

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

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

Our Ref: PL 15.01.25
Date: 09/01/2025

Telephone: 01379 643848
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Sub-Committee Membership:

A. Goulder (Vice-Chair), A. Kitchen, S. Olander (Ex-Officio), R. Peaty, E. Taylor (Chair)
J. Welch

For Information:

S. Browne, D. Collins, D. Craggs, S. Kiddie, K. Murphy, J. Robertson, L. Sinfield,
Town Clerk

Diss Express

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 20th November 2024** 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 20th November 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
2024/3846	Full Planning Permission	Former Poundland, 55 & 56 Mere Street, Diss, Norfolk, IP22 4AG	Reduce size of shop & storage area with small extension at ground floor & conversion of rear of premises, first & second floor to residential flats	27.01.25

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 20th November 2024** at **6.30pm**.

Present: Councillors A. Goulder (Vice-Chair), R. Peaty, E. Taylor (Chair), J. Welch

In attendance: Sarah Villafuerte-Richards (Town Clerk/CEO)

PL1124/01 APOLOGIES

Apologies have been received and accepted from Councillors Kitchen and Olander.

PL1124/02 NOMINATION OF SUBSTITUTE REPRESENTATIVES

Councillor Sinfield substituted for councillor Kitchen.

PL1124/03 DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS

There were none.

PL1124/04 MINUTES

Members received the minutes of the Planning Committee meeting on Wednesday 9th October 2024. It was

RESOLVED: To approve the minutes of the meeting of the Planning Committee held on Wednesday 9th October 2024 as a true record and were signed by the Chairman.

(Action: Town Clerk/CEO: immediately)

PL1124/05 PUBLIC PARTICIPATION

There were no members of public present.

PL1124/06 ITEMS OF URGENT BUSINESS

There were no items of urgent business.

PL1124/07 NEW PLANNING APPLICATIONS AND DEVELOPMENT CONTROL MATTERS

Members received and commented on planning applications and other development control matters.

Reference planning applications 2024/2751 & 2024/2752. The full Design and Planning statement describes the proposed changes very well and contains several photographs which show the poor internal condition and illustrate the need for a great deal of remedial work. It is one of best applications recently reviewed.

Material loss to business – café, which could be used to reject application. There is support to retain the shop and renovate the building as it brings another resident on to the High Street. The rear is currently dilapidated and next to the Mere.

The removal of the staircase is affecting viability. DM2.2 policy – space will be reduced for business. If the application is turned down and loses renovation it will leave the building remaining empty.

Reference planning application 2024/2899. Located in an area of residential properties with TW Gaze as the only nearby commercial property. The site is out of town with chances of getting employment use low. It is in the middle of modern housing. The downstairs property hasn't been vacant for three months whilst the upstairs has been vacant for a while. There was a previous application in June for two dormer windows in the rear roof. The application was withdrawn when the conservation officer didn't approve the dormer windows, this was the only objection by them. Now they have been removed it should satisfy the conditions.

There is merit in the application and one we should support. There will be adequate parking provision.

Application No.	Type	Address	Proposal	Response
2024/2751 & 2024/2752	Full Planning Permission / Listed Building Consent	44 Mere Street Diss Norfolk IP22 4AG	Change of use from shop into dual use with shop at front of ground floor and self-contained 2 bed flat to rear. Internal structural and cosmetic changes and rear single storey mono-pitched extension removed and replaced with new flat roof rear extension, with removal and replacement of windows to rear elevation of existing 2 storey extension.	RECOMMEND APPROVAL Delegate to officer and recommend that the application be approved. Parking should be provided for both residents and the business staff at the rear of the premises.
2024/2899	Prior Notification - Class E to Residential	The Old Cherry Tree 8 Roydon Road, Diss, Norfolk, IP22 4LN	Prior approval under class MA for change of use of offices (class E) to three residential dwellings (class C3).	RECOMMEND APPROVAL Delegate to officer with a recommendation that the prior approval application be approved.

PL1124/08 SOUTH NORFOLK PLANNING DECISIONS

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

PL1124/09 DATE OF NEXT MEETING

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

Meeting closed at: 7:01pm.

Councillor Taylor
CHAIR

Planning Pack 15 Jan 2025

2024/3846

Location: Former Poundland 55 & 56 Mere Street Diss Norfolk IP22 4AG

Proposal: Reduce size of shop & storage area with small extension at ground floor & conversion of rear of premises, first & second floor to residential flats Application Type: Full Planning Permission

Background

I have met Joe Darrell the owner of the car park on two occasions since the Wetherspoons restaurant application was withdrawn.

Joe explained although he still has longer term ambitions for a small pub/restaurant on the car park he had now turned his attention to the old Poundland store. He explained at the time that he was hoping to buy the store and convert the front half of the building (facing Mere Street) into 1 or 2 smaller more viable retail units, convert the rear of the remaining store into a ground floor garden flat with further flats on the first floor.

The outlines for this scheme were then discussed at a planning committee meeting on the 12th June 2024 at which there was support from the Council subject to seeing the full application.

The only difference from these early discussions was the addition of flats on the 2nd floor. It mentions in the design and development statement that there are other buildings/premises in the area which are 3 floors high so this application would be keeping with them.

I have attached several drawings for you to look at and the owners design and access statement. This statement contains details of all the proposed changes together with a number of photographs.

Chair's Comments

The outside of the premises is currently rather sad and run down with the yard area at the rear of the building concreted over and totally neglected. The proposed changes will hopefully make the retail area, more attractive and viable to potential customers and the proposed garden area at the rear of the ground floor flat will give a visual uplift leading down towards the Mere. The two first and two second floor flats will also improve the look of the building on the north side with the addition of windows on what is a stark unappealing wall. Balconies to the rear of the flats will further enhance the look of the building.

Further drawings can be viewed on the SNC planning portal planning ref 2024/3846

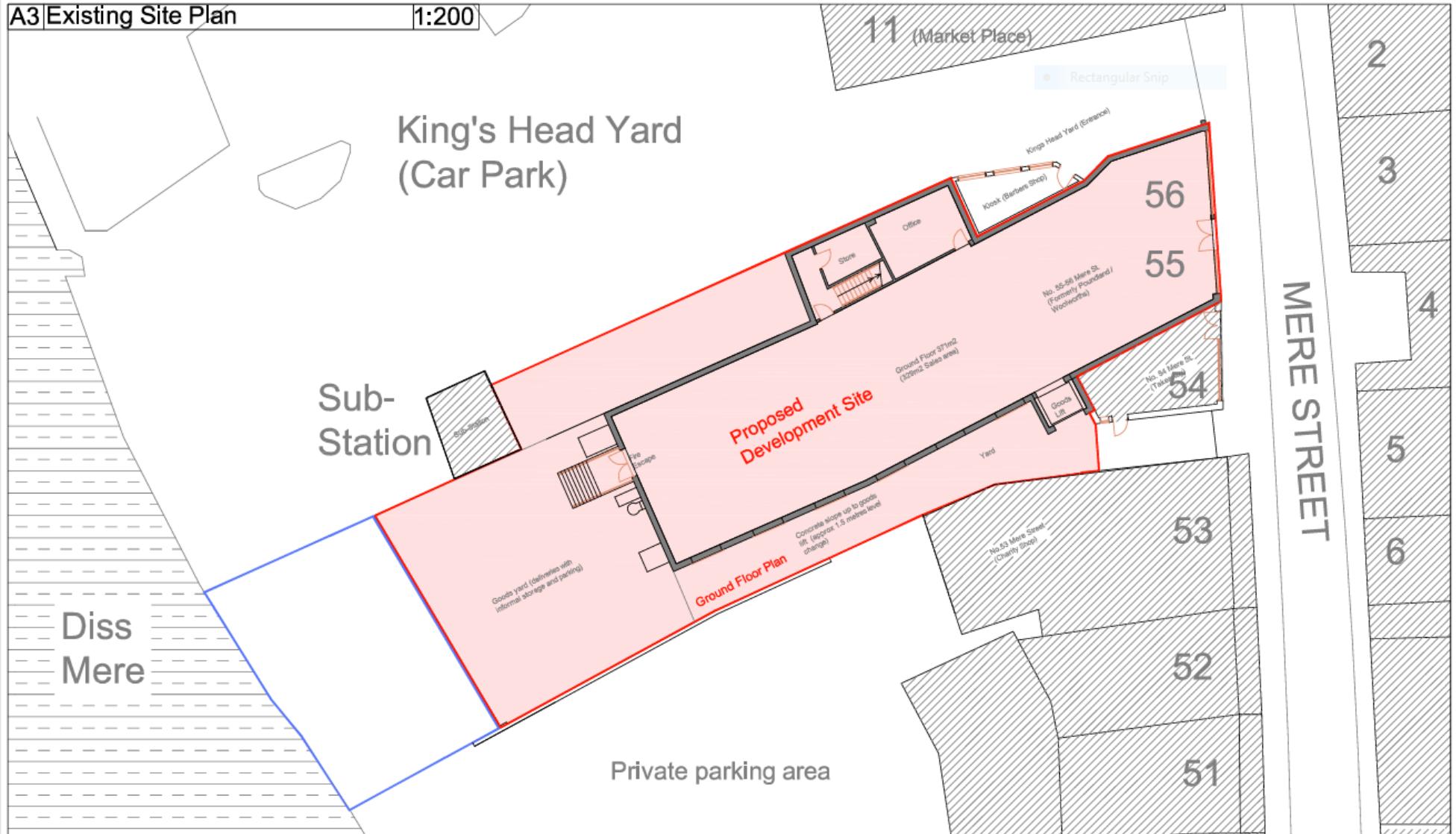
Recommendation

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

Cllr Eric Taylor
Chair of Planning

A3 Existing Site Plan

1:200



Rev	Date	Description
C	05 Nov 2024	Site boundary adjusted again to show ownership to edge of Mere
B	04 Nov 2024	Site boundary adjusted (fire escape and steps omitted from shop staff room to client request)
A	02 Nov 2024	Client details amended, site boundary adjusted

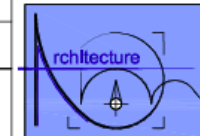
55-56 Mere Street, Diss, Norfolk, IP22 4AG

Drawing 100 Revision 'C' Scale 1:200

Existing Site Plan

Client:
 'Tacolneston Estates'
 Wymondham Business Centre, 1 Town Green,
 Wymondham, Norfolk, NR18 0BN

N J Myhill Architecture
 Professional Design & Plans Drawing Service

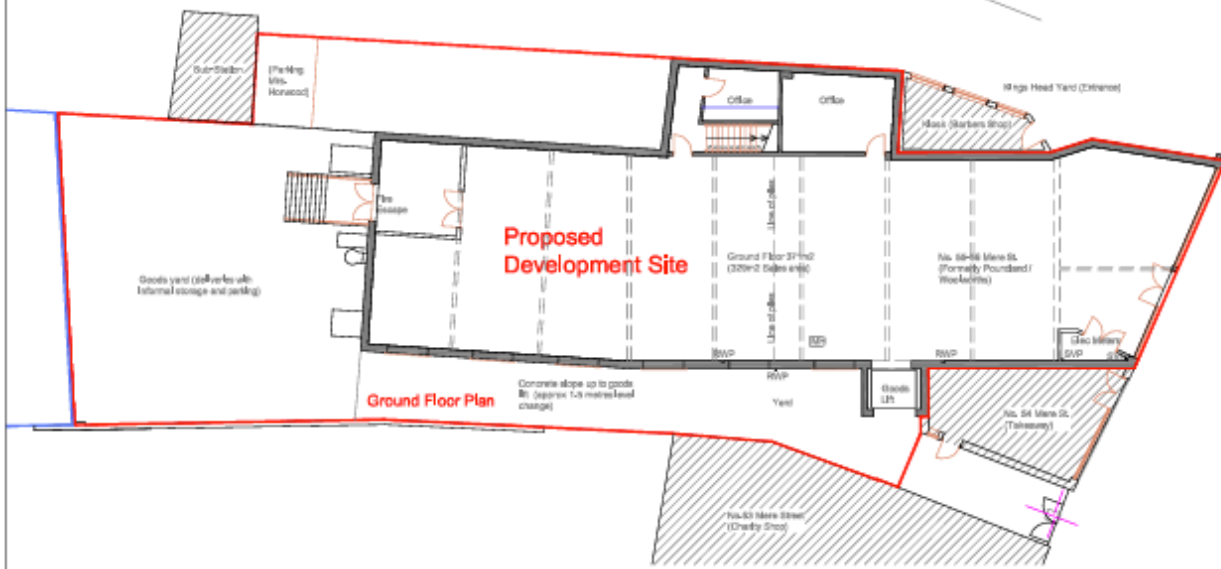
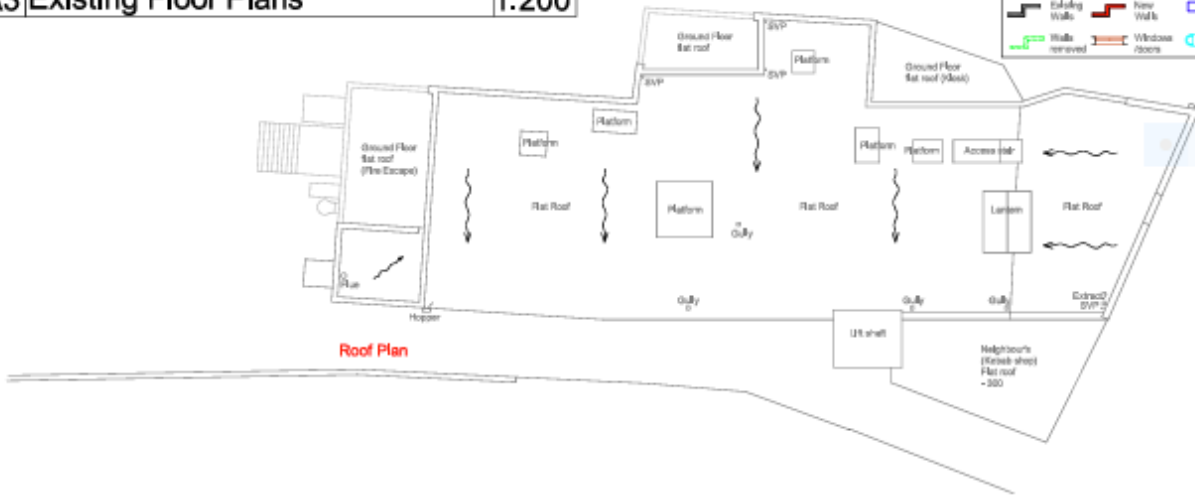


The Studio
 13 Damgate Street
 Wymondham
 Norfolk
 NR18 0BG
 Tel: 01953 603413
 Mob: 07799 825799

A3 Existing Floor Plans

1:200

— Existing Walls
— New Walls
— Walls removed
— New Floors
— Windows
— Sanitary Ware
□ Furniture



Rev	Date	Description
A	18 Dec 2024	Additional detail added to site plan
B	02 Nov 2024	Site area amended

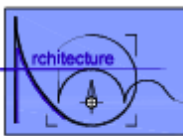
55-56 Mere Street, Diss, Norfolk, IP22 4AG

Drawing 101 | Revision 'B' | Scale 1:200

Existing Floor Plans

Client:
 'Tacolneston Estates'
 Wymondham Business Centre, 1 Town Green,
 Wymondham, Norfolk, NR18 0PN

N J Myhill Architecture
 Professional Design & Plans Drawing Service



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 13 Damgate Street
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 Norfolk
 NR18 0BG

Tel: 01953 803413
 Mob: 07799 825799

Design and Access Statement

In support of a Full Planning Application for:

55-56 Mere Street, Diss, IP22 4AG



“Reduce size of shop premises, convert first floor and rear to flats with additional flats at 2nd floor level”

Prepared for Tacolneston Estates Limited, (the applicants)

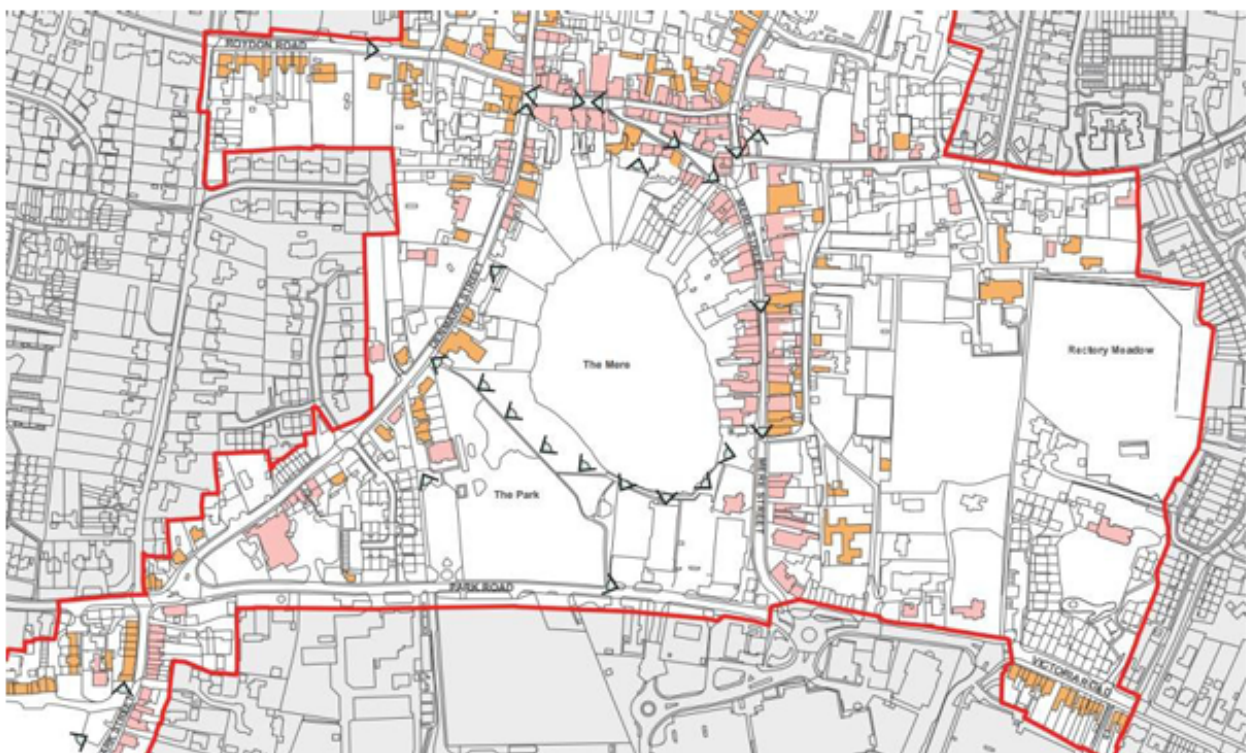
by N J Myhill Architecture, December 2024

Introduction

The applicants have asked *N J Myhill Architecture* to draw up proposals to convert a former Poundland shop premises, into a smaller retail unit with residential flats above and to the rear

Heritage Statement

The site is within the Diss town centre conservation area, the building is not listed but has the potential to positively lift the desirability of the local built environment.



Planning History

The applicants have previously owned and sold the freehold property, once leasing the premises to Woolworths. Having again acquired the site, the applicants now plan to transform the premises with a re-imagined mixed use whilst giving the now run down appearance a much needed face lift.

Prior to the application, the applicant has met with the Diss Town Council Planning Committee who were keen that the building was put to a good use, the proposals were met positively with useful feedback which has been integrated into the scheme.

The Design

Use

Currently this large building on one of Diss' main shopping streets is reserved solely for retail shop and store premises and has been empty following the end of tenancy of Poundland in June 2023. Having recently acquired the site the applicant plans to reduce the size of the current shop to a more manageable (and commercially lettable) size whilst converting the first floor and half the depth of the ground floor to residential flats. A further two flats are also planned to be built on top of the current building which will be revived and refreshed.



Amount

The current shop premises offers an excessive 710m² of accommodation with sales area of 329m² with a similar space reserved for storage with staff room, office, toilets, goods lift and plant room filling the remainder of the space. The applicant plans to reduce the shop to a smaller 208m², a size we hope will appeal to more retailers.

The plans propose 6 flats in total, three generous 3 bed units ranging between 159 and 185m² at the rear looking towards the Mere with three 2-bed flats (71-103m²) proposed above the shop area.

Scale

The current building has two storeys with the ground floor set from Mere Street from which point the external ground level slopes away towards the Mere at the rear, the ground floor of the building is elevated by about 1.5 metres at the rear where there are steps down to a sloping yard area. The applicant proposes an additional storey above the existing accommodation since many of the neighbouring buildings have three or more floors.



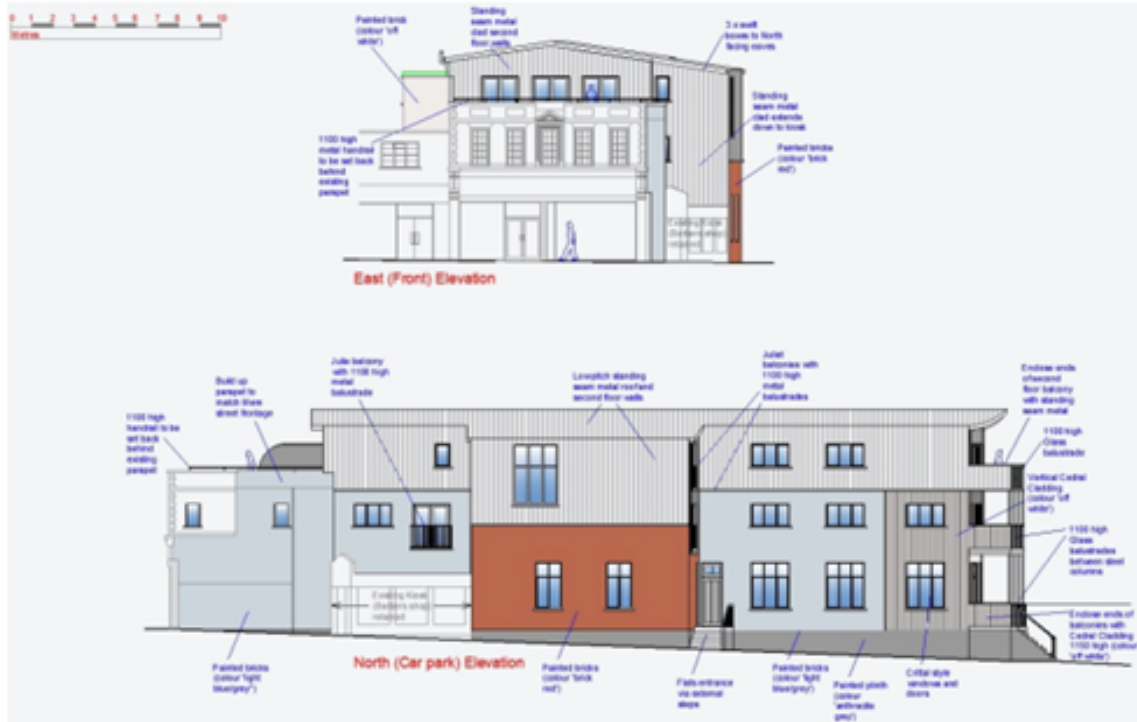
Layout

The proposal will include a new party wall approximately half way between the front and rear of the building, the wall will rise through all three floors separating three two bed flats and the shop fronting Mere Street from three number 3-bed flats at the rear.

The ground floor rear flat will acquire the rear yard space with a garden and parking space whilst each of the other five flats will have an allocated parking space adjacent the building at the side of the neighbouring car park

Landscaping & Biodiversity

The existing goods yard at the rear of the premises, currently concreted over, will be landscaped and repurposed as a garden to flat 1, this will positively add to the biodiversity on the site. Five of the flats will have private outdoor space arranged as balconies and terraces where pots and planters maintained by the tenants could easily attract further insects and birds to the site



Appearance

The outside of the premises is currently rather sad and run down, the external walls are mainly built from London stock bricks with utilitarian charcoal coloured slates hanging at first floor with steel balustrades and fire escape ladder giving an industrial look to the premises .

The applicant wishes to retain an industrial look but will improve the attractiveness of the building with new off white timber effect cladding to part of the ground and first floor where modified. The new second floor will have a standing seam sheet metal appearance to match the new low pitched roof. Since the current building is used for retail and storage there are currently very few windows breaking up the rear and side facades. The external appearance of the premises will be punctuated with simple Crittal style windows adding to and reusing existing blind apertures on the south elevation with similar windows and doors to be added to the rear and North elevations. Where heavily modified the external walls surrounding the stairs will be painted in a bold brick red colour to help break up the mass of the building whilst the main walls to the North elevations (car park side) will be painted in a light blue/grey. Elsewhere to the South and West (rear) elevations, the existing external walls together with the single storey extension to the shop will be lightened with an off white paint similar in tone to the new cladding.



Access considerations

The front of the shop already has a wide entrance door with level access threshold from the street, ideal access for shoppers. Flat 1, on the ground floor, will have access to a garden and a car parking space at the rear with ramped access to a covered balcony terrace with doors leading to the living space and principal bedroom. Each of the other five proposed flats on the upper floors benefit from an allocated parking space each adjacent the entrance with space for cycles in the store area adjacent the internal stairs.

App. No.	Type	Location	Details	LPA Decision Date	LPA Decision
2024/2167	Full Planning Permission	The Two Brewers, 11 St Nicholas Street, Diss, IP22 4LB	Change of use from restaurant to residential on the ground floor & the installation of a solid wooden staircase. Changing the colour of paint on the exterior of the building to terracotta red	19.11.24	Withdrawn
2024/2168	Listed Building Consent	As Above	Retrospective minor repairs and installation of a solid wooden staircase	19.11.24	Approval with Conditions (Delegated)
2024/2430	Householder	2 Mount Street Diss Norfolk IP22 4QE	Garage at the rear of property	04.12.24	Approval with Conditions (Delegated)
2024/1893	Listed Building	11B Market Place Diss Norfolk IP22 4AB	Part removal of party wall of ground floor of units 1 & 2 to create larger retail space. Also adjustment of utility rooms in unit 1 to create additional storage area and two WC's	11.12.24	Approval with Conditions (Delegated)
2024/3120	Advertisement Consent	Aldi Stores Park Road Diss Norfolk IP22 4AS	1 x corporate logo wall mounted showcase sign, 1 x glazing mounted vinyl corporate logo sign, 1 x glazing mounted vinyl information sign, 1 x 'H' frame totem with 1 x double-faced corporate logo showcase sign, 1 x double-faced electric vehicle charging station sign and 1 x double-faced opening hours showcase sign and 1 x electric vehicle charging station panel sign.	17.12.24	Approval with Conditions (Delegated)
2024/1457	Full Planning Permission	32 Victoria Road Diss Norfolk IP22 4HW	Demolition of existing garage & 34 Victoria Road & erection of 2 new 'terraces' of flats (15 units in total)	20.12.24	Approval with Conditions (Delegated)
2024/1698	Full Planning Permission	Diss 46B Victoria Road Diss Norfolk	Retrospective change of use to hand car wash with café and forecourt car sales.	23.12.24	Approval with Conditions (Delegated)
2024/3397	Prior Notification - Sui Generis to Residential	Cherry Tree Stables Doctors Surgery 8A Roydon Road Diss Norfolk IP22 4LN	Notification for prior approval for change of use and conversion of existing commercial building (class E) into 1no dwelling (class C3)	02.01.25	Withdrawn
2024/3337	Householder	Grass Garden 31 Frenze Road Diss Norfolk IP22 4PB	Retrospective erection of 1.5 storey workshop outbuilding to rear garden	31.12.24	Approval with Conditions (Delegated)