

Roydon Parish Council

Minutes of the Parish Council Meeting held at the Parish Room, St Remigius Church, Roydon, on Tuesday 28th November 2023 at 7.15pm

Councillors Present – Trevor Ault (Chair), Stephen Finch, Angela Brown, Elizabeth Taylor, Paul Curson, Andrew Daniels, Jane Jennifer, Keith Best

Not in attendance – Pam Murton

In Attendance – Emma Chandler (Parish Clerk)

Public – District Councillor Graham Minshall, District Councillor Kieran Murphy and 1 member of the public

1. Welcome

Cllr Ault welcomed everyone to the meeting.

2. To receive and consider accepting apologies from members unable to attend.

Apologies were received from Cllr Murton and County Councillor Kiddie.
Apologies were unanimously accepted.

3. To receive and 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.

None declared.

4. Public Forum: To receive County & District Councillors' reports and the opportunity for issues to be raised or questions asked.

Cllr Minshall gave further apologies from Cllr Kiddie and then informed on the following:

- The planning application for Shelfanger Road – Heywood Road was refused by the Development Management Committee. The Committee felt that this should be deferred until a full public consultation had taken place. One of the main concerns was about the highway running through the development.
- Electrical and Textiles recycling event taking place at Diss Youth and Community Centre on Wednesday 6th December between 9am and 2.30pm.
- The Only One Night project was now up and running and will place those in need into temporary accommodation after just one night of homelessness. There is a Help Hub number to call for those in need.
- Cllr Minshall confirmed that the refusal of the Deal Farm planning application still stands, and that the new application did not show many changes. The District Council are focussing on the legalities of the application.

Cllr Jennifer enquired about the RAAC at Diss Youth and Community Centre and its use by the Community Fridge. Cllr Murphy reported that the building is safe to use but needs regular inspection and will check to see if the Community Fridge has returned.

Cllr Jennifer raised an issue with the right hand turn from the A1066 from Diss into the Old High Road in that because the turning has such a wide splay some are turning onto the wrong side of the road. She requested that this be reassessed to ensure safe travel. Cllr Minshall to inform Cllr Kiddie.

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Cllr Finch reported that the remedial work on the footway from Old High Road to Tottington Lane has been marked up but not carried out. The markings are now fading and are covered with leaves. Cllr Minshall to pass to Cllr Kiddie.

Cllr Daniels reported that the Diss Community Woodland group had been making enquiries about acquiring more land and that there may be the possibility to take on the management of the 10m landscape buffer in the development to the west of Denmark Lane. The Parish Council may be consulted on its views of this proposal when the site is developed.

Cllr Brown reported again on the felled tree in the ditch at the allotments and ivy in the ditch. Clerk to contact Mr Crerar to arrange clearance as previously agreed at April's RPC meeting, which includes the clearing of a culvert in the ditch.

5. Approval of the minutes of the Parish Council meeting held on Monday 30th October 2023

Minutes were unanimously approved and signed by the Cllr Ault,

6. Matters arising - To note progress on decisions made at the last meeting.

Unanimously approved.

Additionally, the council noted the following:

- Arisings still not collected but Cllr Curson has sent a further reminder.
- D-Day 80 – Advertise the Diss Beacon lighting on the Website and Facebook page.
- Notice Boards – Permission has been received from NCC Highways. Cllr Ault to send the Clerk info on the chosen boards. It was noted that the new board installation adjacent to the recycling centre would need to be dug out by hand to safeguard amenities beneath the surface.
- Water now turned off at the allotments.

7. Clerk's Report.

The Clerk reported that following the advertising on Facebook all plots had now been allocated at the allotments and a waiting list of two people had been created.

Further to this an enquiry had been received from a plot holder to erect a shed on their plot. This was approved. The plot holder also enquired about the disposal of waste from the allotments as in excess of 20 tyres had been found in their newly acquired plot. Clerk to inform the plot holder to stack the tyres in the car parking area and the clerk will investigate their removal by a local company.

Action – Parish Clerk

A new street lighting electric contract is being negotiated and will be noted at the next meeting.

The Clean up and Bloom grant applications had been received following the recent Town and Parish Summit attended by the Clerk and Cllr Finch. Clerk to apply for the grant.

Action – Parish Clerk

8. Financial Matters and Banking:

a) Bank Balances and Bank Reconciliation.

Approved

b) Receipts noted and payments to be noted/authorised.

Approved

9. Planning Applications and Decisions.

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a) Applications considered by councillors:

No applications between meetings

b) Decisions received from SNDC:

- **Application Number : 2023/1930**
Application Type : Householder
Parish: Roydon
Location : 7 Store Street Roydon Norfolk IP22 4ED
Proposal : Two storey extension and alterations
Decision : Approval with Conditions (Delegated)
Date of decision : 3 November 2023

Cllr Ault talked about the officer's report, explaining how they reviewed the application according to local policies, including the newly made Diss and District Neighbourhood Plan. They specifically considered the design plan and took the Parish Council's comment about the roof line into account when making their decision.

- **Application Number : 2022/1976**
App Type : Full
Parish: Roydon
Location : Land West Of Denmark Lane Roydon Norfolk
Proposal : Residential development with associated access, parking, landscaping and associated infrastructure
Decision : Approval with Conditions (Development Management Committee)
Date of decision : 6 November 2023

Cllr Ault highlighted that this is the larger of two proposed developments on the DDNP6 site. .

Cllr Finch noted that there had been no condition included on the hedging as requested by the Parish Council, but this could in fact be included as part of the biodiversity plan that they are required to complete as a condition of the application.

Cllr Jennifer questioned whether there would be a proportion of social housing on the development, considering the need. Cllr Minshall stated that he expected the usual quantity would get sold to housing associations.

Cllr Ault reported that there was a total of 21 conditions in the report many of which were to do with biodiversity.

It was highlighted that 25 percent of CIL funds would be received by Diss and Roydon Councils.

The Clerk was requested to include planning for CIL money on next agenda.

Action - Parish Clerk

c) Late Applications or Decisions not included on the agenda.

There were no late applications to discuss.

10. Biodiversity Policy Introduction (Model Policy herewith)

a. To agree the introduction of a Biodiversity Policy in 2024

Cllr Ault explained the policy and that it is a legal requirement for the Parish Council to have this in place.

It was unanimously agreed to use the model policy adapted for the Parish Council with a yearly review.

b. To note what action Roydon Parish Council are already taking to conserve and enhance biodiversity.

Cllr Ault offered to compile an inventory of what actions the Parish Council are carrying out at present and will circulate to councillors before the next meeting.

He briefly spoke about Brewers Green, the churchyard and trees, allotments, Neighbourhood Plan sections on Local Green Spaces and ecological corridors, litter picks, the

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verges groups, Green days and developing links with Quaker Wood and Fox Wood Forest School.

Action – Cllr Ault

c. To agree what further steps Roydon Parish Council should take to conserve and enhance biodiversity.

The decision was made to use the inventory as a starting point, forming a working group to develop it further. Cllr Finch will lead this group, tasked with creating an action plan, progress of which will be noted at the January meeting. Cllr Jennifer and Cllr Best will join the working group in this effort. Additionally, reaching out to residents to gauge their interest in participating in the group.

d. To note Cllr Ault's attendance to the training event in February 2024 on Biodiversity.

Confirmed the 9th February 2024

Noted

11. Roydon Big Green Week update (noted that this item referred to the Winter Green Day)

Cllr Ault gave a full update on the Winter Green Day 3rd February 2024 with activities including:

- Litter pick and children's activities in the morning.
- Exhibition from 9am, through the day.
- Round table talks in the afternoon.
- Film showing in the evening.
- Pop up Café open from 9-5.

Cllr Ault requested volunteers to run the café and help from 9-10am to help exhibitors to set up.

Cllr Ault also requested that a Roydon Round Up be circulated in the middle of January to include information on the event. Cllr Finch to compile the RRU.

Action – Cllr Finch

12. Flood Group: To receive a report following the meeting with the Surface Water Drainage Officer

Cllr Curson reported the following:

1. Tottington Lane (the west end, as it comes down from the High Road):
 - a) Ditch needs digging out and clearing, as far down the lane as possible.
 - b) Grips at the bottom, round the bend, can be extended and kept clear.
2. Beechwell/Brewers Green
 - a) Drains in road can be improved
 - b) Grip from the road to the pond to be kept clear
 - c) Overflow ditch (west) from the pond to be cleared and dug out, plus improvements to ditches outside Shalom and Poplar Cottages.
3. Road along by Seven Oaks (Snow Street)
 - a) At Brewers Green end, drains under road to be improved.
 - b) Ditch next to the Pumping Station to be cleared.

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- c) The ditch on the border between No. 12 and the neighbouring field to be cleaned out where that ditch meets the culvert emerging from under No. 12's garden. The course of the drain under the garden can be detected by the linear depression running east/west on the lawn.

4. Road by south-east ends of The Friary land and Little Green:

- a) The drive from the road up to the field gate has a recently dug ditch going right down to the road, with much water flowing down it. There is probably a culvert going under the drive to the pond in The Friary land, which flows through a culvert under the road to a ditch at the end of Little Green.

The culvert under the road to be monitored and the ends to be kept free of leaves etc. Cllr Best highlighted issues at Number 12 stating that even with minimal rain the area was flooding.

Cllr Ault confirmed that 4 of 7 known locations were inspected and requested that the Clerk arrange a further meeting with the Surface Water Drainage Officer.

Action – Parish Clerk

Following the inspection, much of the work required on the Grips can be taken on voluntarily by the Parish Council. The Clerk inquired as to whether this could be a job for the Rangers. Clerk to investigate.

Action – Parish Clerk

13. To receive, review and make amendments to the Reserves Policy

Unanimously agreed to approve the policy and agreed for this to be reviewed in one year in line with the budget approval.

Action – Parish Clerk

14. To receive review and make amendments to the Delegation Policy

Unanimously agreed to approve the policy for review in two years.

Action – Parish Clerk

15. To consider information or issues relevant to Council from members for brief discussion, action, or inclusion on a future agenda

Cllr Jennifer gave a short update on Footpath 9: noted that the landowners on the east side of the ditch running alongside FP9 have grubbed up the field hedgerow and coppiced trees to enable ditch clearance and to ensure the watercourse is functioning effectively. This has made the route of the footpath much more visible and more accessible. Walkers are now mainly constrained by the extreme narrowness of the path rather than the overgrowth from the hedge. The County Council's Countryside Access Officer has been updated and she will carry out an inspection prior to contacting all landowners along FP9 to ensure appropriate access to this public right of way.

Cllr Finch requested that items for the RRU should be sent to him as soon as possible.

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16. **Date & Time of Next Meetings:** To confirm the date of Tuesday 30th January 2024 for the next Parish Council meeting.

Confirmed and noted.

20.57 meeting ended.

Emma Chandler, Parish Clerk & RFO

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