

Roydon Parish Council

Minutes of the Parish Council Meeting held at the Village Hall, Roydon,
on Wednesday 22nd February 2023

Councillors Present: Jane Jennifer JJ Chair Trevor Ault TA Vice Chair Angela Brown AB Paul Curson PC Pam Murton PM Jenny Shorter JS Elizabeth Taylor ET Councillors Absent: David Bartrum DB Andrew Daniels AD In Attendance: Wendy Benson WB Clerk & RFO 4 members of the public		
		Action
1.	Apologies for absence: Accepted from: Cllr A Daniels, Cllr D Bartrum, County Councillor Keith Kiddie, District Councillors Graham Minshull & Jenny Wilby	
2.	Declarations of Interest: Item 12 JJ, TA, PC	
3.	Public Forum: Issues raised: A report of ‘wrecked cars’ in property in Snow Street. It was thought that as this is on private property and no other complaints have been received that the Parish Council will not take any action. Pothole appeared in Snow Street. PC to take pictures and forward to Clerk for action.	PC, Clerk
4.	Approval of the Minutes of the Parish Council Meeting held on 25th January 2023: 3 Typing errors were corrected and initialled by Chair. The minutes were then approved unanimously.	
5.	Matters arising from the above minutes (for information only and not on current agenda): Item 3 re: election nomination forms, GM confirmed these cannot be handed in to the Octagon, Diss. Item 10 .GOV email addresses. As no further information has been available this item will now be deferred until further information is available.	
6.	Clerk’s Report: - Internal Auditor – I have received acceptance of appointment from our Internal Auditor including his Terms of Reference, Draft Internal Audit Plan & Checklist of documents/information required for the audit. I have agreed to get the information to him as soon as possible after year end. - Correspondence received:	

Roydon Parish Council

	i) A concerned resident from Baynards Green area has reported the damage to the triangle at the Baynards Green junction as well as the surrounding verges getting cut up and enquired what can be done. ii) Following the delivery of the latest Roydon Round-Up, a resident was concerned about information in the Pond Corner article. The issue being that the name of one of the ponds, referred to as 'Steve's Pond' could be conceived as a misleading statement that could indicate ownership. A response was issued to say that this would be rectified and referred to by another name. This will also be noted in the next RRU. iii) Email received regarding anti-social behaviour at the William Brown Way play area. I have forwarded these concerns onto the Safer Neighbourhood Team. • The Slimming World A Frame has been removed and the local organiser sent apologies for the time it took to remove, having lost the key to the lock. • The Unity Savings account is now active and a decision on how much to transfer will be made at year end. An initial deposit of £500 was made to activate the account. • Resurfacing work on the A1066 is due to start on 11 March and some disruption will be unavoidable.	
7.	Financial Matters and Banking: a. Bank Balances and Bank Reconciliation. b. Receipts noted and payments to be authorised. c. To discuss and appoint a Councillor for spot checking cashbook against invoices. a. Balances and reconciliation were accepted and copies signed by the Chair including bank statements. b. All receipts and payments were received and agreed unanimously. c. PC volunteered to do this. Agreed Unanimously.	
8.	Planning: Applications and Decisions. a. Applications considered by planning councillors: None b. Decisions received from SNDC: None c. Applications for Consideration by Full Council: 2022/1975. Land South of Rowden Way. Amended application to 4 houses (from 6). 2022/1976. Land West of Denmark Lane. Amended application to 43 houses (from 47) d. Late Applications or Decisions not included on the agenda. None c. Amended applications do not comply with the emerging DDNP. Recommendation was therefore we object. Draft response circulated prior to meeting. Following discussion, the draft response was accepted unanimously. Copy attached to minutes.	Clerk

Roydon Parish Council

9.	Governance Documents: To approve or review, update and approve the following documents: a. Risk Assessment: To review, update and approve. b. Working Parties: To review, update and approve. c. Brewers Green Management Advisory Working Party: To review, update and approve. d. GDPR: To review, update and approve. e. Planning Policy: To discuss and approve. a. Change Chairman to Chair. Approved unanimously. b. Change Chairman to Chair. Approved unanimously. c. Agreed unanimously. d. GDPR approved unanimously. It was noted that the GDPR audit to include Footpath Group, RRU delivery, Verge Group and Allotment holders. e. Planning agreed unanimously after minor changes made to draft.	
10.	Dog Fouling Posters: To discuss the siting of these and to agreed expenditure for mounting the posters. Thanks to John Taylor for making and donating the mountings (at no cost to the Council). It was suggested they were put up for three weeks before taking down for a period of time and all sites rotated where posters considered necessary and needed. Sites were discussed and agreed that councillors to liaise with ET as soon as possible. Thanks to Roydon Primary School and the children who drew the posters and also to John & Elizabeth Taylor for their work with this.	
11.	King's Coronation: To discuss any celebration plans and approve expenditure for these. Church will have an evening celebration service in the week following the Coronation. Following receipt of information from NALC to help communities and groups arrange events, a link to this will be on the RPC website & Facebook page. Suggestions for commemorating the coronation were planting a tree suggested or a new bench. Further investigation into possible sites to include opposite the Church or at the back of the Village Hall for a tree. Councillors to discuss before next meeting and formulate a plan.	March Meeting
12.	D & DNP: To receive a report on progress of the Plan: PC reported that consultations notes have been received from the examiner, Andrew Ashcroft, and the information requested has been replied to. The Plan is currently with the examiner and this is the final stage before the DDNP returns to the community for the residents' referendum. TA added that the Parish Council would not be responding to the South Norfolk District Council Village Clusters consultation because site allocations have been ceded to the DDNP. TA reported on Village Clusters Plan. The South Norfolk Village Clusters Housing Allocations Plan (VCHAP) is now in its final stages and is presently	

Roydon Parish Council

	out for representations to be submitted (until March 6). In the main document (section 30, pg 132) the entry for Roydon states that there is no allocation here, and there is a link to the DDNP website. In Supporting Documents, the Roydon Map Booklet (from 2018) still shows the old allocated site south of the High Road. It is shown in blue, and the maps Legend states that this colour denotes rejected sites and sites being assessed in the Neighbourhood Plan. Hence, there is no allocation for Roydon in the VCHAP, and so no need for the Parish Council to respond to the consultation. The detailed report is attached to these minutes.	
13.	Litter Pick Equipment: To discuss the purchase of hoops and extra Litter Pickers and approve expenditure. In response to the extremely well-attended February litter pick and continuing requests by volunteers for bag hoops to keep the bags open whilst litter picking, it was proposed to buy 12 Hoops and 5 grabbers from Waterhaul (recycled plastics) at a cost of £219. Agreed unanimously. CIL money to be used for this expenditure.	Clerk
14.	CIL Group: To receive a progress report, discuss and approve expenditure as presented. Louies Lane Board (purchase previously agreed), it was agreed to have the heading Roydon Parish Council on the board. Mini Recycling Centre Board. It was proposed that this should be an open board for community use and notices. Purchase agreed unanimously. The heading for this is to be agreed via discussion between councillors. Approved spending of CIL money for both boards. Total amount of £1275 + VAT plus cost of fitting. Siting subject to NCC Highways approval.	Clerk
15.	To discuss and finalise arrangements for the Annual Parish Meeting, to be held on Wednesday 15th March. Timings 7.30-9.00pm. Reports from Councillors being received and printed out for attendees. Café will be run by resident volunteer. Various reports and information to be placed on tables. Agenda to include comments on Parish Council report of the year, to be printed and available on tables, DDNP, National Grid: East Anglian Green Pylons consultation with a representative from the local campaign group attending. Lastly, election information on standing to be a Parish Councillor, forms will be available to take away. Proposed to provide refreshments. Expenditure approved.	
16.	Any other business: For discussion only or items to be included on next agenda. None	
18.	Date & Time of Next Meetings: To confirm the date of 22nd March 2023 for the next Full Council meeting. Noted.	

Meeting closed at 9.32pm

Roydon Parish Council

A: Bank Reconciliation as 28/02/23

Bank account Balances @ 22/02/23			
Current Account	£30,429.96		
Savings Account	0		
Total Balances			£30,429.96
Balances carried forward @ 01/04/22		£27,792.82	
Accounts Payments Ledger YTD gross		£30,366.83	
Accounts Receipts Ledger YTD		£32,390.25	
Unprocessed Payments @ 22/02/23			
BACS 024	£592.52		
BACS 025	£21.20		
		(£613.72)	
Actual Balance			£29,816.24

B: Payments/Receipts to be authorised and noted to 28/02/23

Date		Payee	Narrative	Receipt	Payment Gross	Net	VAT
06/02/2023	BACS 023	Wave	Allotment Water Oct-Jan		£88.79	£88.79	£0.00
28/02/2023	BACS 024	W Benson	Employment Costs		£571.65	£571.65	£0.00
			Office Supplies		£20.87	£17.39	£3.48
28/02/2023	BACS 025	HMRC	PAYE		£21.20	£21.20	£0.00

To be authorised an opening transfer for the savings account of £500.00

Roydon Parish Council response to amended applications 2022/1976 and 2022/1975

Proposals for 2022/1976 and 2022/1975, as currently presented are out of conformity with Policy DDNP6 in the Diss and District Neighbourhood Plan (DDNP), which is currently at examination. Having been through Regulation 16 and now at Examination the DDNP holds moderate weight in the planning process. Indeed, it is likely that in a month's time, the Examiner will have produced their report, which will mean that DDNP holds significant weight as the plan will have been tested against the basic conditions.

Roydon Parish Council

Granting of these planning applications at this stage would undermine the plan making process, by predetermining decisions about the scale of new development, which are central to the emerging plan.

We note with interest that the Planning Statement and the Design & Access Statements submitted with the application make no reference to the DDNP as planning context, despite it being in an advanced stage of the plan making process.

We strongly object to both planning applications and assert that they should be refused on the following grounds:

- They are out of conformity with Policy DDNP6, more specifically a proposal of 47 new dwellings (taking both applications together) far exceeds the 25 homes set out within the allocation policy and fails to meet criterion b). The landscape belt proposed is insufficient to meet the requirements of DDNP6, which sets out that a 20m belt is required to protect the landscape value of the strategic gap. We note that a 20m landscape belt is also supported by the ecologist in their response.
- 2022/1976 is out of conformity with DDNP Policy 4 (Housing Mix), which requires all major residential developments to provide 5% of self or custom build properties onsite through the provision of serviced plots, unless this can be demonstrated unfeasible.
- They are out of conformity with DDNP Policy 6 (Design) as they fail to meet criterion a, h and j. The Design and Access Statement makes no reference to the Diss and District Design Code and therefore fails to meet the policy requirement for demonstrating that appropriate local characteristics have been considered in scheme design.
- They are out of conformity with DDNP Policy 8 (Green Corridors and Biodiversity Enhancement) as they fail to recognise the identified green corridors, one of which runs adjacent the site.

Our principal objection relates to DDNP6 as this impacts on the scale and location of new development in the plan area, which is central to the plan making process. A decision in support of the application at this stage would significantly undermine the plan making process. We request that any decision on these applications is delayed until the DDNP Examination is complete.

DDNP Report:

PC reported that the DDNP is currently with the Examiner who has sent some Clarification Notes for the parishes to respond to. The following are the issues concerning specifically Roydon:

. Site allocation DDNP8: Roydon provided additional clarification about site allocation DDNP8, Land South of the School, reiterating that the site layout should be designed such as

Roydon Parish Council

to prevent development at a future date into the Strategic Gap. This is supported by the DDNP's Policy 14 which states no development in the Strategic Gap.

. Site allocation DDNP6: The Examiner has access to Roydon Parish Council's objections to the applications 2022/1975 & 2022/1976 for this site which are also appended to these minutes.

. NDHA18: Roydon repeated its reasoning for the designation of Tower House on High Road as one of Roydon's Non Designated Heritage Assets (NDHA18) and the strong community support for this designation.

This Examination stage is the final stage before the Plan returns to all residents of the DDNP parishes for referendum. PC stressed the importance of residents supporting the DDNP at referendum. If the Plan doesn't gain voters' support then not only will site allocation responsibility return to South Norfolk Council, we won't have any designated Local Green Spaces, Non Designated Heritage Assets or Key Views.

PC finished by reporting that the DDNP Steering Group has submitted an objection to Aldi's application to build on the site of the Feather Factory on Park Road in Diss. This land is DDNP's preferred site for a new leisure centre and the development of the Waveney Quarter for Diss.

TA then continued the DDNP Report:

The South Norfolk Village Clusters Housing Allocations Plan (VCHAP) has recently been published and was open for representations until 6 March. In the Main Document the section on Roydon states that there is no allocation in Roydon, with a link to the DDNP website. In the Supporting Documents there is a section of Map Booklets. The Roydon one shows the map from 2018, with the proposed development site shown south of the bungalows on the High Road, coloured in blue. The Maps' Legend states that this colour denotes "rejected sites and sites being assessed in the Neighbourhood Plans". As our Neighbourhood Plan has rejected this site, it was agreed that there was no need for RPC to respond to the VCHAP consultation.