

# 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 11<sup>th</sup> February 2026** at **6.30pm**.

Present: Councillors: D. Craggs (ex-officio), R. Peaty (Chair), A. Kitchen, J. Welch

In attendance: Cllr L. Sinfield  
Sarah Villafuerte-Richards (Town Clerk)  
2 members of the public

#### PL0226/01 Apologies

Councillor's Name	Apologies Received	Absent Without Apology	Reason / Approval
C. Dente	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Family commitment
J Robertson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Holiday

#### PL0226/02 Nomination of Substitute Representatives

Cllr Sinfield substituted for clrr Robertson.

#### PL0226/03 Declarations of Interest

Minute No.	Councillor's Name	Personal/Other Interest	Pecuniary Interest	Reason
PL0226/06 2025/3908	A. Kitchen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Member of Diss Churches Together.
PL0226/09	J. Welch	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Nearby resident.

#### PL0226/04 Minutes

Members received the minutes of the Planning Sub-Committee meeting on Wednesday 3<sup>rd</sup> December 2025. It was

**Resolved:** To approve the minutes of the meeting of the Planning Sub-Committee held on Wednesday 3<sup>rd</sup> December 2025 as a true record and were signed by the Chair.

#### PL0226/05 Public Participation

There were two members of the public in attendance, the applicant for application 2026/0159 and District Councillor Minshull who spoke on application 2025/3908.

#### PL0226/06 New Planning Applications and Development Control Matters

The applicant for 2026/0159 explained he'd owned the site for 20+ years, and it sits outside the settlement boundary. Given the lack of a 5-year housing land supply in South Norfolk, meaning the district cannot prove it has enough deliverable sites to meet planned housing needs, the policy is in favour of sustainable housing development. There are few non estate good quality housing options in Diss and this site sits on a third of an acre with recreational land, plenty of parking, will be energy efficient with solar panels and electric vehicle parking. He added that there is a shortage of rental properties in Diss.

District Councillor Minshull spoke on first planning application. He believes it will make an excellent facility, fulfil a need given closure of the Diss Youth & Community Centre and complement the District Council's development on Park Road. It will be used a couple of times a week for church services and for the community the rest of the time.

The Minister of Baptist Church spoke about having a large auditorium and adjacent meeting rooms and there are ongoing discussions regarding detail.

A member of the public asked about car parking for this site and it was noted that the existing car parking would remain with a communal garden area at the rear likely and the site is opposite a large car park. The present site will likely be auctioned for residential development but will consider warehouse / retail interest and the church is open to guidance.

Members discussed the points for refusal last time application 2026-0159 was considered and the primary concern is that it does not mention nor match any of the allocations in the Diss & District Neighbourhood Plan, which was adopted less than 3 years and should carry weight despite land supply point referencing paragraph 14 of the latest version of the National Planning Policy Framework. Other points include constraints in terms of access, biodiversity concerns and noise so close to the railway station.

Further discussion took place regarding the requirement street-lighting & bin storage, which the applicant confirmed opens up on to pathway. It would be unusual to include street-lights on a small-scale development, but it could be considered and houses will have their own lighting.

It was also noted that it is a small piece of land that isn't doing anything at the moment nor being used as a conversation site and that it is in close proximity to the high-pressure gas installation, about which the Planning Authority may have a view.

Application No.	Type	Address	Proposal	Response
PL0226/06 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)	<b>RECOMMEND APPROVAL</b> This application is deemed acceptable and is delegated to Officer.
PL0226/06 2026/0159	Full Planning Permission	Land Adj 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	<b>RECOMMEND REFUSAL</b> This application is deemed unacceptable for the following reasons: Neither the Design and Access Statement nor the Planning Statement mention the Diss and District Neighbourhood Plan. This was made in October 2023, is less than three years old, and as such, should carry weight, despite the lack of a five-year housing supply. (See paragraph 14 of the NPPF.) The site is not allocated for development in the neighbourhood plan and lies outside the Diss settlement boundary. Other constraints include access, biodiversity concerns and noise so close to the railway station. Members request the application is heard by the Development Management Committee.

(Action: Office Administrator to send response; by 17.02.26)

#### **PL0226/07      Officer Delegated Decisions**

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

#### **PL0226/08      South Norfolk Council Planning Decisions**

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

**PL0226/09      Items of Urgent Business**

There was one item of urgent business raised at the end of the meeting. A member of the public has raised concerns with the District Council regarding the unsightly bins at the top of St Nicholas St. District Cllr Minshull reported that the matter is being considered by the waste department as there was no planning condition determined relating to this. Cllr Welch commented that other Councils had identified solutions such as removing the bins and providing bags on collection day or fining residents that leave bins out. Although no decisions can be made under this item, the view of the committee was to continue liaising with cllr Minshull regarding a positive outcome to the siting of the bins at the top of St Nicholas St.

**(Action: RP / Clerk; by 31.03.26)**

**PL0226/10      Date of Next Meeting**

Members noted that the next meeting of the Planning Sub-Committee is scheduled to take place on Wednesday 4<sup>th</sup> March 2026 at 6.00pm.

Meeting closed: 6.55pm.

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Councillor R. Peaty  
Chair