

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

Our Ref: PL 12.03.25
Date: 03/03/2025

Sub-Committee Membership:
D. Craggs, A. Goulder (Vice-Chair), A. Kitchen, S. Olander (Ex-Officio), R. Peaty,
E. Taylor (Chair), J. Welch

For Information:
S. Browne, D. Collins, S. Kiddie, K. Murphy, J. Robertson, L. Sinfield,
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 12th March 2025** 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 29th January 2025 (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
2025/0386	Full Planning Permission	22 Mere Street, Diss, Norfolk, IP22 4AD	Change of use of former Office space to Apartments	04.03.25 - extension requested to 13.03.25
2025/0419	Full Planning Permission	14 Market Hill, Diss, Norfolk, IP22 4JU	Part conversion of an existing retail unit to form 5 new domestic flats whilst retaining a portion of the ground floor for retail use	06.03.25 - extension requested to 13.03.25

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 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>

Minutes

Draft

Minutes of the meeting of the **Planning Sub-Committee** held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 29th January 2025** at **6.15pm**.

Present: Councillors: D. Craggs, A. Goulder (Vice-Chair), A. Kitchen, R. Peaty, E. Taylor (Chair).
 In attendance: Sarah Villafuerte-Richards (Town Clerk/CEO)
 2 members of the public

PL0125A/01 Apologies

Councillor's Name	Apologies Received	Absent Without Apology	Reason / Approval
A. Kitchen	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
S. Olander	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
J. Welch	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Post meeting note – Councillor Welch reported that he had attempted to email his apologies prior to the meeting

PL0125A/02 Nomination of Substitute Representatives
 Councillor Craggs substituted for Councillor Welch.

PL0125A/03 Declarations of Interest
 There were none.

PL0125A/04 Minutes
 Members received the minutes of the Planning Sub-Committee meeting on Wednesday 15th January 2025. It was

Resolved: To approve the minutes of the meeting of the Planning Sub-Committee held on Wednesday 15th January 2025 as a true record and were signed by the Chair.

PL0125A/05 Public Participation
 There were two members of the public in attendance.

PL0125A/06 Items of Urgent Business
 There were no items of urgent business raised.

PL0125A/07 Pre-Planning Application
 Members received a pre-application presentation from Norfolk Homes Ltd regarding the Land East of Shelfanger Road and West of Heywood Road, Diss. The Cornerstone Planning Consultant, Norfolk Homes, a privately owned family-oriented company based in Sheringham, has been building houses purely in Norfolk for 37 years. The owner is still actively involved, they have a good reputation and pride themselves on return business.

Around 2,000 homes have been sold across completed sites and are currently working on five sites including Poringland (800 houses), Long Stratton, Trowse, Holt and Aylsham. The previous developer, Scott Properties, heard that Norfolk Homes might be interested so they are now working on the detailed plans following outline permission. They plan to be on-site in January 2026.

The primary changes to the original plans are that the link road has moved further south rather than through the middle and traffic calming measures (20mph speed limit) supported by Norfolk County Highways and a play area for 4-8-year-olds have been introduced.

There was discussion regarding the Public Right of Ways and green space around the site periphery including connectivity, ownership & future maintenance and it was noted that Highways will only include streetlighting on safety grounds. An arrangement like that of the Vinces Road

development where the developer had some lighting installed and a payment for future replacement could be discussed.

Usually, a management company would take over maintenance issues post-site development and each plot purchaser will be tied into a maintenance contract.

A total of 177 units are proposed with 33 of these affordable housing, mostly located on the west of the site. It is not possible to distinguish the difference between houses as only the specification is adjusted. Each property will benefit from an EV charging point, solar panels (no batteries and generating enough to use and not store) and air source heat pumps to meet building regulations.

Adequate parking will be provided for residents over visitors as it's easier to enforce. There were concerns about clustering the social housing and it was noted that a detailed tree survey is underway.

The five attenuation basins at the east and west of the site are designed in line with sustainable drainage criteria that must be met. It was noted that the extension to the Cemetery will be fenced off and it is important that this land can be maximised for burials given the trees aligning the boundary.

They are planning a planning consultation next month so the feedback can inform their planning application submission, and it was noted that Diss Town Council has already agreed to hold a public meeting as soon as plans are submitted.

(Action: Clerk; as appropriate)

PL0125A/08 Date of Next Meeting

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

Meeting closed:7.10pm.

Councillor E. Taylor
Chair

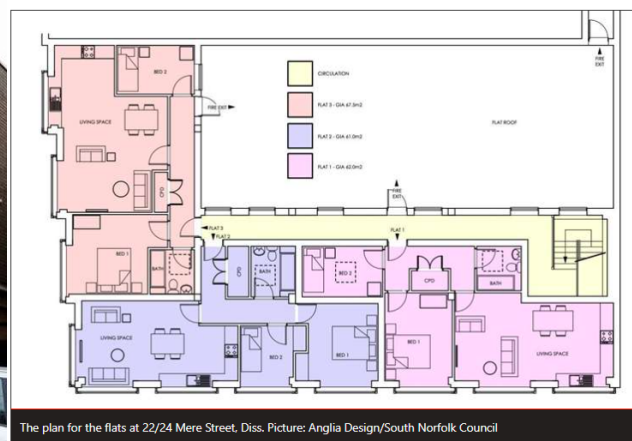
2025/0386 Full Planning Permission

22 Mere Street, Diss, Norfolk, IP22 4AD

Change of use of former Office space to Apartments

The applicant's Heritage Statement describes 22-24 Mere Street, Diss as an unremarkable concrete frame and masonry building located opposite the Mere in the Diss Conservation Area. Their proposal is a prior approval application for the change of use of the floor space only and doesn't include for any elevational changes. They also say if, for some reason, Building Control require the glazing to be upgraded for thermal reasons a further application will be made or like for like units installed.

The building does not have heritage status in the town. An application has now been submitted to South Norfolk Council by Anglia Design LLP, asking if prior approval is needed for the change of use of the first-floor office space to become three flats.



The plan for the flats at 22/24 Mere Street, Diss. Picture: Anglia Design/South Norfolk Council

22/24 Mere Street was home to the Diss Express between 1970 and 2022. Picture: Mark Bullimore

I have brought this application to your attention not because I see it as particularly contentious but because of its prime town centre location overlooking the Mere. In fact, it has been town council policy for a number of years to support the conversion of unused first floor space above retail premises into flats. This not only makes good use of unused space but adds to the vibrancy of the town centre (24/7) even when the shops are shut.

Chair's recommendation:

That we delegate to officer with the recommendation that the application be accepted.



MERE

PARK HOUSE

MERE STREET

CHAPEL STREET

Rectangular Snip

PUBLIC CAR PARK

CAR PARK

210 PROPOSED APARTMENTS

BLOCK PLAN 1:200 @ A1

THE DRAWING IS THE COPYRIGHT OF THE ANGLIA DESIGN LLP AND CAN ONLY BE REPRODUCED WITH THEIR EXPRESS PERMISSION.
 WRITTEN DIMENSIONS MUST BE USED IN REFERENCE TO SCALE. IF DOUBT EXISTS PLEASE CONTACT AS LP FOR CLARIFICATION.
 PARTICULAR CARE TO BE TAKEN WITH DIMENSIONS HAVE BEEN GIVEN ELECTRICALLY. ANGLIA DESIGN LLP CANNOT
 GUARANTEE ACCURACY OF DIMENSIONS UNLESS OTHERWISE STATED ON DRAWING OR IN WRITTEN FORM.
 CONTRACTORS MUST CHECK ALL DIMENSIONS ON SITE. ANY DISCREPANCIES TO BE REPORTED TO AS LP BEFORE PROCEEDING.
 THE CLIENT ACCEPTS THE ANGLIA DESIGN LLP HAS BEEN CHECKED AND FOUND TO BE A REGISTERED DESIGNER AND ARCHITECT
 CONTRACTOR UNDER THE CONSUMER PROTECTION ACT 2008. ANGLIA DESIGN LLP DOES NOT ENDORSE THE SERVICES PROVIDED
 UNLESS SPECIFICALLY APPROVED.

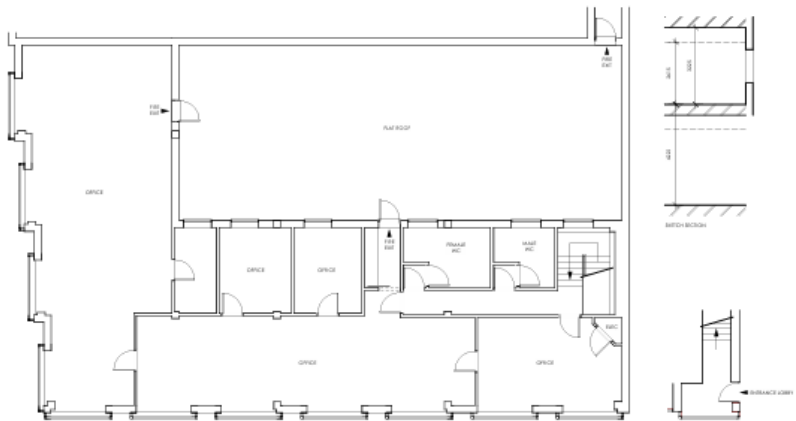
22-24 Mere Street, Diss
Suffolk, IP22 4AD

Date: February 2025
Drawing No: RS/5129/25/02

BLOCK PLAN

Anglia Design
architects . surveyors

11 Charing Cross Norwich Norfolk NR2 4AX
tel: 01603 666576 fax: 01603 764535
em: mail@angliadesign.co.uk



RIGHT OF THE ANGLIA DESIGN LLP AND CMAI OR LRS REPRODUCED WITHOUT EXPRESS PERMISSION.
 1. BE USED IN PREFERENCE TO SCALES. IF SCALES ARE USED PLEASE CONTACT AD LLP FOR CLARIFICATION.
 2. AD LLP HAS BEEN ADVISED THAT THESE PLANS HAVE BEEN RECEIVED ELECTRONICALLY. ANGLIA DESIGN LLP CANNOT BE HELD LIABLE FOR ANY ERRORS OR OMISSIONS.
 3. ALL DIMENSIONS ON THE ANY DISCREPANCIES TO BE REPORTED TO AD LLP BEFORE PROCEEDING.
 4. NO OF ANY NEW REGULATORY REQUIREMENTS TO APPLY TO A PROPOSED DESIGN AND PRACTICE CAN BE OBTAINED FROM ANGLIA DESIGN LLP WHOSE NOT UNDERTAKE THE RISK FOR ANY ERRORS.

22-24 Mere Street, Diss
 Suffolk, IP22 4AD
 Date: February 2025
 Drawing No: RS/5129/25/01

PLANS AND ELEVATIONS

Anglia Design
 architects . surveyors **LLP**

11 Charing Cross Norwich Norfolk NR2 4AX
 tel: 01603 666576 fax: 01603 764535
 em: mail@angliadesign.co.uk

2025/0419 Full Planning Permission

14 Market Hill, Diss, Norfolk, IP22 4JU

Part conversion of an existing retail unit to form 5 new domestic flats whilst retaining a portion of the ground floor for retail use

Firstly, I must apologise for the quality of the drawings which are not as clear as I would like to see but I can only work with material available.

The proposal is to convert the former bank into a single retail unit and 5 domestic flats, 2 on the ground floor and 3 on the first floor. All flats are 2 beds and the flat on the west of the first floor is proposed to have a balcony offering good views over our wildlife gardens and the Mere. From what I have been able to observe none of the flats would significantly overlook other properties. There is adequate parking to comply with South Norfolk Council regulations.

The flats would use their own dedicated entrance from the eastern side of the bank and the retail unit would utilise the former bank's main entrance.

Chair's Recommendation:

That we delegate to officer with a recommendation that the application be approved.



Council Offices

MARKET HILL

Former Barclays Bank
See Drawings No. 1121-PL-05
and 1121-PL-06 for Proposed
Layouts

Carpark
7 no. Spaces

Mallard Court

Mere Barn

Allotment Garden

Block Plan of Former Barclays Bank

- This drawing is copyright of the Architects and can only be reproduced with their expressed permission.
- Written dimensions should be used in preference to scaled. Contractors to check all dimensions on site with discrepancies to be reported to the Architects before proceeding.
- This document is produced only for the use of the employer. It cannot be relied upon for any third party.
- Drawings issued by KFD on paper, disc or email are controlled to ensure that changes can be recorded and traced.
- Drawings not to be amended without KFD written consent. KFD will not be responsible for unauthorised changes or consequences thereof.
- This drawing is to be checked & read out loud by an Engineer, Architectural, Service Engineers & any specialist contractors, together with any relevant statutory specifications.
- Construction work to be carried out in accordance with Construction Design Management Regulations (1288 2013). Client Health, Safety & Welfare is your responsibility.
- The main contractor is to prepare a construction phase plan before commencing work on site. The contractor is to obtain a Health & Safety plan during work on site ensuring it is kept up to date with works and completed. Wherever there is a safety plan may be carried out by the principal designer.
- The main contractor is to carry out the construction work in reference to design risk assessment prepared by KFD.
- CE: Any necessary suspension of liability & claims for exceptions for self built development applications forms are to be completed & submitted to the local planning authority before work commences on site.
- KFD take no responsibility for any financial liability in this respect as this risk with the client.
- Please contact KFD should you require further assistance.

Rev	Description	Name	Date

This drawing is the copyright of KFD ARCHITECTURE and should not be reproduced without prior consent.

DO NOT SCALE. All figured dimensions to be checked on site and the architect notified of any variation.

Drawn: CH	Checked: Jan 25'	Approved: 1121
Scale @ A2: as above	Date: Jan 25'	Job No: 1121
Drawing No: 1121-PL-08	Revision:	

Project Title: Conversion of Former Barclays Bank to Flats at 14 Market Hill, Diss, Norfolk IP22 4JU
Client: Old Bucks Developments Ltd
For: Proposed Site Plan

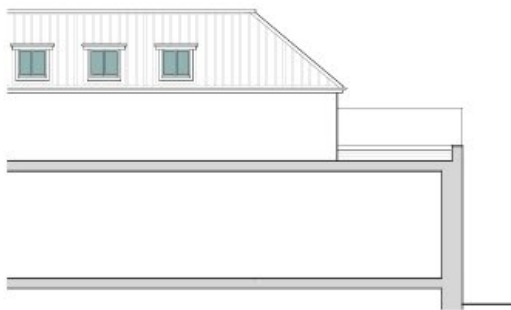
KFD ARCHITECTURE

Complete Architectural Services

Rectangular Snip



Existing South Elevation 1:100



Existing West Elevation 1:100



Existing East Elevation 1:100



Existing North Elevation 1:100

Existing Elevations of former Barclays Bank

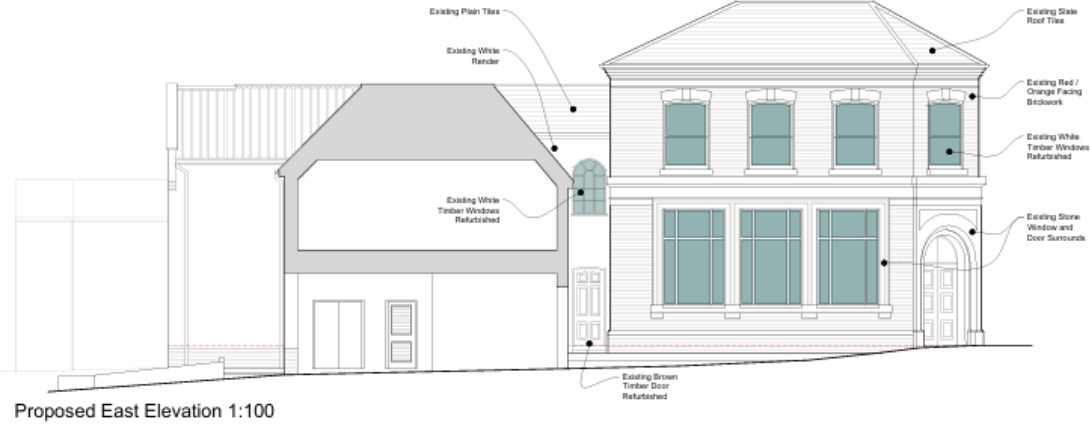
This drawing is copyright of the Architects & can only be reproduced with their expressed permission. All dimensions must be used in preference to scaled. Contractors to check all dimensions on site with discrepancies to be reported to the Architects before proceeding. This document is produced only for the benefit of the employer & cannot be relied upon by any third parties. Drawings issued by KFD on paper, disk or email are considered to be correct and changes can be recorded and tracked. Drawings not to be amended without KFD written consent. KFD are not responsible for unauthorised changes or consequences thereof. Construction work to be carried out in accordance with Construction Design Management Regulations (CDM 2015). Client Name, Health & Safety is your responsibility. The main contractor is to provide a construction phase plan before commencing work on site. The contractor is to obtain a health & safety plan during work on site ensuring it is kept up to date with work as complete. Alternatively the health & safety plan may be carried out by the principal designer. The main contractor is to carry out the construction work in reference to design risk assessments produced by KFD. CA: Any necessary assumptions of liability & claims for exemption for self build development applications have to be completed & submitted to the local planning authority before work commences on site. KFD take no responsibility for any financial liability in this regard as this lies with the client. Please contact KFD about any view on further assumptions.

Rev	Description	Name	Date	Drawn:	Checked:	Approved:
				CH		
				Scale @ A2:	Date:	Job No:
				as above	Jan 25'	1121
				Drawing No:		Revision:

Project Title: Conversion of Former Barclays Bank to Flats at 14 Market Hill, Diss, Norfolk IP22 4JU
 For: Old Bucks Developments Ltd
 Drawing Title: Existing Elevations

KFD ARCHITECTURE
 Complete Architectural Services
 Angela Venn, Rodney Road, Diss, Norfolk, IP22 4JU
 Tel: 01206 954995
 Fax: 01206 954996
 Email: a.venn@kfd-arch.co.uk

This drawing is the copyright of KFD ARCHITECTURE and should not be reproduced without prior consent. **DO NOT SCALE.** All figured dimensions to be checked on site and the architect notified of any variation. 1121-PL-04



Proposed Elevations

- This drawing is copyright of the Architects & can only be reproduced with their expressed permission.
- Where dimensions are used in preference to scales, Contractors to check all dimensions on site with discrepancies to be reported to the Architects before proceeding.
- This document is provided only for the benefit of the employee & cannot be relied upon by any third parties.
- Drawings issued by KFD on paper, disk or arial are controlled to ensure that changes can be recorded and traced.
- Drawings will be amended without KFD written consent. KFD are not responsible for any unauthorised changes or misinterpretations thereof.
- This drawing to be checked and used in conjunction with all Engineers, Architectural, Services Engineers & any specialist drawings, together with any relevant additional specifications.
- Construction work to be carried out in accordance with Construction Design Regulations (CDR 2015), Client Name, Health & Safety is your responsibility.
- The main contractor is to prepare a construction phase plan before commencing work on site. The contractor is to outline a health & safety plan during work on site ensuring it is kept up to date until works are complete. Alternatively the health & safety plan may be carried out by the principal designer.
- The main contractor is to carry out the construction work in reference to design risk assessment prepared by KFD.
- CA: Any necessary assumption of liability & claims for exemption for self-build development application forms are to be completed & submitted to the local planning authority before works commence on site.
- KFD has no responsibility for any financial liability in this respect as the law with the client.
- Please contact KFD should you require further assistance.

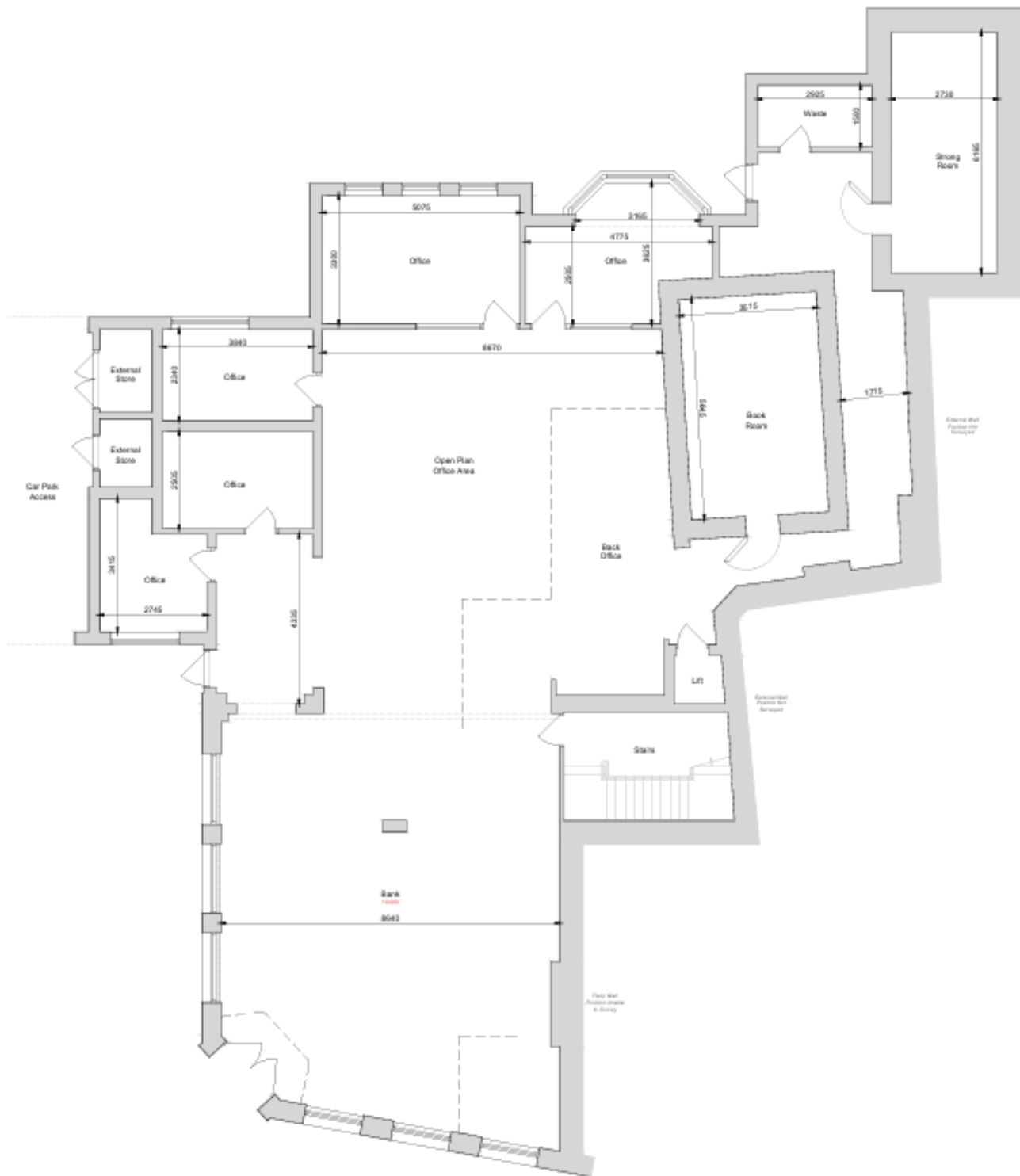
Rev	Description	Name	Date	Drawn:	Checked:	Approved:
				CH		
				Scale @ A2:	Date:	Job No:
				as above	Jan 25'	1121
				Drawing No:		Revision:

Project Title: Conversion of Former Barclays Bank to Flats at 14 Market Hill, Diss, Norfolk IP22 4JU
 For: Old Bucks Developments Ltd
 Drawing Title: Proposed Elevations

KFD ARCHITECTURE
 Richard Venn, Richard Peck, Steven Lee, Mark
 Tel: 01206 862945
 Fax: 01206 862944
 Email: info@kfdarchitecture.com

COMPLETE ARCHITECTURAL SERVICES

This drawing is the copyright of KFD ARCHITECTURE and should not be reproduced without prior consent.
DO NOT SCALE. All figured dimensions to be checked on site and the architect notified of any variation.



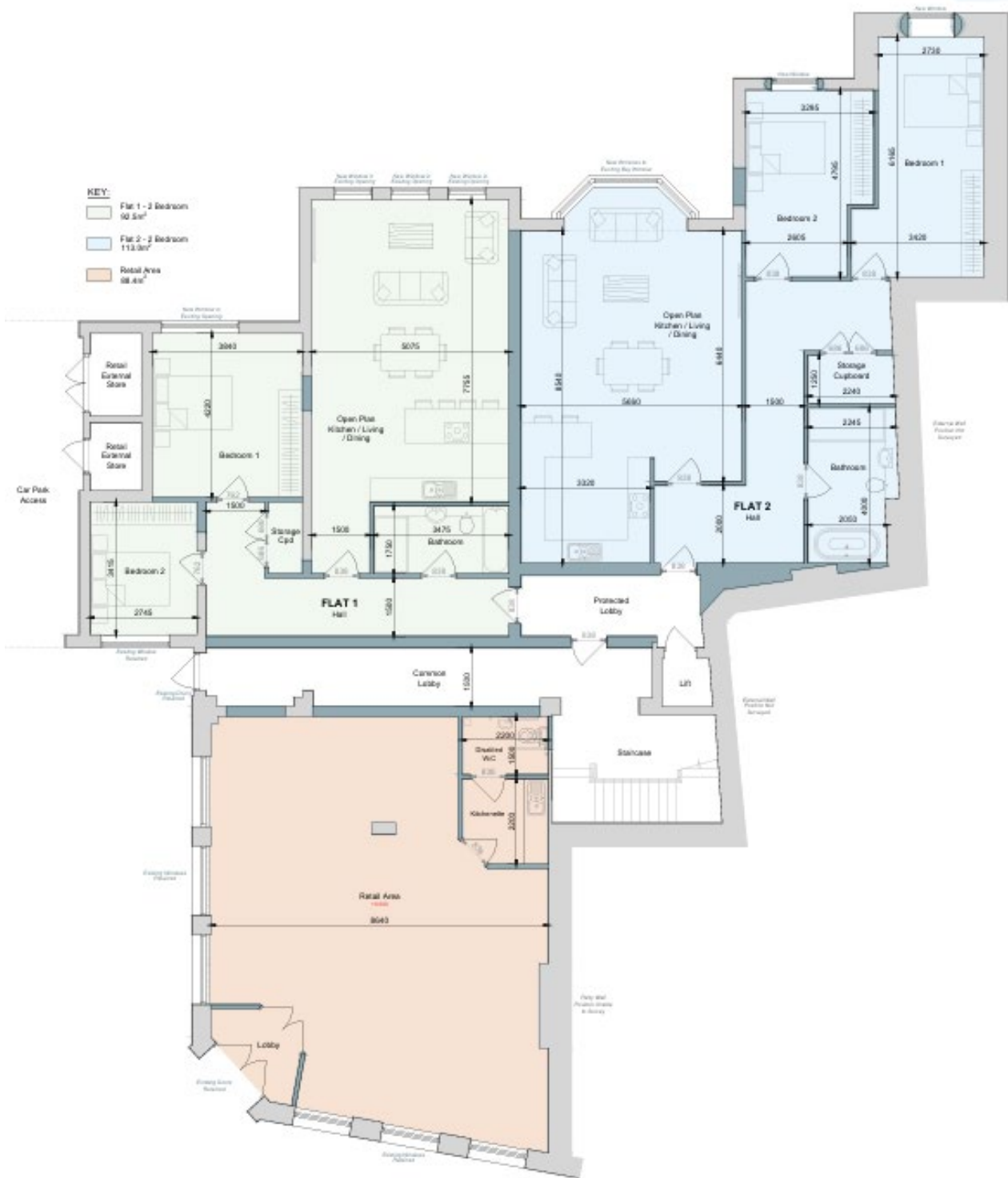
© 2011 KFD ARCHITECTS LTD. All rights reserved. This drawing is the property of KFD ARCHITECTS LTD. and should not be reproduced without the written consent of KFD ARCHITECTS LTD. The information contained herein is for the use of the client only and is not to be used for any other purpose. The client is responsible for ensuring that the information is accurate and complete. KFD ARCHITECTS LTD. is not responsible for any errors or omissions in this drawing. The client is responsible for ensuring that the information is accurate and complete. KFD ARCHITECTS LTD. is not responsible for any errors or omissions in this drawing.

No.	Description	Date	By	Checked	Approved
	CH				
150		Jan 20			1121

Project	Conversion of Former Barclays Bank to Flats at 11 Market Hill, Osa, Norfolk, NG2 4JU
Client	Old Bucks Developments Ltd
Drawing	Existing Ground Floor Plan
Sheet	1121.P01.D0

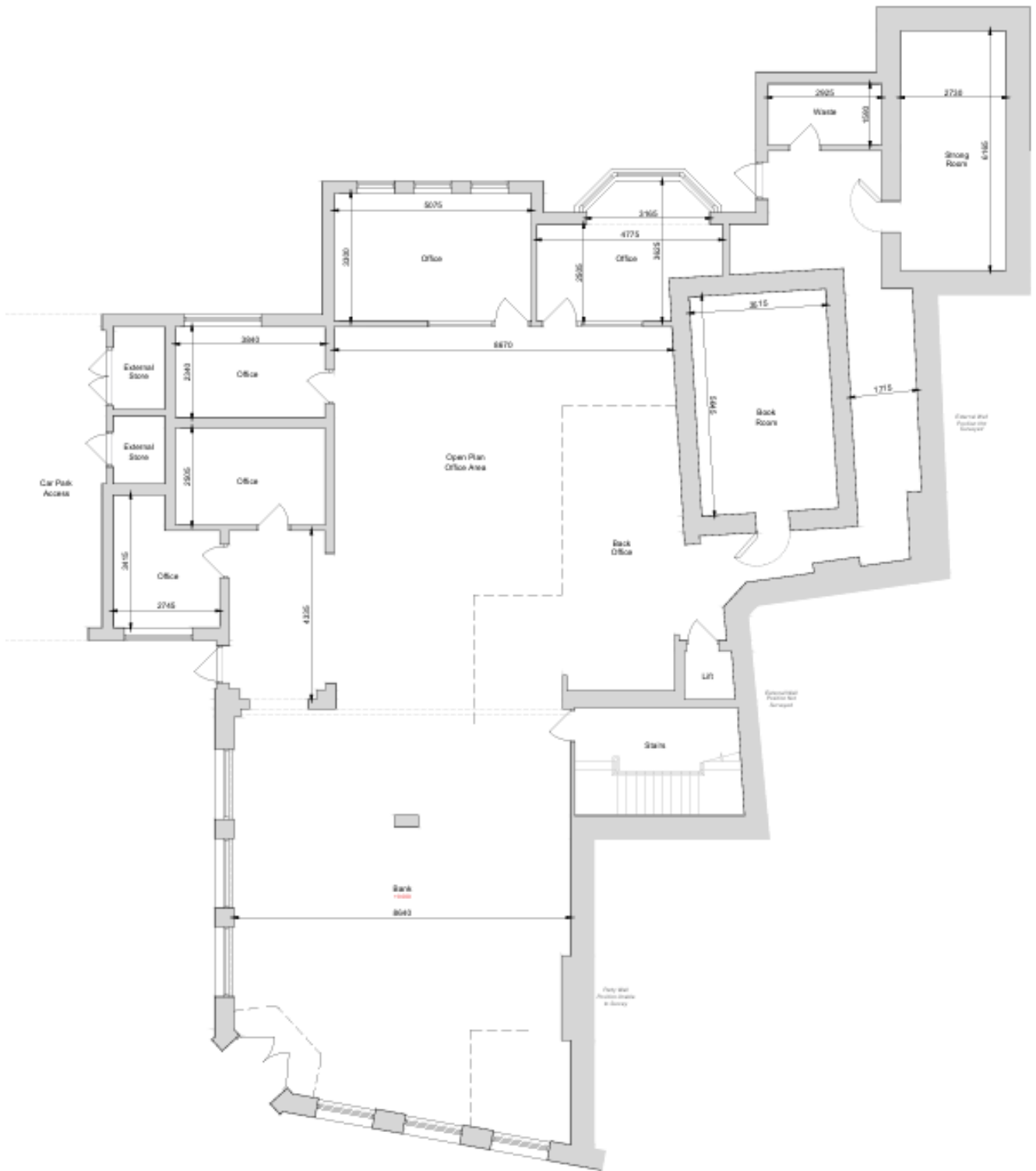


Existing Ground Floor Layout



No.	Description	Date	By	Checked	Approved
1	CH	25/06/20	CH	CH	CH
<p>REVISIONS:</p> <p>1. To update drawings to the latest information received from the Council.</p>					
<p>PROJECT INFORMATION:</p> <p>Project: Conversion of Former Mandays Bank to Flats at 14 Market Hill, Gns, Warlox, IP22 4JU</p> <p>Client: Old Bucks Developments Ltd</p> <p>Drawing Title: Proposed Ground Floor Plan</p> <p>Drawing No: 1121-PL-05</p>					

Proposed Ground Floor Layout



<small> This drawing is the property of KFD ARCHITECTS LTD. It is to be used for the project and site only. It is not to be used for any other purpose without the written consent of KFD ARCHITECTS LTD. All rights reserved. </small>	Rev	Description	Date	Drawn	Checked	Approved	Project	Conversion of Former Barclays Bank to flats at 14 Market Hill, Oso, Norfolk, IP23 4JF Old Bucks Developments Ltd Existing Ground Floor Plan	
							1121-PL-02		
							1121		

Existing 1st Floor Layout

App. No.	Type	Location	Details	LPA Decision Date	LPA Decision
2023/3736	Full	Diss Health Centre Mount Street Diss Norfolk IP22 4WG	Erection of additional portacabin	07.01.25	Approval with Conditions (Delegated)
2024/2692	Full	28 St Nicholas Street Diss Norfolk IP22 4LB	Change of use of first floor to single residential unit with replacement windows x 2 and refurbishment of ground floor retail unit	08.01.25	Approval with Conditions (Delegated)
2024/2693	Listed Building	As Above	As Above	As Above	As Above
2024/1085	Development - Permission in Principle	The Oaks Jarretts Yard Church Street Diss Norfolk IP22 4DD	Residential development of up to 4 dwellings	14.01.25	Approval with no Conditions (Development Management Committee)
2024/2828	Listed Building Consent	98 Victoria Road Diss Norfolk IP22 4JG	Removal and replacement of first floor window frame	15.01.25	Approval with Conditions (Delegated)
2024/3205	Full Planning Permission	Diss Health Centre Mount Street Diss Norfolk IP22 4WG	Installation of 86 Roof Mounted Solar PV Panels & Associated Battery Storage	17.01.25	Approval with Conditions (Delegated)
2024/3531	Householder	5 Walcot Rise Diss Norfolk IP22 4PD	Two storey front extension	13.01.25	Approval with Conditions (Delegated)
2024/3659	Removal/Variation of Condition	Homeway Farm Burston Road Diss Norfolk IP22 5SX	Removal of condition 5 of SW07/96/0066/F - Occupancy restriction	29.01.25	Approval with Conditions (Delegated)
2025/0138	Non Material Amendment	5 Walcot Rise Diss Norfolk IP22 4PD	Non material amendment of 2024/3531 - Proposed alterations to extension roof profile	29.01.25	Approval with Conditions (Delegated)
2024/3732	Advertisement Consent	Diss Leisure Centre Victoria Road Diss Norfolk IP22 4JG	New building signage - new fret cut lettering on stand off pins on front elevation and replacement of four existing downlights	12.02.25	Approval with Conditions (Development Management Committee)