



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

Our Ref: PL 23.09.26
Date: 16/09/2026

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

Telephone: 01379 643848
Email: towncouncil@diss.gov.uk

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 23rd September 2026** at **6.45pm** 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 29th July 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. Planning Delegation Policy**
To consider and adopt a new Planning Delegation Policy (Copy Herewith).
- 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
2025/3694 2025/3695	Full Planning Permission & Listed Building Consent	13 St Nicholas Street, Diss	Conversion of first floor office to flat	

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>
<https://disstowncouncil.sharepoint.com/sites/DTCDoc/Committees/Planning/Agendas PL/Planning Agenda 23.09.26 NoM.docx>

Diss Town Council

Minutes

Draft

Minutes of the meeting of the **Planning Sub-Committee** held in the **Ceremony Room at Diss Town Council Office** on **Wednesday 29th July 2026** at **6.30pm**.

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

In attendance: Cllrs Knights & Shava
S. Villafuerte-Richards (Town Clerk)

- PL0726/01 Apologies**
There were none.
- PL0726/02 Nomination of Substitute Representatives**
There were none.
- PL0726/03 Declarations of Interest**
There were none.
- PL0726/04 Minutes**
Members received the minutes of the Planning Sub-Committee meeting on Wednesday 24th June 2026. It was
- Resolved:** To approve the minutes of the Planning Sub-Committee meeting held on 24th June 2026 as a true record. The minutes were signed by the Chair.
- PL0726/05 Public Participation**
There were no members of the public in attendance.
- PL0726/06 Items of Urgent Business**
There were no items of urgent business raised.
- PL0726/07 New Planning Applications and Development Control Matters**
Members considered the planning applications below and it was
- Resolved:** to submit the Committee's comments on the applications below to South Norfolk Council.

Application No.	Type	Address	Proposal	Response
2026/1389	Outline Planning Permission	21 Frenze Road, Diss, IP22 4PA	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.	RECOMMEND APPROVAL This application is suitable for delegation to Officer.

(Action: Office Administrator to send response; by 30th July 2026)

- PL0726/08 Officer Delegated Decisions**
Members noted the Officer delegated decisions made by Diss Town Council's Planning Committee since the last meeting.
- PL0726/09 South Norfolk Council Planning Decisions**
Members noted the planning decisions made by the Planning Authority since the last meeting. It was noted that planning application for the care home was refused unanimously by the Development Management Committee yesterday.

PL0726/10

Date of Next Meeting

Members noted that Planning Sub-Committee meetings will precede scheduled committee dates, should applications require committee consideration.

Meeting closed: 6.39pm.

Councillor R. Peaty
Chair



Planning Delegation Policy

1. Purpose

The purpose of this policy is to establish a clear and efficient process for determining how planning applications received by Diss Town Council are considered.

The policy enables certain planning applications to be considered through delegated authority whilst ensuring that applications of greater significance, complexity or public interest are referred to the Planning sub-committee for consideration.

The policy seeks to:

- a) ensure planning applications are considered in a timely manner;
- b) make effective use of councillor and officer resources;
- c) provide a consistent approach to decision-making;
- d) maintain transparency and accountability; and
- e) preserve the right of councillors to request committee consideration of any application.

2. Delegation Principles

The Council is a statutory consultee and does not determine planning applications.

Responses submitted on behalf of the Council will either be:

- a) issued under delegated arrangements in accordance with this policy; or
- b) determined by the Planning sub-committee.

Delegation will only be used where the application falls within the criteria set out in this policy.

3. Receipt of Planning Applications

Upon receipt of a planning consultation from the Local Planning Authority:

- a) The Office Team will record the application and the consultation response deadline.
- b) Details will be circulated by email to all members of the Planning sub-committee, and the Town Clerk or nominated officer.
- c) The circulation email will state the deadline for submitting a call-in request.
- d) The Planning Chair or Vice-Chair, in consultation with the Town Clerk or nominated officer where necessary, will review the application and determine whether it should be dealt with under delegated arrangements or referred to the Planning sub-committee.

4. Councillor Call-In

Any member of the Planning sub-Committee may request that an application be considered by the Planning sub-Committee.

A call-in request must be submitted by email to the Planning Chair or Planning Vice-Chair and Town Clerk or nominated officer within three working days of the circulation email being sent.

A call-in request is valid where it identifies the planning application and is received within the stated timeframe. A valid call-in request will automatically require the application to be considered by the Planning sub-committee.

Where a request is received after the stated timeframe, the Town Clerk or nominated officer will determine whether referral remains practicable, having regard to the consultation response deadline or whether an extension can be agreed with the Local Planning Authority.

5. Applications Considered by Delegation

The following application types would normally be considered under delegated arrangements:

- a) Advertisement Consent;
- b) Householder Applications;
- c) Change of Use Applications;
- d) Listed Building Consent Applications;
- e) Condition Variation or Removal Applications; and
- f) Tree Works Applications.

Delegated responses may only be issued where none of the exceptions set out in Section 6 apply.

Where an application is dealt with under delegated arrangements in accordance with this policy, the Town Clerk or nominated officer may submit the following standard response, or a substantially similar response where appropriate, where the relevant planning consideration relates to waste and recycling storage:

“Diss Town Council requests that, if planning permission is granted, South Norfolk Council ensures that Policy DM 4.3 Facilities for the Collection and Recycling of Waste is fully implemented.”

This authority may only be exercised where:

- a) the comment relates solely to compliance with Policy DM 4.3 Facilities for the Collection and Recycling of Waste;
- b) no objection or other material planning comment is proposed on behalf of the Council; and
- c) none of the circumstances requiring consideration by the Planning sub-Committee under Section 6 applies.

6. Applications Requiring Committee Consideration

An application will be referred to the Planning sub-committee where:

- a) the Chair, Vice-Chair or Town Clerk considers committee consideration appropriate;
- b) the application is considered likely to generate significant public interest or controversy;
- c) a recommendation of objection is being considered;
- d) a valid councillor call-in request has been received in accordance with Section 4;
- e) the application involves a councillor, officer, close family member of a councillor or officer, or a potential conflict of interest;
- f) the proposal involves the construction of one or more new residential dwellings or a new commercial building;
- g) the proposal relates to land allocated or identified within the Local Plan;
- h) the proposal constitutes a significant extension or redevelopment of existing premises; or
- i) the application is submitted in outline form.

7. Pre-Application Enquiries

The Council may receive pre-application information from applicants or the Local Planning Authority.

The Planning Chair or Vice-Chair and Town Clerk, where necessary, will determine whether any wider consultation or member engagement is appropriate prior to the submission of formal comments.

The receipt of pre-application information does not commit the Council to any future position regarding a planning application.

8. Council Applications

The Council will not submit comments on planning applications where Diss Town Council is the applicant.

Any comments required for procedural purposes will be managed in accordance with the Council's governance arrangements and applicable legislation.

9. Records and Administration

The Office Team will maintain a record of:

- a) planning applications received;
- b) delegation decisions;
- c) Planning sub-committee decisions;
- d) responses submitted to the Local Planning Authority; and
- e) Local Planning Authority decisions where notified to the Council.

The Office Team will ensure responses are submitted within the consultation period or any agreed extension.

10. Consultation Deadline Extensions

Where a Planning sub-committee meeting cannot reasonably be held before the consultation response deadline, the Town Clerk or nominated officer may request an extension from the Local Planning Authority.

The request and the Local Planning Authority's response will be recorded. An extension will only be treated as agreed where confirmation has been received from the Local Planning Authority. If an extension is not agreed, the application will be dealt with in accordance with this policy within the original consultation period.

11. Planning Sub-Committee Meetings

Planning sub-committee meetings will be arranged as required.

Membership, quorum requirements and meeting procedures will be governed by the Council's Standing Orders and any relevant committee terms of reference.

12. Review

This policy will be reviewed every four years, or sooner where changes to legislation, guidance or Council procedures make this necessary.

Reason for Review

The existing policy contained a foreword written by a former Planning Chair together with extensive guidance on permitted development and planning processes that did not form part of the Council's delegation arrangements. The policy has been redrafted as a concise governance document focused on how planning applications are processed, referred and determined under delegated arrangements or by the Planning Sub-Committee. The revised policy also clarifies the Council's delegation procedures, retains councillor call-in rights, and introduces delegated authority for standard comments relating to compliance with South Norfolk Council Policy DM 4.3 Facilities for the Collection and Recycling of Waste where appropriate.



DISS TOWN COUNCIL

Council Offices, 11-12 Market Hill,
Diss, Norfolk, IP22 4JZ.
Telephone & Fax: (01379) 643848
Email: towncouncil@diss.gov.uk
Website: www.diss.gov.uk

Item 8

Report to:	Planning Sub-Committee
Date of Meeting:	23 rd September 2026
Authorship:	Town Clerk
Subject:	Planning Applications 2025/3694 and 2025/3695

Location: 13 St Nicholas Street, Diss

Applications: Full planning permission and listed building consent for the same proposed development.

Purpose of Report

To consider additional correspondence received in relation to the applications and determine whether Diss Town Council wishes to submit any further comments to South Norfolk Council beyond its original delegated response.

Background

Applications 2025/3694 and 2025/3695 relate to the same proposal, with one application seeking full planning permission and the other seeking listed building consent.

The applications were originally considered under the Town Council's delegated arrangements. Since that response was submitted, further correspondence has been received, including a formal objection from the Diss Corn Hall Trust.

The Town Council owns the freehold of the Corn Hall, which is managed by the Diss Corn Hall Trust. The Trust's objection raises concerns about the relationship between the proposed residential use and the established operation of the Corn Hall, particularly in relation to noise, residential amenity and the potential for future restrictions on the venue's activities. The objection also refers to the site's town-centre and heritage context.

South Norfolk Council has sought further information concerning the proposed bin-storage arrangements, including whether sufficient bins for the residential and commercial units can be accommodated while maintaining safe pedestrian passage. The applicant has since submitted a proposal intended to address this matter. The adequacy and acceptability of the revised arrangements will be determined by South Norfolk Council as the Local Planning Authority.

Issues Raised

The additional correspondence identifies the following material planning matters:

- The proximity of the proposed residential accommodation to the established operation of the Corn Hall and other nearby town-centre uses.
- The potential effect of noise and operational activity on the living conditions of future occupiers.
- Whether the proposed development provides adequate mitigation in accordance with the agent of change principle.
- The possible effect of future complaints or restrictions on the continued operation of established community and cultural facilities.
- The effect of the proposal on the character, appearance and significance of the conservation area and nearby listed buildings.
- The suitability and capacity of the proposed waste-storage arrangements.
- The need to retain safe pedestrian access around any bin-storage area.

The Diss Corn Hall Trust's representation sets out its concerns about the potential effect of the development on the operation of the Corn Hall and the living conditions of future occupiers. Members should consider the material planning matters identified in the representation, including noise, residential amenity, heritage impact and the relationship between the proposed residential use and established community and cultural facilities.

Planning Considerations

The Town Council's role is limited to commenting on material planning considerations. South Norfolk Council, as the Local Planning Authority, is responsible for determining the applications.

Relevant planning considerations may include:

- The impact on the character and appearance of the conservation area.
- The impact on the significance of listed buildings and other heritage assets.
- Residential amenity, including noise and disturbance.
- The compatibility of the proposed residential use with established neighbouring uses.
- The application of the agent of change principle.
- Highway, servicing and pedestrian-access considerations.
- Waste-storage arrangements.
- The suitability of the proposed use within the town-centre setting.

Any additional representation submitted by the Town Council should be evidence-based and limited to material planning considerations.

Options Available to Members

Option A: Submit an additional representation to South Norfolk Council setting out the specific material planning concerns identified by members.

Option B: Confirm that the Town Council's original delegated response remains unchanged.

Option C: Submit further comments limited to particular matters identified by members, such as noise mitigation, residential amenity, heritage impact, waste storage or pedestrian access.

Officer Comment

The principal planning matters arising from the additional correspondence relate to the compatibility of the proposed residential use with the established operation of the Corn Hall and surrounding town-centre uses; the adequacy of noise mitigation and the living conditions of future occupiers; the application of the agent of change principle; the effect on heritage assets and the conservation area; and whether satisfactory waste-storage and pedestrian-access arrangements can be demonstrated.

Any additional representation submitted by the Town Council should focus on these material planning considerations and remain proportionate to the evidence available.

Recommendation

That members consider the additional correspondence relating to planning applications 2025/3694 and 2025/3695 and determine whether to submit further comments to South Norfolk Council, with particular regard to residential amenity, noise mitigation, the agent of change principle, heritage impact, waste storage and safe pedestrian access.

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	DTC recommendation sent to LPA	LPA Decision Date	LPA Final Decision
07.07.26	2026/0578	Removal/Variation of Condition (S73 / S19)	Mr Yusef Karakus	Land To The East Of 4 Grigg Close Diss Norfolk	Variation of condition 2 to change hipped roof to half hip and change brick type of planning permission 2023/2663 (which consented to Reserved matters for appearance, scale, landscaping, layout including materials following outline permission 2021/1149 for a single storey dwelling with associated landscaping and parking)	Officer	27.07.26			28.08.26	Approval with Conditions (Delegated)
16.07.26	2026/1473	Lawful Development - Existing Use / Development	Mr Graham Banks	Annexe 36 Shelfanger Road Diss Norfolk IP22 4EH	Certificate of lawfulness existing for the use of outbuilding as annexe	Officer	05.08.26				
21.07.26	2026/1870	Full Planning Permission	Cherry Tree Court Management (Diss) Limited	Street Record Cherry Tree Court Diss Norfolk	Installation of solar powered bollard lighting		11.08.26			10.09.26	Approval with Conditions (Delegated)
21.07.26	2026/1871	Listed Building Consent	Cherry Tree Court Management (Diss) Limited	Street Record Cherry Tree Court Diss Norfolk	Installation of solar powered bollard lighting		11.08.26				
06.08.26	2026/2009	Full Planning Permission	Mr T Atkins	18 Market Place, Diss, IP22 4JT	Proposed Alterations and Refurbishment Works to Form a Two Bedroom Apartment (First & Second Floors) Including Introduction of Second Floor Balcony.	Officer	25.08.26	The Council delegate the decision to officers with the request, that if approved, the policy DM 4.3 Facilities for the collection and recycling of waste is fully implemented.			
06.08.26	2026/2184	Listed Building Consent	Mrs Janet Swan	19 Mount Street, Diss, IP22 4QG	Alteration and partial demolition of a small chimney to the rear of the house.		27.08.26				
19.08.26	2026/1999	Full Planning Permission	Mr Andrew Meyer	32 Victoria Road Diss Norfolk IP22 4HW	Roof alterations including extension of the existing roof, insertion of dormer windows to enable loft conversion to additional ensuite rooms, and installation of an external egress stair, alongside associated internal reconfiguration.	Officer	10.09.26				
03.09.26	2026/2424	Advertisement Consent	Specsavers	10 Mere Street Diss Norfolk IP22 4AD	Proposed installation of new fascia sign and new hanging sign to the	Officer	23.09.26				
03.09.26	2026/2423	Listed Building Consent	Specsavers	10 Mere Street Diss Norfolk IP22 4AD	Proposed installation of new fascia sign and new hanging sign to the	Officer	23.09.26				
04.09.26	2026/2477	Listed Building Consent	Lay	18 Mere Street Diss Norfolk IP22 4AD	Renewal of the existing lime-rendered finish, localised replacement of defective wattle and daub infill panels and localised repair or replacement of defective sections of the timber frame.	Officer	25.09.26				

App. No.	Type	Location	Details	LPA Decision Date	LPA Decision
2025/1623	Full	Land East Of Cherry Tree Court Diss Norfolk	Erection of dwelling and parking	24.06.26	Refusal (Delegated)
2026/1300	Householder	13 Sycamore Way Diss Norfolk IP22 4ZD	Proposed Single Storey Extension	01.07.26	Approval with Conditions (Delegated)
2026/1170	Householder	82J Victoria Road Diss Norfolk IP22 4JG	Existing Extension to be demolished. Erection of single storey rear extension & Associated Landscape Work	06.07.26	Approval with Conditions (Delegated)
2026/1460	Householder	Honeypot Barn 20 Beehive Yard Diss Norfolk IP22 4LQ	Proposed installation of French doors with Juliette balcony at first floor level	10.07.26	Approval with Conditions (Delegated)
2026/1430	Removal/Variation of Condition (S73/S19)	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)	13.07.26	Approval with Conditions (Delegated)
2023/0588	Change of Use	The White Elephant 3 Stuston Road Diss Norfolk IP22 4JB	Retrospective change of use of the former public house (sui generis) to a restaurant within Use Class E(b), retention of the rear extension and extraction flue, and associated parking and access arrangements.	31.07.26	Approval with Conditions (Delegated)
2025/1543	Full	The (former) Feather Mills Factory Site Park Road Diss Norfolk IP22 4AS	Erection of 3 storey, 66 bed care home for older people with associated landscaping, car parking and access.	29.07.26	Refusal (Delegated)
2025/3908	Change of Use	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)	30.07.26	Approval with Conditions (Delegated)
2026/1153	Approval of Condition Details	Dwelling South East Of Waterside Walcot Green Diss Norfolk	Discharge conditions 5 (External materials), 16 (Boundary treatments), 17 (Tree Protection Plan) and the Statutory Biodiversity Gain Plan Condition of planning application 2025/2492	30.07.26	Approval of details - Approved (Delegated)
2026/1154	Full	39 Shelfanger Road Diss Norfolk IP22 4EH	Continued use of the site as a builder's merchant (sui generis), reconfiguration of the site layout including amendment to storage areas, servicing areas and demolition of outbuilding and lean-to; and associated works.	31.07.26	Approval with Conditions (Delegated)
2026/0697	Full	3 St Nicholas Street Diss Norfolk IP22 4LB	Conversion of existing building to 3 residential apartments retaining a commercial shop unit on the ground floor	07.08.26	Approval with Conditions (Delegated)
2026/0698	Listed Building	3 St Nicholas Street Diss Norfolk IP22 4LB	Conversion of existing building to 3 residential apartments retaining a commercial shop unit on the ground floor	07.08.26	Approval with Conditions (Delegated)
2026/1363	Householder	9 Victoria Road Diss Norfolk IP22 4HE	Single-storey lean-to extension to side/rear following demolition of conservatory, with fenestration alteration and insertion of first-floor window and rooflight to rear and associated alterations.	21.08.26	Approval with Conditions (Delegated)
2026/0578	Removal/Variation of Condition (S73 / S19)	Land To The East Of 4 Grigg Close Diss Norfolk	Variation of condition 2 to change hipped roof to half hip and change brick type of planning permission 2023/2663 (which consented to Reserved matters for appearance, scale, landscaping, layout including materials following outline permission 2021/1149 for a single storey dwelling with associated landscaping and parking)	28.08.26	Approval with Conditions (Delegated)
2026/1207	Full	16 Victoria Road Diss Norfolk IP22 4HW	Change of use from residential garden room to commercial beauty business	28.08.26	Approval with Conditions (Delegated)
2025/3947	Full	44 Victoria Road Diss Norfolk IP22 4HZ	Extension to existing commercial unit	01.09.26	Approval with Conditions (Development Management Committee)
2026/1870	Full	Cherry Tree Court Diss Norfolk	Installation of solar powered bollard lighting	10.09.26	Approval with Conditions (Delegated)