



Please ask for: Miss Sarah Richards  
Our ref: PL 14.08.19  
Date: 08 August 2019

## 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 14th August 2019** at **7pm** to consider the business detailed below.

Town Clerk

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# AGENDA

- 1. Apologies**  
There were none.
- 2. Nomination of Substitute Representatives**  
To note nominated substitute representatives attending in place of those who have sent their apologies.
- 3. Declarations of Interest <sup>1</sup> and Requests for Dispensations**  
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 meeting of the Planning Sub-Committee held on 18<sup>th</sup> July 2019. (copy details 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. (*Members of the public are entitled to speak for a maximum of three minutes*).
- 6. Items of URGENT business**  
To discuss any item(s) of business which the Chairman 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*).

### 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 Councils 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 at the Council Offices during normal opening hours.*

*Please note that the Council Chamber is currently on the first floor of the Diss Youth & Community Centre. Anyone wishing to attend the meeting who will require access to this room by using the stair lift, should contact the Deputy / Town Clerk prior to the start of the meeting.*

**7. New Planning Applications and Development Control Matters**

To receive and comment on planning applications and other development control matters.

App. No.	Type	Applicant	Address	Proposal	Response
2019/1528	Full	Manotarn Ltd	Navire House, Mere Street, Diss, IP22 4AG	Change of use of first floor A2 offices to 3no. C3 residential flats, associated internal alterations and replacement of windows.	
2019/1555	Outline	Land Allocations Ltd	Land North of Walcot Rise, Diss	Outline application including access, with all other matters reserved for up to 94 residential dwellings.	

**8. Date of Next Meeting**

To note that Planning meetings will precede scheduled committee dates at 6pm should applications require committee consideration.

**COMMITTEE MEMBERSHIP:**

**Councillors:**

J. Mason  
S. Olander (ex-officio)  
J. Robertson  
  
E. Taylor (Chair)

**FOR INFORMATION:**

Town Clerk

Deputy Town Clerk

**Councillors:**

S. Browne (ex-officio)  
D. Collins  
N. Howard  
D. Poulter  
A. Kitchen

Diss Express

Diss Mercury

# DISS TOWN COUNCIL MINUTES

Minutes of the meeting of the Planning Sub-Committee held in the Marriage Room at Diss Town Council Offices on Thursday 18<sup>th</sup> July 2019 at 6.15pm.

Present: Councillors S. Browne  
N. Howard  
A. Kitchen  
J. Mason  
S. Olander  
J. Robertson  
E. Taylor (Chair)  
In attendance: Sonya French (Deputy Town Clerk)

**PL0719/01** **APOLOGIES**  
Apologies received from Councillor Olander, Poulter and Collins, Sarah Richards (Clerk)

**PL0719/02** **NOMINATION OF SUBSTITUTE REPRESENTATIVES**  
There were none.

**PL0719/03** **DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS**  
There were none.

**PL0719/04** **MINUTES OF THE LAST MEETING**  
It was

RESOLVED: that the minutes of the meeting of the Planning Sub-Committee held on Wednesday 5<sup>th</sup> June 2019 were a true record and were duly signed by the Chairman.

**PL0719/05** **PUBLIC PARTICIPATION**  
Members considered a resolution under Standing Orders 3 d., e., f., g. & h. to suspend the meeting to receive comments from members of the public on items to be discussed on the agenda. There were no members of the public or press in attendance.

**PL0719/06** **ITEMS OF URGENT BUSINESS**  
There were none.

**PL0719/07** **PLANNING PRESENTATION**  
Councillors received a presentation from Richard Morton regarding a revised proposal for planning consent, the proposal is to create an extra care housing facility for older people on the north side of Nelson Road. It was noted that the site has had previous planning permission but that permission had lapsed. It was noted that all archeological conditions of the site have been explored and recorded with the county archaeologist. The proposal is for extra care retirement housing, consisting of 82 small one and two bed apartments with communal facilities, these facilities will include restaurants, dining room, lounge, hair dressing and beauty room, function room and laundry. There will be 24 hour staff on site including reception staff, cleaners, cooks, it is expected to employ 25 people. This facility would enable older people to be self-sufficient for a longer period of time enabling them to incorporate carers into their home rather than being placed into care homes. It was

RESOLVED: to agree to a public consultation. Councillors support the principle and the public consultation.

**PL0719/08** **DATE OF NEXT MEETING**  
Members noted that Planning meetings will precede scheduled meeting dates at 6pm, unless otherwise stated, should applications require committee consideration.

Meeting closed at 20.00 hours

\_\_\_\_\_  
Councillor E. Taylor  
COMMITTEE CHAIRMAN

## Planning Pack 14<sup>th</sup> August 2019

### Navire House Application Number 2019/1528

The site is located at the key road junction in the town where Park Road, Mere Street and Victoria Road converge. The building itself was built approximately 40 years ago and is surrounded by pedestrian access routes. There are currently 3 businesses operating from the Ground Floor Units and there is no change of use proposed to these areas. The main entrance for the proposed residential flats will be the existing access point which is located off Mere Street.

The owners of this property were recently granted a change of use on the second floor of this building. They were granted a Notification of Prior Approval for a change of use from offices Class B1(a) to two residential apartments Class C3. This was done after claims that they had fully explored and demonstrated that the site was no longer viable for employment.

They have now applied for a change of use to turn the first floor Class A2 offices into 3, off Class C3 residential flats.

Due to the current approved Use Class (A2) and the location of the building in the Conservation Area, there is no Permitted Development Right for conversion, unlike the second floor which has Use Class B1(a) Office and Permitted Development for Change of use to two flats, already established under 2019/0955.

Again, the owners are claiming that since their last occupiers moved out in July 2017, they have continually advertised the offices with very little interest. In fact, in the last 2 years they say they have received 7 enquires and conducted only 2 viewings. They have also said their asking rent per square foot is in-line with other town centre properties and is actually cheaper than at the Diss Business Park. They are saying as with the 2<sup>nd</sup> floor they had fully explored and demonstrated that the site was no longer viable for employment.

Diss Town Councils policy in recent times has been to support applications for Apartments on the first floor (usually they have been used for storage) over retail outlets. This policy makes best use of the properties and adds a vibrancy to the area with more people living in the town centre.

This application is a little different in that they have already got planning approval for Apartments on the 2<sup>nd</sup> floor, so we could lose two floors of prime office space if it is approved. For this reason, I felt it was worth bringing to committee to consider.

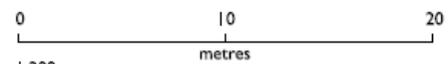
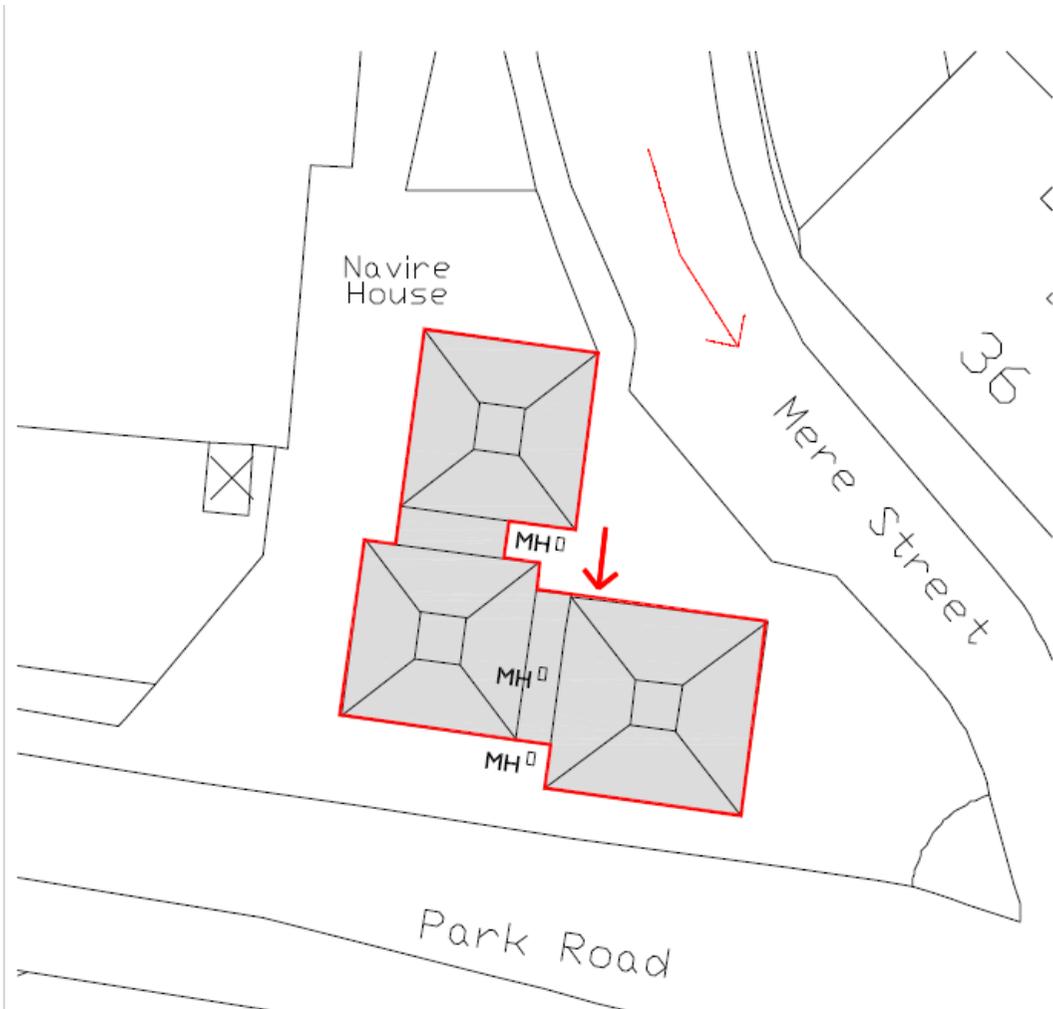
The District Council Policy on these sites is:

***South Norfolk Council Policy DM 2.2 Protection of employment sites - [Part 2] 2) The Council will safeguard all other land and buildings currently in or last used for an Employment Use (both inside and outside Development Boundaries). Proposals leading to the loss of such sites and buildings will be permitted where: a) The possibility of re-using or redeveloping the site / premises for a range of alternative business purposes has been fully explored and it can be demonstrated that the site or premises is no longer economically viable or practical to retain for an Employment.***

The drawings on the next 3 pages show details of the proposed change.

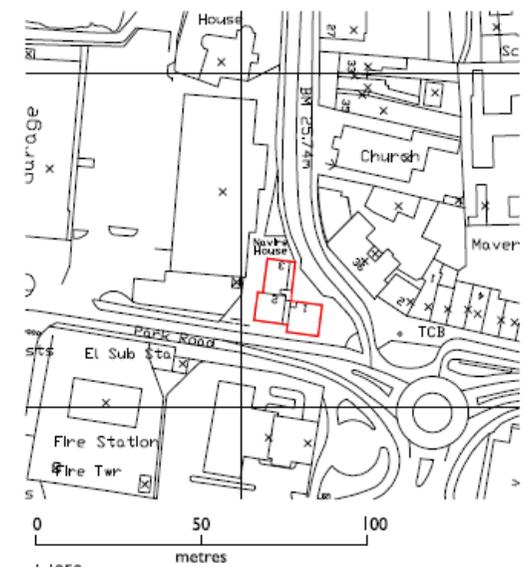
Eric Taylor

Chair of Planning



1:200  
**BLOCK PLAN**

THIS LAYOUT HAS BEEN PREPARED WITHOUT THE BENEFIT OF A FULL UNDERGROUND AND OVERGROUND SERVICES SURVEY AND MAY BE SUBJECT TO CHANGE IF SERVICES ARE FOUND SUBSEQUENTLY.  
IF FULL ACCESS TO ALL BOUNDARIES WAS NOT POSSIBLE, FINAL DIMENSIONS TO BOUNDARIES & LEVELS WILL BE SUBJECT TO FURTHER CONFIRMATION



1:1250  
**LOCATION PLAN**



Ref.	Date	Revision
<p>Ensure all dimensions are checked on site prior to ordering of prefabricated elements. Ensure minimum headroom requirements are met for all staircases. Do not scale from this or any other drawing. Any discrepancies, contact the Issuer. This drawing or any of its contents cannot be used except with the express written permission of the Issuer. Without such permission no responsibility is taken for its content.</p>		
<p><b>ROBERTS MOLLOY</b> architects &amp; consultants</p>		<p>3 church lane bressingham dss norfolk IP22 2AE</p>
<p>DETAIL: <b>LOCATION PLAN</b> <b>BLOCK PLAN</b></p>		<p>PROJECT: <b>RESIDENTIAL CONVERSION</b> <b>NAVIRE HOUSE, DISS</b></p>
<p>Scale: 1:1250; 1:200@A3 Date: 06.'19</p>		<p>JOB No. DNH DRG No. 01</p>

planning.proposed.dwg

# EXISTING LAYOUT

THE LAYOUT HAS BEEN PERMITTED WITHOUT THE BENEFIT OF A FULL UNDERGROUND AND OVERGROUND SERVICES SURVEY AND MAY BE SUBJECT TO CHANGES & SEPNES AS FOUND SUBSEQUENTLY.  
 IF FULL ACCESS TO ALL ROADAWAYS WAS NOT POSSIBLE THIS DRAWING TO ROADAWAYS & LEVELS WILL BE SUBJECT TO FURTHER CONSIDERATION



West Elevation (towards Ald)



South Elevation (Park Road)

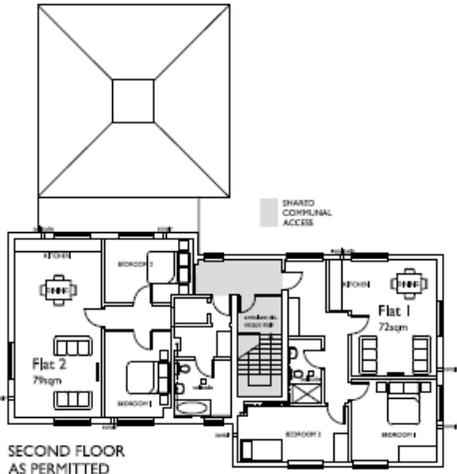


East Elevation (Mere Street)

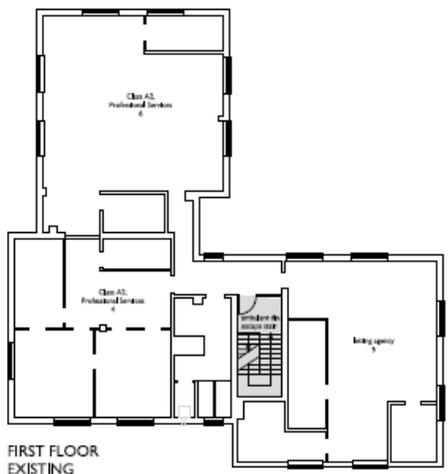


North Elevation (to Mere Street)

gable 150mm as above, white, 600mm above FFL, to Permpad  
 aluminium up-glazed baches to upper floors  
 aluminium cladding to ground floor



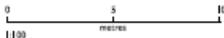
SECOND FLOOR AS PERMITTED



FIRST FLOOR EXISTING



GROUND FLOOR EXISTING



A. Date: 15/05/2024  
 Ref: 2024/001  
 Rev: 01  
 These drawings are intended for use only in connection with the project described above. They do not constitute a contract. Do not rely on them for any other purpose. Any discrepancies between the drawings and the contract shall prevail. The drawing or any of its contents cannot be used in connection with the project without the prior written consent of the architect. Without such consent, no part of this drawing may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or by any information storage and retrieval system.

<b>ROBERTS MOLLOY</b> architects & consultants	
10 South Lane Barnstaple EX22 5AG	ROBERTS MOLLOY LIMITED Tel: 01378 86776 Email: info@robertsmolloy.co.uk
PROJECT: NAVINE HOUSE MERE STREET DES	
THIS DRAWING IS FOR: RESIDENTIAL CONVERSION PLANS & ELEVATIONS EXISTING & PERMITTED	
DR: JH/BAJ	DATE: 05/19
CHK: DNH	SCALE: 03

# Proposed Layout

THIS LAYOUT HAS BEEN PREPARED WITHOUT THE BENEFIT OF A FULL UNDERGROUND AND OVERGROUND SERVICES SURVEY AND MAY BE SUBJECT TO CHANGE IF SERVICES ARE FOUND INADEQUATE.  
 IF FULL ACCESS TO ALL ROADS/WAYS WAS NOT POSSIBLE, THIS APPLICANTS TO ROADWAYS & LEVELS WILL BE SUBJECT TO FURTHER CONSIDERATION.



North Elevation (to Mere Street)



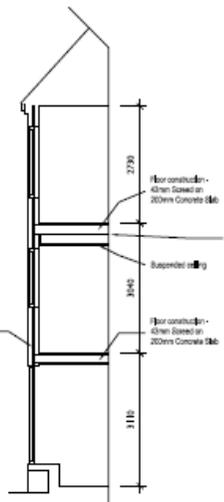
West Elevation (towards A/d)



South Elevation (Park Road)



East Elevation (Mere Street)

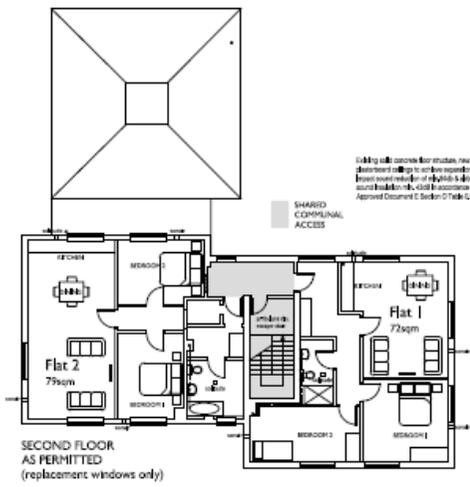


Typical Section  
Scale 1:50  
Proposed

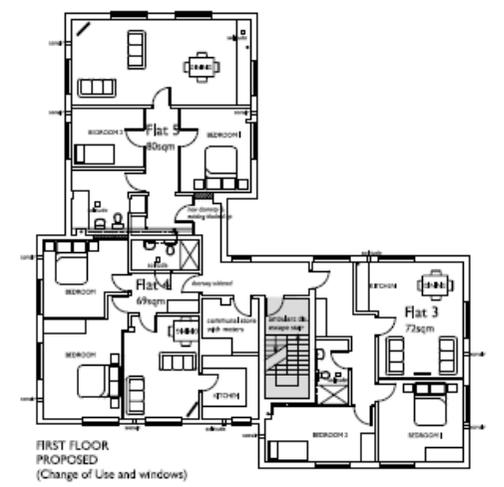
all new replacement windows throughout 1st & 2nd floor other than historic uPVC using metal or top-hung casements matching left panel

115mm brick, with 80mm stone (PT in Perimeter)

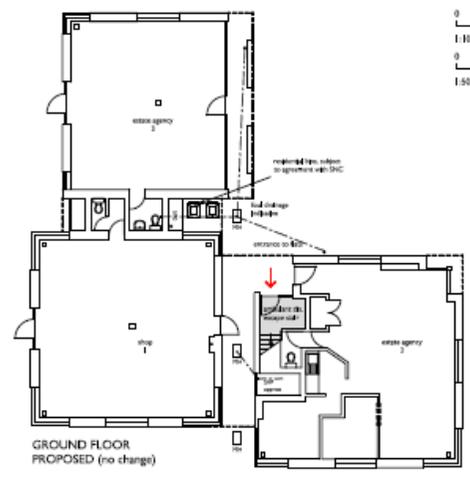
Floor construction - 42mm Gypsum on 200mm Concrete Slab  
 Ceiling with concrete floor structure, new plasterboard ceiling to achieve appearance of historic wood structure of timber & stone used in original m/c, which is accordance with Approved Document C Section 0 Table C.1  
 Suspended ceiling  
 Wall construction - 280mm cavity wall  
 Floor construction - 42mm Gypsum on 200mm Concrete Slab



SECOND FLOOR AS PERMITTED (replacement windows only)



FIRST FLOOR PROPOSED (Change of Use and windows)



GROUND FLOOR PROPOSED (no change)

A. 102219 New Window Proposed  
 Date: 06/19  
 Author: [Name]

These drawings are subject to approval on site prior to delivery of professional documents. These drawings do not constitute a contract for the work. Do not rely on this or any other drawing. Any discrepancies between the drawings shall be resolved by the architect. The drawing of any of its contents cannot be used without the express written permission of the author. Without such permission no responsibility can be accepted for its use.

**ROBERTS MOLLOY**  
 architects & consultants

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 Sandhurst, RG40 2AA  
 Tel: 01353 867676  
 Email: info@robertsmolloy.co.uk

PROJECT:  
 MAYNERS HOUSE  
 MERE STREET  
 DIES

TYPE:  
 RESIDENTIAL CONVERSION  
 PLANS & ELEVATIONS  
 PROPOSED

DATE: 06/19

DRN: DNH      DWG NO: 05A

**Land to the north of Walcot Rise, Diss. Application No 2019/1555**

**Proposal: Outline Planning application including access for up to 94 dwellings on this 3.5-hectare site.**

This is a speculative application which is clearly an attempt to get in a planning application before the Greater Norwich Local Plan (GNLP) sites are allocated and more importantly before the emerging Diss and District Neighbourhood Plan is completed

The applicant makes a point of saying that the proposal would provide housing in an area which lacks a 5-year housing land supply. The report also says there is currently no Neighbourhood Plan and that it is unlikely to have a meaningful form before 2020. I would argue that this is not the case.

It ignores the fact that the Joint Core strategy for Diss Policy 13 of the (JCS) identifies Diss as a Main Town which, subject to the resolution of servicing constraints, will accommodate at least 300 new dwellings, between 1 April 2008 and 31 March 2026.

Many would argue that the servicing constraints still exist but that has not stopped 3X the number quoted above being built between 2008 and now.

We previously objected to an application **2019/0709 – which was a request for Pre-application Planning Advice (Screening Opinion for a proposed residential development of up to 90 dwellings) on this site.**

*In our letter of objection to this application we said that Diss Town Council's submission to the GNLP on this site stated that 'This site is seen by the Neighbourhood Plan Steering Group as a possible site for a new infant/junior school.*

*It also said that without major improvements in infrastructure and the road network, development of this site for residential use could not be supported.*

*Current developments on Frenze Hall Lane on an adjacent site has exacerbated the issues with the road network and has led to a local residents' group to campaign for better infrastructure.' Any consideration of this site before the GNLP reports in September is both pre-emptive and premature.*

*This site in its context with neighbouring sites is important to the future development of Diss and as such is integral to the emerging Neighbourhood Plan.*

*The site's strategic position cannot be underestimated and with only one chance to get the balance of housing, green space and infrastructure right in the best interests of the whole community, this application is pre-emptive and prejudicial to the work of the Neighbourhood Plan.*

*We hope you will take full account of the view of Diss Town Council and the residents of Diss.*

On the South Norfolk Planning Portal there are a number of local objections from residents and also strong support from Councillor Keith Kiddie (SNC and NCC) for this application to be rejected.

My recommendation is that we continue to oppose the building of homes on this site for all the reasons stated above.

On the next page I have attached an indicative site plan that accompanied this application.

Eric Taylor

Chair of Planning

The scaling of this drawing cannot be assured

Revision	Date	Drn	Clk
-	-	-	-



INDICATIVE SITE LAYOUT

Project  
**Diss**  
**Norfolk**  
 Drawing Title  
**Indicative Site Layout**

Date 12.03.19	Scale 1:1250@A3	Drawn by TP	Check by AS
Project No CAL020219	Drawing No 03	Revision -	



Master Planning & Urban Design •  
 Architecture • Building Control •  
 Graphic Communication • Public  
 Engagement  
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