONDON SE1 7NA UNITED KINGDOM		
DESIGNED BY	DATE	SCALE
01/01/2018	01/01/2018	1:1000 A3
CHECKED BY	DATE	SCALE
01/01/2018	01/01/2018	1:1000 A3
DATE FILED	10019206	02
2023		





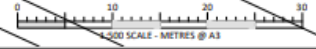
VINCE'S ROAD

FACTORY SHOP

A1066 VICTORIA ROAD

STATION ROAD

**BLOCK PLAN**



**GENERAL NOTES**

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- DISS -10019206-01 2023 - Existing Layout
- DISS -10019206-02 2023 - Existing Elevations
- DISS -10019206-03 2023 - Proposed Layout
- DISS -10019206-04 2023 - Proposed Elevations
- DISS -10019206-05 2023 - Proposed Building Elevations
- DISS -10019206-06 2023 - Block Plan
- DISS -10019206-07 2023 - Site Location Plan

REV	DATE	DESCRIPTION	BY
1	17/07/23	Sales building set out area 100sqm in Shop layout revised layout	DS
2	17/07/23	Sales building set out area reduced from 100 to 120sqm	DS
REV	DATE		BY

**PLANNING - REPLACEMENT SALES BUILDING**



2 Edgar Road, Northwood, Greater London, HA8 0ET  
www.jennings-design.com 020 8941 5000 info@jennings-design.com

PROJECT: SHELL DISS  
VICTORIA ROAD  
DISS, IP22 4GY

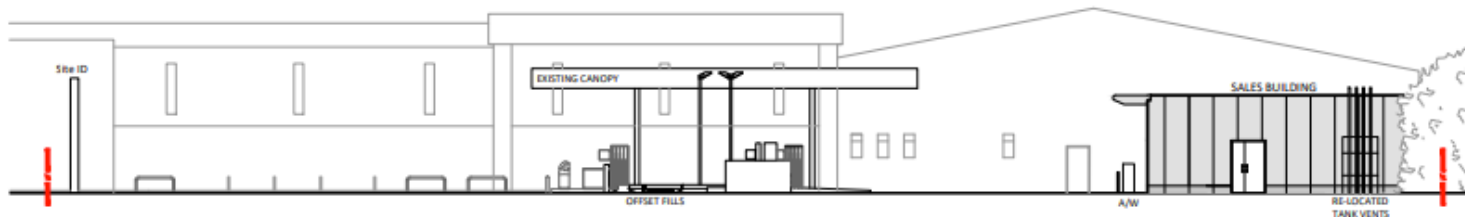
TITLE: BLOCK PLAN



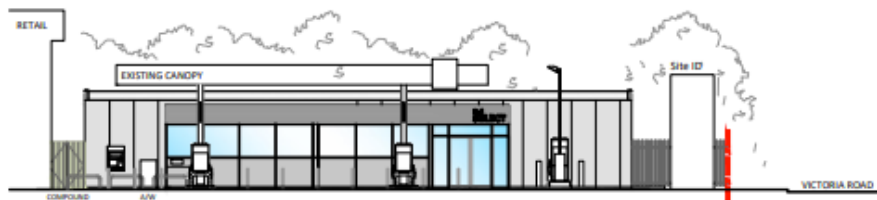
SHELL UK LIMITED  
SHELL CENTRE  
LONDON  
SE1 7NA  
UNITED KINGDOM

DESIGNED BY	DS	CHECKED BY	DS
DRAWN BY	DS	DATE	17/07/23
DATE	17/07/23	PROJECT DATE	17/07/23
CAD FILE	C:\projects\planning\diSS\10019206\10019206_06_Block Plan.dwg		

DWG No:	10019206	06	2023	B
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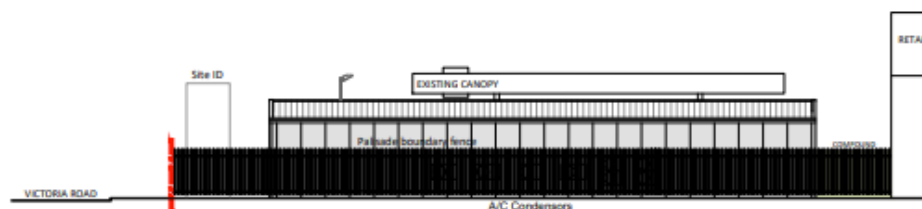
**PROPOSED SOUTH ELEVATION TO A1066 VICTORIA ROAD**



**PROPOSED WEST ELEVATION TO VINCE'S ROAD**



**PROPOSED NORTH ELEVATION TO RETAIL UNIT**



**PROPOSED EAST ELEVATION TO RAILWAY EMBANKMENT**

**GENERAL NOTES**

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- DIS-10019206-03 2023 - Proposed Layout
- DIS-10019206-04 2023 - Proposed Elevations
- DIS-10019206-05 2023 - Proposed Building Elevations
- DIS-10019206-06 2023 - Block Plan
- DIS-10019206-07 2023 - Site Location Plan

**PROPOSED ELEVATIONS**



26/01/23		Sales building not retail area 100m x 100m. Shop layout around to suit.	
10/01/2023		Sales building not retail area reduced from 100m x 100m.	
10/01/23			
PLANNING - REPLACEMENT SALES BUILDING			
<div><div></div><div><div>JENNINGS</div><div>DESIGN</div></div></div>			
<div>PROJECT: SHELL DISS VICTORIA ROAD DISS, IP22 4GY</div> <div>DESIGN BY: JENNINGS DESIGN, LONDON, UNITED KINGDOM DATE: 10/01/2023 JENNINGS DESIGN LTD 01473 633333 www.jennings-design.co.uk</div>			
PROPOSED ELEVATIONS			
		<div>SHELL UK LIMITED SHELL CENTRE LONDON SE1 7NA UNITED KINGDOM</div>	
DESIGN BY: JENNINGS DESIGN		DATE: 10/01/2023	
DATE: 10/01/2023		DATE: 10/01/2023	
DATE: 10/01/2023		DATE: 10/01/2023	
DIS-10019206	04	2023	B





## **2023/2720 Amended**

### **Change of use from retail shop to bar and removal of internal first floor door and erection of partition wall in existing bathroom to form cubicles. | 5A St Nicholas Street Diss Norfolk IP22 4LB**

The applicant has made this design and access statement and also a Heritage statement both attached which answers many of the questions we raised when originally rejecting the first application.

#### **Design And Access Statement**

5a St Nicholas Street, Diss, IP22 4LB was previously Rooms With A View under 5 St Nicholas street and has been returned to two separate buildings follow to relocation of the previous business. This means the unit is currently empty/ redundant space. From my market research I believe the bar I would like to open will enhance what Diss has to offer keeping more people from the town in the town and encouraging people from outside to come in and visit.

The front Door is directly off the pavement of St Nicholas Street leading straight into the ground floor at the same level. The ground floor is made up of one main room with a small storage room at the back left which is up a couple of steps. The floor area equates to 35.7M2. There is a wooden staircase that leads directly up to the first floor where a small landing area opens into the main floor space. Down two steps at the back left is a Bathroom area which we plan to make into the W/C for the premisses. The floor area of the first floor is 34.8M2.

The building we are advised is grade 2 listed by the [REDACTED] and has many original features and I will not be altering any part of its features. With the building being of such an age I will make sure that it remains in presentable state for a business to run from and general maintenance will be kept up. This will mean we will be decorating inside and outside to keep presentable. I have contacted Rooms with a view, and they have supplied us the details of the current colour on the front of the shop. We will be using this so will not changing the appearance of the building.

There is one door to the property at the front left that goes directly into the building, this will also be the fire exit door.

The shop does not have any parking with it but there are a few council car parks within easy walking distance.

Like other businesses along St Nicholas street, I will be aware of times I use vehicles to make delivery not to disrupt business in normal working hours.



### Heritage Statement

5a St Nicholas Street sits in the heart of the Heritage triangle of Diss. This is a key area of the town and attracts many people for its historic buildings and originality.

The building has many original features which will remain and be maintained to a high level for future generations. The large, glazed window with an ornate wooded engraving above will be painted in its current colour as we have obtained the colour from the previous business. Inside the building we will decorate to enhance its appeal and will be tastefully designed to meet the high standards we look to achieve.

We plan not to alter the way in which the building looks from the outside and decorate the interior for the longevity of the building.

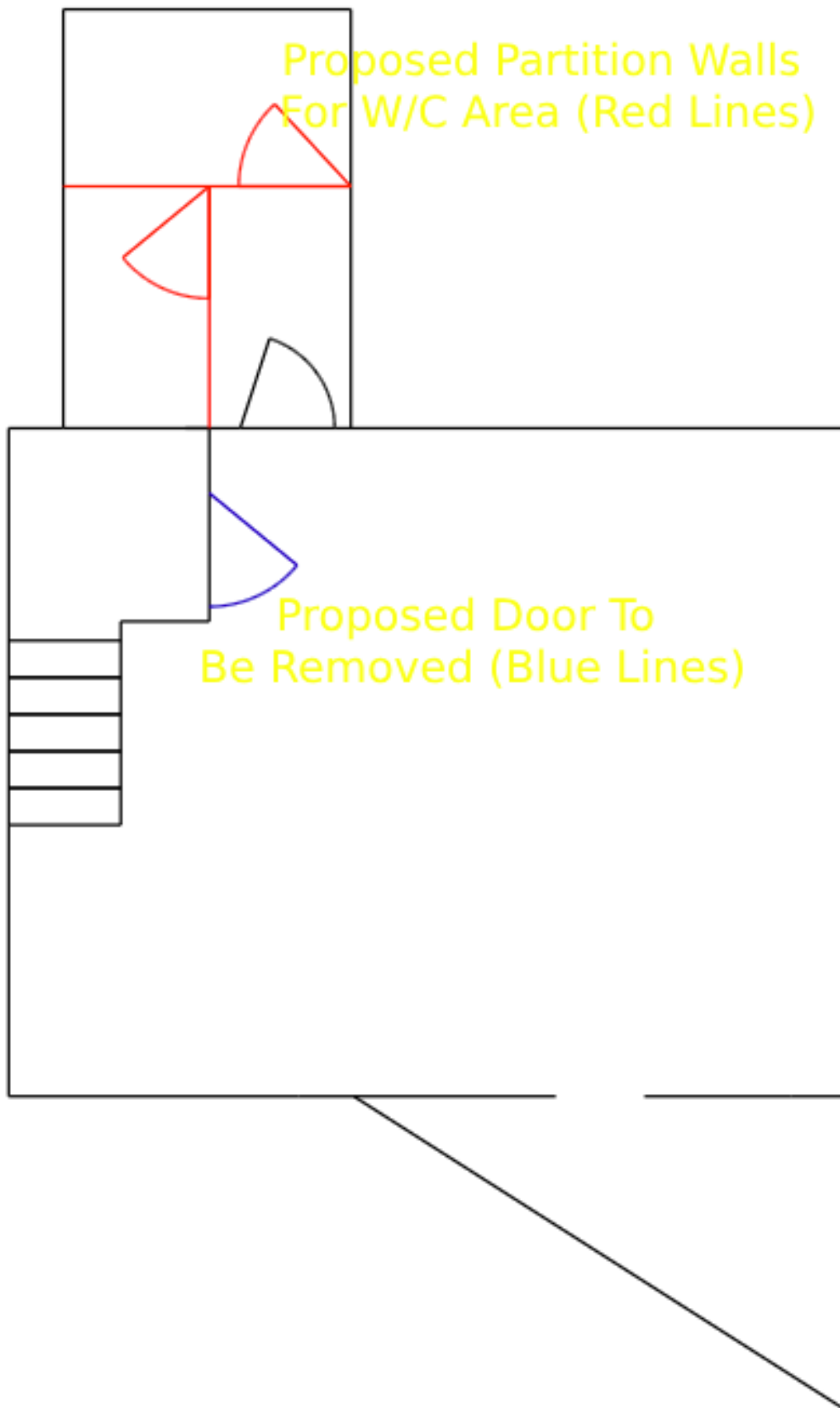


### **Recommendation**

That we delegate to officer and recommend it be approved.

**Cllr Eric Taylor**

**Chair of Planning**



## Item 8

App. No.	Type	Applicant	Location	Details	LPA Decision Date	LPA Decision
2023/2099	Full		14 Market Hill, Diss, IP22 4JU	Proposed decommissioning of bank to include internal and external works	06.09.23	Approval with conditions (delegated)
2023/2100	Listed Building		14 Market Hill, Diss, IP22 4JU	Proposed decommissioning of bank to include internal and external works	06.09.23	Approval with conditions (delegated)
2023/2248	Householder		16 Hall Hills, Diss, IP22 4LP	Two storey side extension and single storey rear extension (resubmission of 2022/1409)	06.09.23	Approval with conditions (delegated)
2023/1436	Listed Building		2B Market Hill, Diss, IP22 4JZ	Repairs to gable end	13.09.23	Approval with conditions (delegated)
2023/2476	Works to trees in conservation area		The Manor House, 59 Mount St, Diss, IP22 4QQ	(T1) Oak - Remove to ground level. (T2) Horse Chestnuts - Remove approx 3m from overhang from 15.2m in height and 9.1m in width to tennis court fence line	13.09.23	No objections (delegated)
2023/2564	Works to trees in conservation area		99 Denmark St, Diss, IP22 4LF	Copper Beech (labelled A on Plan) - reduce canopy from 23m to 20m	21.09.23	No objections (delegated)
2023/2703	Works to trees in conservation area		2 Mere Manor Court, Diss, IP22 4WX	T1 Ash - Fell. T2 Ash - Fell	20.09.23	No objections (delegated)
2023/2161	PD Change from Class E to Dwell		First Floor and Part of Second Floor, 16 Mere Street, Diss, IP22 4AD	Change of use of first and second floor offices to two flats	27.09.23	Prior Approval not required (delegated)
2023/2390	Householder		2 Frenze Road, Diss, IP22 4PA	Brick up a doorway and install a window on either side of the existing extension. Installation of French doors to replace the existing wooden framed window on the south facing elevation.	29.09.23	Withdrawn
2023/2665	Works to trees in conservation area		Fire Station, Park Road, Diss, IP22 4AS	(T1-T9) mixture of Lawsons Cypress and Leylandii - reduce height to 8m from 15-16m in height (T10) Lawsons Cypress - fell to ground level	28.09.23	Approval with conditions (delegated)