

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 12th March 2025** at **6.30pm**.

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

In attendance: Cllr Liz Sinfield
Sarah Villafuerte-Richards (Town Clerk/CEO)
2 members of the public

PL0325/01 Apologies

Councillor's Name	Apologies Received	Absent Without Apology	Reason / Approval
S. Olander	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ill health

PL0325/02 Nomination of Substitute Representatives

Cllr Sinfield substituted for councillor Olander.

PL0325/03 Declarations of Interest

Minute No.	Councillor's Name	Personal/Other Interest	Pecuniary Interest	Reason
PL0325/07 2025/0419	D. Craggs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This cllr knows the applicant.
PL0325/07 2025/0386	A. Kitchen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This cllr is a member of the Diss & District Rotary Club alongside the applicant.

PL0325/04 Minutes

Members received the minutes of the Planning Sub-Committee meeting on Wednesday 29th January 2025. It was

Resolved: To approve the minutes of the meeting of the Planning Sub-Committee held on Wednesday 29th January 2025 as a true record and were signed by the Chair.

PL0325/05 Public Participation

There were two members of the public in attendance, developers for the second application no. 2025/0419.

PL0325/06 Items of Urgent Business

There were no items of urgent business raised.

PL0325/07 New Planning Applications and Development Control Matters

Application 2025/0419 was considered first given the two members of public in attendance.

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 dedicated entrance from the eastern side of the bank and the retail unit would utilise the former bank's main entrance.

It was noted that the flats enjoy generous sizes of around 1200f². It's a modern development with the historic features on the first floor retained. There are currently no plans yet for the allotment space but members commented it would be useful to consider any development in light of the neighbouring Council-owned public wildlife gardens. Most works are internal with some decorative and roofing works. From planning consent, the timeline would be 9 months with delivery expected early 2026.

Application 2025/0386 was brought to the committee because of its prime town centre location overlooking the Mere. 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. It was noted that it should improve the aesthetic of the building.

Cllr Welch entered the meeting.

Application No.	Type	Address	Proposal	Response
2025/0386	Full Planning Permission	22 Mere Street, Diss, Norfolk, IP22 4AD	Change of use of former Office space to Apartments	Recommendation - Approval That we delegate to officer with a recommendation that the application be approved.
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	Recommendation - Approval That we delegate to officer with the recommendation that the application be accepted.

PL0325/08 South Norfolk Council Planning Decisions

Members noted the planning decisions made by the Planning Authority since the last meeting. The Chair advised that he'd received an email from the Planning Enforcement regarding the illuminated sign. They apologised for leaving it on full illumination. It has now been reduced, and the case has been closed.

PL0325/09 Date of Next Meeting

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

Meeting closed: 6.53pm.

Councillor E. Taylor
Chair