

Roydon Parish Council

Minutes of the Parish Council Meeting held at the Village Hall, Roydon,
on Wednesday 17th November 2021

Councillors Present: Paul Curson PC Chairman Jane Jennifer JJ Vice Chair Trevor Ault TA David Bartrum DB Angela Brown AB Andrew Daniels AD Pam Murton PM Jenny Shorter JS Elizabeth Taylor ET		
In Attendance: Wendy Benson WB Clerk & RFO Graham Minshull GM District Councillor 6 members of Public		
		Action
1.	Apologies for absence: Apologies were accepted from KK, JW	
2.	Declarations of Interest: AD – Item 9 PC, JJ, TA – Item 11 AB – Item 12	
3.	Public Forum: County & District Councillors reports and the opportunity for issues to be raised or questions asked. To resolve to suspend Standing Order 3f for this item to allow for strictly 15 minutes in total, maximum of 2 minutes per speaker. The resolution to suspend Standing Order 3f to allow for 15 minutes public forum, not including County Councillor & District Councillor reports, was carried unanimously. GM – Reported that Keith Kiddie was accepting an award on behalf of Norfolk County Council, this was the Norfolk Armed Forces Covenant Gold Standards Award. This award allows for aid to ex service personnel to access help once they leave the forces including gain employment and find housing. The Community Awards ceremony was held in Diss and several Roydon and Diss people were recognised at this event. The planning application for 92 Factory Lane was taken to committee this week and it was passed by the chair's casting vote, the vote tied before this. The leaflet that was sent to the Clerk for emergency planning can be used as a basis for Roydon's emergency and flooding planning. This to be circulated to councillors for information. Following the flooding at the Desira garage last year, work has been undertaken around Frenze Beck with the digging out of another pond to help alleviate this problem. Issues raised by residents: The hedges on Factory Lane especially the brambles, were reported as overhanging the highway again, causing problems. This includes the south side of Factory Lane including footpath18, the ditch running parallel to the footpath and the south side of Brewers Green Lane.	Clerk

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	Dogs running off the lead over fields and through ditches were disturbing the wildlife. It was agreed that a piece about this would be added to the next RRU. There is a tree bough that is hanging over the highway down Doit Lane. This is to be reported through the NCC website and to KK. Planning Concerns: There appears to be an increase in failure to submit a planning prior to work commencing and also an increase in non-compliance with plans. Specifically mentioned was Factory Lane, Snow Street and the new build at Brewers Green. Councillor Murton clarified that the new entrance to the Brewers Green site was for construction only and due to dangerous overhead power lines. UKPN are due to discuss these lines with Cllr Murton with regards to putting the lines underground. This entrance would not be used for future access. It was confirmed by GM that no planning permission is required for additional access for construction. It was also noted that no permission is required for a container as this is classed as a temporary structure. The drain cover near the pinch point on the A1066, which had previously been reported and attended to by highways is still lifting when driven over and a danger. This is to be reported to highways again. The live streaming of Parish Council meetings was raised. PC confirmed that this had been discussed in detail at a previous meeting and the decision to not go forward with this still applied. Following work undertaken on the A1066 a heap of soil and leavings has been left outside a property . This is to be reported as fly tipping. Deal Farm. It was noted that this would be addressed in item 8ci. Land east of Shelfanger Road. It was noted this would be addressed in item 8cii including the comment that there is drainage works being undertaken on this site. Request to spend the prize draw winnings from a previous SN litter pick on equipment is to be addressed in item 15.	Clerk Clerk
4.	Approval of the Minutes of the Parish Council Meeting held on 29th September 2021: The minutes were agreed and signed as a true and accurate record.	
5.	Matters arising from the above minutes (for information only and not on current agenda). Item 3 – re: School play equipment. KK has had a meeting with the school and contractors, but advised that the school may approach the Parish Council for a grant. KK suggested that they could ask Diss TC if they have and CIL funds available. Item 6 – Councillors met with Mr Crerar to discuss installation of the benches and bins and a quote was asked for. Item 11 – All allotments were taken following the report in the Roydon Round-Up. Item 13 – Footpath 9 between Baynards Lane and Snow Street has been impassable for a number of years due to the lack of space between a garden fence behind Cotswold Lodge and the ditch, and the encroaching growth. A letter was sent to all landowners along this public right of way in December 2020 and the County Council Countryside Access Officer will inspect this in due course. Item 14 – Mini recycling centre. The fence has been removed and this seems to have reduced the instances of fly tipping as well as making it easier for councillors to keep the site tidy. The notice board was removed with the fence and it was suggested that discussion was needed about replacing it.	Jan Agenda

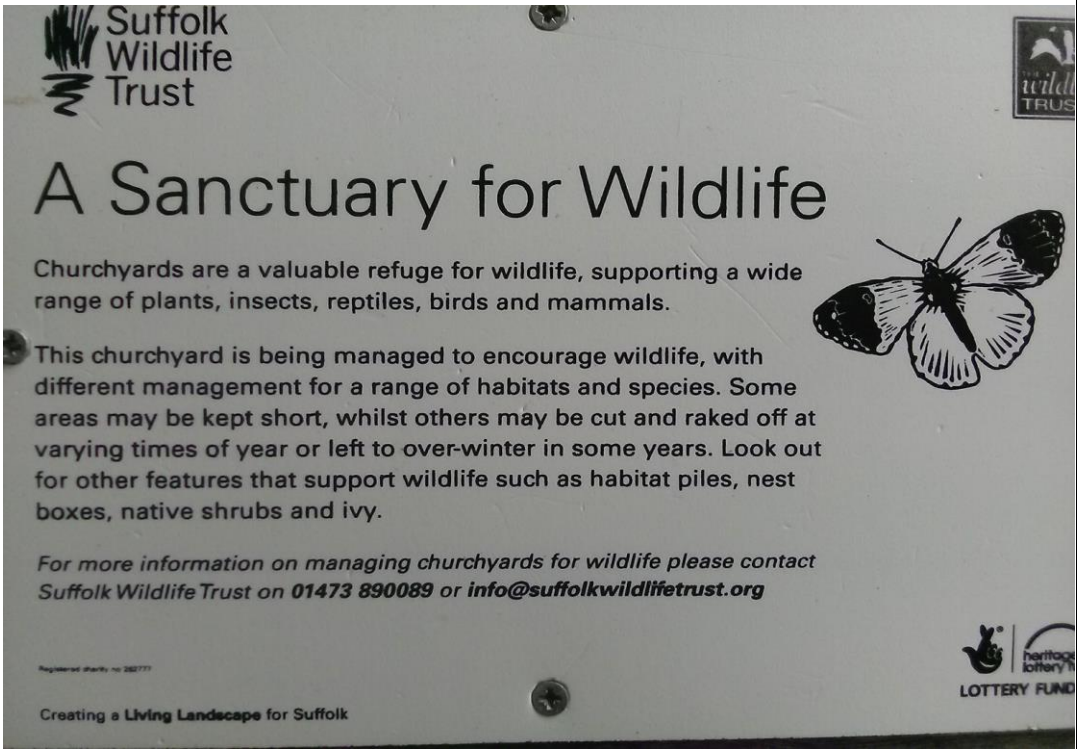
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	Item 16 – No training was forthcoming as yet, but GM suggested that councillors look at the leaflet he sent to the clerk and start planning. Item 17 – Following the Village Hall AGM one new committee member was appointed.	Clerk
6.	Clerk's Report: - Highways: Pavement resurfacing work has continued and the stretch between the Old High Road and the High Road has now been done. Concerns have been raised regarding this work and the promised renewal of the pinch point bollards which may damage the new surface. A resident raised concerns regarding the water pooling by the post box which is still an ongoing problem. Damage to the fence outside the church due to a vehicle collision has been reported. This is the second incident in a short space of time and is costly to repair. This has been passed onto Cllr Kiddie. It is not clear if the temporary signs that are in place on the A1066 stating Residential Area are in reply to this problem. GM clarified this was not why the signs had been erected. - Trees: I have received a query regarding whether the Parish Council are taking up the offer of free trees for planting around the parish. Of particular note was the Millway Green area which is already earmarked for a planting project. - Electricity: Our supplier E.ON have informed me of a price increase from 1 December. These will rise from 25.4p/kwh to 33.8p/kwh. I am currently looking into any better deals we may be able to access.	
7.	Financial Matters and Banking. Bank Balances and Bank Reconciliation. Receipts Noted and Payments to be Authorised including confirmation of VAT reclaim March-September. To approve payment of outstanding costs in regards to Village Hall Deed of Easement, reimbursement to Mr D Goldson for advance payment to Steeles Law of £1,200 made in November 2018 and final account settlement to Steeles Law of £943.80 a. No questions were raised about the bank balances and reconciliation. b. All payments were authorised and receipts noted. A copy of these is attached to the end of the minutes. c. Payments of these was approved. PC expressed thanks to Mr Goldson for his patience in regards to the outstanding reimbursement and the length of time it has taken.	
8.	Planning: Applications and Decisions. - Applications considered by planning committee: 2021/2322 – Shop at Woodcrest Barn, Darrow Lane. Proposed barn conversion from former antiques shop to holiday let. No objections. - Decisions received. 2021/1834 – 25 Cricks Walk. Approved with conditions - Other Planning Matters. Reports regarding: - Deal Farm Anaerobic Plant It was confirmed that the Parish Council submitted a comment objecting to the planning application. JJ has received information stating that the works are still continuing. - Land east of Shelfanger Road A summary of the report was given by JJ and it was agreed that the full report and the	

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	maps would be included for the public to access. Attached to the minutes.	
9.	Burial Ground Maintenance. To discuss proposal to make a donation and agree the amount. It was noted that historically the Parish Council make a donation towards this maintenance. £1,000 was suggested and this was carried unanimously with AD abstaining due to declared interest. Following this TA presented a report as the churchyard is considered a local amenity: Proposal – to send a request from the Parish Council to the Parochial Church Council that they meet with Norfolk Wildlife Trust to discuss wildlife friendly management of Roydon churchyard, possibly as part of NWT’s Churchyard Conservation Scheme. The wording of the request to be as follows (subject to discussion and agreement): The burial ground of Roydon church (St Remigius) is seen as a great asset of the village, both now and for the future. However, it has become more and more clear, especially following the COP26 conference, that any help we can give to our environment, its wildlife and its biodiversity, is help that we are giving to the future lives of the villagers, us alive now and those to come. Climate change is important and, related but separate to this, so is the depletion of the life support systems all around us. So, the parish council requests that the church council arranges a meeting with Norfolk Wildlife Trust to discuss whether Roydon church burial ground can be made more wildlife friendly. There are several nearby churchyards which have extensive areas of wildflower meadow, mown probably once a year, and with regularly mown paths through some of them – as on Brewers Green. For example, Bressingham, Redgrave, Wortham, Old Buckenham etc. Several churches in Suffolk and Norfolk have notices provided by their respective Wildlife Trusts to inform people about the maintenance of the graveyard. These are attached to a gate or the inside of a porch. Here is a link to the scheme run by Norfolk Wildlife Trust: Churchyard Conservation Scheme - Norfolk Wildlife Trust	

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	 AD informed the Parish Council that the church has already had talks with Norfolk Wildlife Trust including a survey and have taken action on various wildlife areas. Concerns were raised about the suggestion to leave older grave areas to grow wild as this could hinder access to the graves.	
10.	Streetlight Upgrade: Progress report on LED project. The contractor has now replaced all the old lights with LED units. This has included 12 replacement columns, 11 of the old concrete ones and 1 damage metal column, 34 lantern replacements on existing columns and 14 galvanised bracket arms and lanterns on existing wooden poles. An invoice for this work has now been received. Column 73, William Brown Way, has had a deflector fitted. Cost included in the above invoice. 17 metal columns that were 6m high have now been cut down to match the remaining columns at 5m high for a more uniform light. An invoice for this work has been received. Still outstanding is 3 x UKPN transfers required for Louies Lane wooden poles. It was noted that these poles did not have the required isolation box meaning that historically repairs have not been able to be done on these lights, we are awaiting UKPN to complete this work. An invoice for this work will be issued on completion. All new columns are to be re-numbered. An invoice for this work will be issued on completion. <u>The Next Stage</u> UKPN has to be contacted to inform them of the change to LED lighting and the diming from 12am to 5.30am. They will then provide a certificate to take forward to our power supplier which will see a reduction in our energy costs.	
11.	D&DNP: Progress Report: Report from JJ:	

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	The Plan has not yet been submitted for examination to South Norfolk and Mid-Suffolk District Councils. At the request of South Norfolk DC, new site assessments are being carried out on those development sites being carried forward from the Local Plan. This is ongoing and, once completed, we will be holding an additional, focused Regulation 14 Consultation across all seven DDNP parishes, probably during January 2022. Consultation will be on a replacement proposed development site in Scole and on three new policies drafted in response to feedback received from the initial Regulation 14 Consultation which will cover flooding, the Waveney Quarter and Diss Business Park. This additional, focused Consultation will be for the above, new additions to the Plan only, not on any other parts of the Plan which have already been consulted upon. Because of this additional work we are now looking to submit the Plan to the District Councils in late February 2022. Since our last DDNP report to the Parish Council, we have made two alterations (see below) to the Roydon section of the DDNP as a result of feedback from the last consultation. 1. We have reluctantly chosen to withdraw our proposal to allocate the 'Meadow and Wooded Area north of Roydon Fen track' as a Local Green Space. In one response to the Regulation 14 Consultation, we were alerted to the possibility that part of the land (which is not registered with the Land Registry) belongs to a second landowner. We investigated this, found the owners and informed them of our proposed LGS designation. They submitted their strong objections to this designation, as did the other owners of this land. We recognise that, with two strong objections from each landowner, this land would not be acceptable to the Examiner for inclusion in the DDNP and have withdrawn that proposal. 2. In addition, the owner of Brewers Green drew our attention to the fact that it is illegal to cycle across registered common land and requested that we remove the cycle route we had indicated across Brewers Green from our cycling map. This we have done. Responding to Graham Minshull's suggestion at the last PC meeting for us to promote the DDNP across all aspects, not just the development sites, we have provided text and photos for three social media posts about particular Local Green Spaces and Non Designated Heritage Assets in Roydon and these have all been posted since the last meeting.	
12.	Allotments: Report. It was reported that one part allotment has now become vacant and this is to be advertised on Facebook. All other rents have been paid.	Clerk
13.	Brewers Green: Report and discussion regarding the annual cut contract. PC asked the council if he could have approval to approach contractors to obtain quotes for next year's annual cut which was missed this year, it being considered too late to get this done now. It was agreed that this should be done and discussed further at the next meeting.	Jan Agenda
14.	Roydon Verges. Report regarding the managed verges. TA reported that the verges along Swamp Lane and Roydon Loke continue to be regularly maintained, mainly by keeping the brambles clipped back so that they do not snag passing pedestrians and cyclists. Several new saplings have been planted along the verges of Roydon Loke by George Waterman, a gardener who works with Diss Town Council and the Neighbourhood Plan Steering Group. The plants in the three wall recesses on the big verge opposite the church are doing well, having settled down after a couple of difficult years. A gap in the middle recess has recently been planted with Rosa Rugosa. Thanks were expressed to those who have helped in all this work – AB, PC, JJ and some volunteer residents. Appreciative comments are often made by people walking past verges being worked on.	

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	The very large verge/ green area along the upper west side of Shelfanger Road is referred to as Millway Green. It is owned by South Norfolk District Council although it sits in the parish of Roydon. Just over a year ago TA started working with an officer from SNDC and two residents on plans for making the green a wildlife friendly area – a wildflower meadow and some trees. All nearby residents were informed of this and invited to make comments and/ or offer to do voluntary work. A long gap followed when the officer changed job and another one took up the post. This new person is now in touch with us and the plans progress as before. In their communications TA has reiterated the need to keep residents informed and, where possible, involved – especially when changes to the original plan are made. Thanks were forwarded to TA for coordinating this.	
15.	Future Litter Picking. Discuss possibility of purchasing litter picking equipment for regular use around the village. Following on from a very successful litter pick and thanks to everyone who helped including providing refreshments, it was suggested we purchase litter pick equipment to enable more regular picks to be arranged. It was agreed that 12-15 sets of equipment would be purchased using the prize money from a previous litter pick. More regular picks would then be arranged. A report from the litter pick would be included in the next RRU.	Clerk
16.	The Perfect Storm. To discuss the north Norfolk offshore windfarm. This concerns the cables connecting the offshore windfarms. Each company is proposing to lay their own network of cables which will cause extensive damage to the environment. The Norfolk Parish Movement, a large group of local councils, is set up to address this situation and propose an Offshore Transmission Network (OTN), proposing a different way to mitigate damage. The proposal to be included in this group and put the Parish Councils name on the letter which is being sent to the Secretary of State was agreed unanimously.	
17.	Any Other Business. For discussion only or to be included on next agenda. None	
18.	Date & Time of Next Meeting: To discuss & decide on the date of the next meeting. Next meeting to be held on Wednesday 12th January 2022@ 7.15pm in the Village Hall. Subject to the Covid guidelines or restrictions at that time.	
19.	Clerk's Salary Review. To be held in a closed session due to the nature of the discussion. The Chairman closed the meeting to the public. The proposal to change the Clerk's salary to SCP23 of the NJC pay scales was proposed by ET, seconded by TA and carried unanimously.	

Meeting closed at: 9.45pm

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A: Bank Reconciliation as 31/10/21

Bank account Balances @ 31/10/21			
Business Current Account		£59,798.09	
Business Savings Account		£7,720.30	
Total Balances			£67,518.39
Balances carried forward @ 01/04/21		£24,897.74	
Accounts Payments Ledger YTD gross		£13,154.64	
Accounts Receipts Ledger YTD		£55,128.30	
Unpresented Cheques @ 31/10/21			
101423	£15.03		
101424	£132.00		
101425	£497.36		
101426	£2.60		
		(£646.99)	
Actual Balance			£66,871.40

B: Payments/Receipts to be authorised and noted to 31/10/21

Date		Payee	Narrative	Receipt	Payment
01/10/2020	S/O	Cozens UK Ltd	October Payment 6060		£150.00
05/10/2021	CHQ 101422	Excite Solutions	Grounds Maintenance		£134.40
05/10/2021	Counter Credit	D Harris	Allotment Rent	£32.00	
06/10/2021	Counter Credit	G Canfer	Allotment Rent	£64.00	
08/10/2021	Counter Credit	G Bradstreet	Allotment Rent	£16.00	
08/10/2021	Counter Credit	C Malone	Allotment Rent	£16.00	
08/10/2021	Counter Credit	South Norfolk DC	2nd Instalment Precept	£13,266.50	
08/10/2021	Diss Credit	Payment Book	Allotment Rents	£128.00	
08/10/2021	Diss Credit	Payment Book	Allotment Rent	£16.00	
12/10/2021	D/D	E.ON	September Usage		£229.29
12/10/2021	Counter Credit	S Finch	Allotment Rent/Deposit	£66.00	
13/10/2021	Counter Credit	R Kerry	Allotment Rent/Deposit	£66.00	
13/10/2021	Counter Credit	A Farthing	Allotment Rent	£16.00	
13/10/2021	Counter Credit	A Farthing	Allotment Deposit	£50.00	

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19/10/2021	Credit	HMRC	VAT Repayment	£511.71	
22/10/2021	Credit	SNDC	Recycling Centre Payment	£275.00	
22/10/2021	CHQ 101423	Anglian Water Business Ltd	Allotment Water		£15.03
22/10/2021	CHQ101424	J Jennifer	Printing RRU5		£132.00
25/10/2021	Counter Credit	J Ellis	Allotment Rent	£16.00	
28/10/2021	CHQ 101425	W Benson	Clerks Employment Costs & Poppy Wreath		£497.36
28/10/2021	CHQ 101426	HMRC	PAYE		£2.60
29/10/2021	D/D	ICO	Data Protection Fee		£35.00

Payments for authorisation up to 28/11/21

Date		Payee	Narrative	Receipt	Payment
01/11/21	S/O	Cozens UK Ltd	October Payment 6060		£150.00
13/11/21	D/D	E.ON	October Usage		£236.93
16/11/2021	CHQ 101427	Mr D Goldson	Deed of Easement for Village Hall reimbursement of payment made to Steeles Law on behalf of RPC		£1,200.00
16/11/2021	CHQ 101428	Steeles Law	Deed of Easement Final payment		£943.80
16/11/2021	CHQ 101429	Excite Solutions Ltd	Grounds Maintenance		£134.40
16/11/2021	CHQ 101430	Cozens (UK) Ltd	Streetlights LED upgrade		£34,248.00
16/11/2021	CHQ 101431	T Ault	Plants (from DC members grant)		£21.00
28/11/2021	CHQ 101432	W Benson	Clerk Employment Costs & Postage		£496.40
28/11/2021	CHQ 101433	HMRC	PAYE		£2.40

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Report from JJ: Zoom Meeting with Richard Martin, one of the directors from Scott Properties on Thursday 28 October 2021

Present: Richard Martin for Scott Properties, Paul Curson, Trevor Ault, Jane Jennifer and Wendy Benson for Roydon Parish Council

DDNP01

Scott Properties (SP) are the promoters for this site, a small proportion of which lies within the parish of Roydon on the site's western edge. The site will be included in the 'Diss including part of Roydon' housing allocation as it abuts Diss's settlement boundary.

SP are builders of small sites of around 25 properties so their role here is to get outline planning permission and to sell the site on to a building company. SP don't own the site; they will get paid when the land is sold to a building company. The land is currently in three separate ownerships (plus 2 extra small plots which are not included in the site, but fall within its boundary).

There are two stages of application and SP's consultation referred to the first stage:

1. outline application – a proposal which is an outline to establish the principle of development.

- It's a framework or parameters plan; some matters get detailed at this stage, some matters are 'reserved' for the next application stage (see 2).
- The details that get fixed at this stage of the application process = access and scale.
- What is drawn on their plans is illustrative only which means that builders may come up with different plans, but won't be able to alter access and scale or any other condition that SNC have 'tied' them to at this stage.
- Scale: 179 dwellings (Diss Town Council had initially thought it would be 200)
- Access: Both for Shelfanger Road and for the Heywood Road re-organising, access was determined following recommendations from Highways. The access road running through the development is a 6.5 metre road which is a requirement from Highways.
- Access onto Shelfanger Road – Highways required 90m sightlines either side of the junction so no other placing is possible other than where it is currently drawn.
- The public rights of way are retained along the Roydon/Diss boundary running north-south and to the north of the site, running east-west.
- A cycle path is to be installed to the south of the site, running east-west.
- The application can be tied to some conditions at this stage, e.g. SP have drawn one-storey dwellings by 156 Shelfanger Road and on the NE of the site and they would expect to be tied down to these, i.e. this can't be changed at the next application stage.
- SP are hoping to submit this application before the end of the year. They will then take the site to market for builders to bid on.

2. reserve matters application –

- The new owners (the building company) would be expected to hold a consultation with Diss Town Council, Roydon Parish Council and the public and then submit the reserve application.
- This is the detailed design stage which includes both hard and soft landscaping.
- Construction Access – needs to be applied for.
- Mention was made by Richard about NDSS - the nationally described space standard. The implication was that the builders would have to work in accordance with them. The NDSS was part of a wider housing standards review package brought in by the government in March 2015, amended in May 2016. It replaced the different space standards previously used by local authorities. It is not a building regulation and remains solely within the planning system as a new form of technical planning standard.
- NDSS deals with internal space within new dwellings and is suitable for application across all tenures. It sets out requirements for the Gross Internal (floor) Area of new dwellings at a defined level of occupancy as well as floor areas and dimensions for key parts of the home, notably bedrooms, storage and floor to ceiling height. The requirements of this standard for bedrooms, storage and internal areas are relevant only in determining compliance with this standard in new dwellings and have no other statutory meaning or use (from gov.uk)
- South Norfolk District Council (SNDC) decide what social housing level is needed; Housing Enabling Officer = Keith Mitchell.
- SP have allowed for the required 33% affordable housing: 59 affordable – 41 (70%) rent, 18 (30%) to buy.
- Both the amount and the details of the S106 payments are decided at planning committee. Often can't start building before paying S106 for services. CIL is paid on square meter rate, S106 payments are

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site specific.

- Little room for negotiation with building company re: materials but SP had certain expectations, e.g. no gas connection to the development, they would expect air-source heat pumps to be used.
- Builders will need to comply with SNDC's Design Guide, along with DDNP's Design Guide.
- Building materials to be covered by building regulations. New standards for insulation – following a 'fabric first' approach, i.e. the building materials being crucial for a high level of insulation.
- Refer also to 2025's Future Homes Standard.

Areas for Parish Council to lobby on:

Habitat improvement gain. Development needs to show 10% biodiversity improvement. Hedgehog fencing, swift boxes – none of this is expensive but all useful and effective. Electric charging points.

Re: discussion about what sort of building companies might bid for this site. On questioning, Richard Martin thought this should be the sort of site SNDC's Big Sky company would bid for.

Additional questions answered:

Linden Grove – concern about the junction with Shelfanger Road being close to the back of their properties.

Position of junction laid down by Highways, but SP discussed proposition to make a unilateral undertaking to fund tree planting as a buffer opposite the access road and along the verges that make up Millway Green.

Where private drives are drawn on the illustrative map this does mean they are private and the owners have responsibility for their upkeep. Makes these houses slightly more difficult to sell.

The two red rectangles on the illustrative maps indicate land that belongs to other owners who don't want to sell. One is in Roydon and is the Royal Observer Corps monitoring post (underground with access shaft) and the other is a small patch of land in the Diss section, not big enough for a building plot, that belongs to someone in the Emirates.

SuDS attenuation basin – Sustainable Urban Drainage System. Examples include basins (shallow landscape depressions that are dry most of the time when not raining), swales (shallow, normally-dry, wide-based ditches), reed beds and other wetland habitats. SuDS are part of the solution to stormwater management and surface water runoff to avoid downstream flooding when rainfall exceeds the capacity of the ground to soak it up. They are designed to reduce the impact that the surface water drainage system of one site has on other sites. For instances, sewer flooding can be a problem in storms. Paving or building over land can result in flash flooding. This happens when flows entering a sewer exceed its capacity and it overflows. The SuDS system aims to minimise or eliminate discharges from the sewer. The size of the SuDS needed on this site has been determined by an expectation of 40% increased need due to climate change and 10% due to urban creep (i.e. building of conservatories or other hard standing). Ponds always placed at the lowest point, hence they have been placed on the illustrative plans to the north. (with thanks to Wikipedia for extra info here)

LEAP & 20m offset = Locally Equipped Area of Play, 400 sq. metres.

Discussed the proposed 'stopping up point' of Heywood Road. The north end of Heywood Road will become a no-through road. Through traffic heading north up Heywood Road will bear left when they've passed the Cemetery, into the new development and will come to a T-junction: turn left to Shelfanger Road, turn right to Burston and The Heywood.

Feedback already from consultation = requests to double the number of private bungalows and to add more visitor parking. Housing distribution in the consultation document was:

1 bd (20), 2 bd (40), 3 bd (97), 4 bd (22); apartments (24), bungalows (9), houses (146) plus 5% self/custom build.

Thanks were expressed to GM for presenting Roydon's concerns about 92 Factory Lane at committee.

FRAMEWORK PLAN
LAND EAST OF SHELFANGER ROAD, DISS



ILLUSTRATIVE LAYOUT PLAN
LAND EAST OF SHELFANGER ROAD, DISS

