

Roydon Parish Council

Minutes of the Parish Council Meeting held at the Parish Room, St Remigius Church, Roydon, on Tuesday 17th December 2024 at 7.00pm

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

In Attendance – Emma Chandler (Parish Clerk)

Public – County Councillor Kiddie, District Councillor Minshull, District Councillor Murphy and 5 members of the public

1. Welcome

Cllr Curson welcomed everyone to the meeting.

He then informed the Council that he had received Cllr Elizabeth Taylor's resignation from the council effective from the 31st December 2024. He gave thanks to her many years of service and commitment to the Parish Council and the community and wished her well for the future.

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

All councillors were in attendance.

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.

Cllrs Jennifer, Curson and Ault declared an interest in items 9B,C and D

Cllr Daniels declared an interest in item 11

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

7.02 Meeting closed for the public forum.

County Councillor Kiddie reported on the following:

- Gritters are now in operation when necessary.
- Further investigatory work at Bellrope Lane and Swamp Lane has been successful, and work will continue until a full resolution is found.
- Briefly introduced the White Paper released from government earlier in the week.
- Food Waste and recycling will begin in April 2026 for all domestic houses.

Cllr Best inquired about how the food waste will be processed?

Cllr Kiddie informed that there is a processing plant near Attleborough where the recycling will take place.

Cllr Finch informed that it looked like a vehicle had crashed on the bends at Hall Lane on the A1066. Cllr Kiddie to inform the highways team to reinstate the chevron signage.

Council were also informed that the speed awareness sign was not working on the A1066. Parish Clerk to investigate further.

District Councillor Minshull reported the following:

- The Help Hub would be open all over the Christmas period for those in need. All staff have volunteered to work shifts over the period.
- Bin collection services will be delayed over the Christmas period, information can be found online and on the bin app.
- Everyone is asked to keep an eye out for elderly neighbours over the Christmas period and beyond.

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- There will be an extra free hours parking in all car parks on Saturday before Christmas.
- Looking forward to the New Year, the Diss Leisure Centre will reopen on the 13th January 2025. Demolition at the John Grose site will also commence in January.
- Due to a decrease in need the enquiry office at Octagon building by the Mere will move to the Leisure Centre when it reopens on the 13th January.

Following the County and District Councillor reports the floor opened to the public.

Two members of the public spoke at length about planning applications being discussed later in the meeting. Overall, thirteen major points were made objecting to three of the applications up for discussion. All points were considered when the Council drafted the response to the consultation.

Cllr Taylor noted that the school hedge had been cut but debris had not been cleared, Clerk to email the school.

Cllr Taylor also reported that the manhole under the Manor Road sign was leaking. Clerk to report.

Meeting reconvened at 7.35pm

5. Approval of the minutes of the Parish Council meeting held on

a) Tuesday 26th November 2024

Cllr Best highlighted that his name did not appear on the minutes. This was rectified during the meeting.

Unanimously approve the minutes. The Chair signed and dated the minutes at the end of the meeting.

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

Two quotes had been received by Cllr Waterman regarding the contextual signage

Metal sign £177.00 + VAT

Polycarbonate £227 + VAT

Following discussion, it was unanimously agreed to go with the Polycarbonate option due to information arising about metal signage being stolen which is the reason for the change to the Polycarbonate option. Cllr Waterman to order with the amended wording he suggested which gave further context to the location of the bombard.

Action - Cllr Waterman

Due to the police being unable to attend the Annual Parish meeting on the 7th May 2025 it was agreed to move the date to Tuesday 29th April and hold it at the Parish Room/Church depending on the amount of people in attendance. Clerk to email and confirm date with the police.

Action – Parish Clerk

7. Budget

▮) To receive and make amendments to the proposed draft budget for 25-26

Councillors asked questions on specific lines. The Parish Clerk answered all questions to satisfaction. No amendments were made.

▮) To agree the budget for 25-26

Unanimously agreed

▮) To agree the Earmarked Reserves for 25-26

Unanimously agreed

▮) To discuss and consider the Precept Request for 25-26

Request was considered

▮) To agree the Precept Request for 25-26

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Unanimously agreed a 0.5% increase in the precept equivalent to a 0.28 pence reduction per month on an average band D property.

Clerk to submit the precept request by the closing date in January 2025

Action – Parish Clerk

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

The Clerk had adjusted the figures included in the policy, for agreement at the meeting, and this had been circulated to councillors.

Councillors unanimously agreed to the amended figures and agreed that the remainder of the policy should remain the same.

Action – Parish Clerk

9. Planning Applications Received

a) Application: [2024/2979](#)

Applicant: Mr Andy Starkey

Location: By The Potash Potash Lane Roydon Norfolk IP22 5SG

Proposal: Installation of casement windows to replace all existing

Application Type: Listed Building Consent

Following detailed discussion, the following was submitted to the planning portal.

The Parish Council supports the application in principle; however, it raises concerns regarding the sourcing and sustainability of the proposed materials, specifically the wood.

The application indicates that hardwood will be sourced from West Africa and imported to the UK. The Parish Council would strongly prefer the use of sustainably sourced British hardwood, which would reduce the environmental impact associated with transportation and support local forestry industries.

The Parish Council urges the applicant to consider alternative sources of timber that are both sustainable and local to the UK, in line with environmental best practices and the promotion of local resources.

b) Application: [2024/3490](#)

Proposal: Notification for Prior Approval for a proposed change of use and associated building works of an agricultural building to 2 dwellinghouses (QA & QB)

Location: Agricultural Building at Poplar Farm Brewers Green Roydon Norfolk

Applicant: Mr & Mrs Tim & Heather Havers

Application Type: Prior Notification - Agricultural to Residential

This application was discussed at length during the meeting both in the public forum and during the meeting. The Clerk took extensive notes, and it was agreed that a response should be drafted and circulated to councillors for approval as soon as possible. The final submission can be found at appendix A of these minutes

c) Application: [2024/3537](#)

Applicant: Mr and Mrs Tim and Heather Havers

Location: Poplar Farm Brewers Green Roydon Norfolk IP22 5QR

Proposal: Conversion of barn to no2 self-build dwellings

Application Type: Full Planning Permission

See appendix A for comment submitted to South Norfolk District Council

d) Application: [2024/3536](#)

Applicant: Mr and Mrs Tim and Heather Havers

Location: Poplar Farm Brewers Green Roydon Norfolk IP22 5QR

Proposal: Conversion of barn to self-build dwelling

Application Type: Full Planning Permission

See appendix A for comment submitted to South Norfolk District Council

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e) **Application:** [2024/3572](#)

Applicant: Mr & Mrs Endersby

Location: Coolabah High Road Roydon Norfolk IP22 5RB

Proposal: Two-storey side and rear extension and the removal of existing lean-to garden room, side garage conversion and lean-to shed

Application Type: Householder

Following detailed discussion, the following was submitted to the planning portal.

The Parish Council supports the application; however, it wishes to raise the following concerns for consideration:

Potential Overlooking: The large window proposed at the rear of the property raises concerns regarding potential overlooking into the properties located at the back of the site. This could impact the privacy of neighbouring residents. The Parish Council requests that measures be considered to mitigate this issue, such as the use of obscured glazing, a revised window design, or screening solutions.

Roof Materials: It is noted that the proposed use of concrete interlocking grey tiles does not align with the existing aesthetic character of the bungalows to the east of the property, where traditional pantiles are commonly used. The Parish Council is concerned that the proposed material may not be in keeping with the local architectural style. It recommends that the applicant consider using materials that better reflect the character of the surrounding properties, such as the traditional clay pantiles already in use, to ensure a consistent and harmonious appearance. The Parish Council kindly requests that these concerns be taken into account as part of the decision-making process.

10. To receive a report from Cllr Curson concerning unauthorised building at two locations in the Parish.

a) Agree for the Clerk to report the findings to the Planning Enforcement team at SNDC

Cllr Minshull to make enquires and report back to the Clerk

Action – Cllr Minshull

11. To agree the donation for the burial ground grass cutting.

The Clerk confirmed that the amount donated in the previous year was two thirds of the total amount totalling £880.

This year 5 cuts had been completed at £330 per cut totalling £1650.00. The Parish Council donation would therefore be £1,100.00.

Cllr Waterman proposed to donate this amount and Cllr Brown seconded the motion.

Unanimously agreed.

Action – Parish Clerk

12. To agree the budget for new planting on the A1066 opposite the church.

Cllr Waterman gave information and options available. The Clerk confirmed that funds were available for the full amount of £171.60 +VAT.

Unanimously agreed for Cllr Waterman to proceed with the order.

Action – Cllr Waterman

13. To consider information or issues relevant to Council from members for brief discussion and inclusion on a future agenda

Cllr Ault confirmed the first litter pick of 2025 would be 8th February 2025.

14. Date & Time of Next Meetings: To confirm the date of Tuesday 28th January 2025 for the Parish Council meeting.

Unanimously agreed.

Meeting closed at 9.00pm

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Signed T.Ault

Date 28th January 2025

Appendix A available on Page 6

Emma Chandler, Parish Clerk & RFO

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Appendix A

Application Reference: 2024/3490, 2024/3536, and 2024/3537

The Parish Council hereby formally objects to planning applications 2024/3490, 2024/3536, and 2024/3537, which propose the construction of four three-bedroom houses and one five-bedroom house at the entrance to a working farm. Our objections are based on the following material considerations:

1. Safety Concerns

The location of the proposed dwellings raises significant safety issues. The entrance to the site is shared with a fully operational working farm, which generates regular heavy vehicle movements (including tractors, trailers, and farm machinery). This creates a high-risk environment for future residents, particularly families with children and pets, as they may be exposed to the hazards of agricultural operations.

Furthermore, the increase in traffic after completion exacerbates these risks, especially in an area without pedestrian infrastructure. This is a key health and safety issue that must not be overlooked.

2. Non-Compliance with Settlement Boundaries

The proposed development lies outside the designated Settlement Boundary, as defined by the Local Plan and Diss and District Neighbourhood Plan (DDNP). Developing outside the settlement boundary contravenes established local planning policies aimed at preventing unsustainable development in rural areas. This proposal would set an undesirable precedent for further encroachment into open countryside.

3. Misalignment with Local Housing Needs

The inclusion of a five-bedroom house does not align with the housing needs assessment within the DDNP. The assessment clearly prioritises smaller homes, such as one, two or three-bedroom dwellings, which better meet local demand (DDNP Policy 4 – Housing Mix). A five-bedroom property is both unnecessary and inconsistent with strategic housing objectives for the area.

4. Impact on Heritage and Landscape Character

Poplar Farm is a non-designated heritage asset within the DDNP and holds historical and cultural significance for the local community (DDNP NDHA25). Development of this nature risks undermining the character, setting, and historical integrity of the area (DDNP Policy 17 – Non-Designated Heritage Assets).

Additionally, the site fits all the DDNP's criteria for being in an intrinsically Dark Landscape (DDNP Policy 6), where the introduction of artificial lighting (both external and internal light spill) will have a detrimental impact on the natural environment, local ecology, and the area's rural ambience. This is in direct conflict with planning policies aimed at preserving dark skies and minimizing light pollution.

5. Traffic and Access Issues

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The site's access point is shared with the working farm, which already experiences frequent agricultural vehicle movements. The addition of residential traffic will worsen access and congestion concerns.

Specific issues include:

Increased safety risks due to conflicts between residential traffic and large farm vehicles.

Impacts caused by waste collection, postal deliveries, and emergency service access.

The current entrance splay is inadequate to accommodate increased traffic flow and does not meet required highway safety standards. Improving the splay would require encroachment onto common land, which is unacceptable.

6. Flood Risk and Mitigation Impacts

The Parish Council notes that areas very close to the site have been historically prone to flooding, notably Brewers Green and the road between it and the farm. Climate changes and increasing adverse weather patterns exacerbate this risk. Neighbouring properties currently suffer from surface water flooding in heavy rain. Any development must ensure sufficient drainage to ensure that these problems are not made worse by the increased amount of hard standing in the area.

We believe a detailed Flood Risk Assessment must be carried out to assess the full impact of the proposed development on both the site and surrounding properties.

7. Inadequate Parking Provision

The allocated parking facilities for the proposed dwellings are insufficient, particularly given the rural nature of the site, where car ownership is higher than in urban areas. The limited driveway space will also be used by farm vehicles accessing the site, further compromising parking availability. This will lead to inappropriate on-street parking, exacerbating congestion and safety issues.

8. Privacy and Overlooking

The design of the proposed dwellings raises significant privacy concerns for neighbouring properties:

Any windows overlooking neighbouring properties on any elevation will compromise residents' privacy.

While boundary walls could mitigate overlooking, their construction is impractical due to the presence of substantial mature trees, which are protected under Tree Preservation Orders (TPOs) and present structural challenges for walls or fencing.

9. Underground Utilities

The site contains buried underground utilities, including cables from National Grid and BT. Development in this area risks disturbing essential infrastructure, requiring costly re-routing that has not been addressed in the current plans.

10. Ecology Report Discrepancies and Phased Development Concerns

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The submitted Ecology Reports raise inconsistencies, as they suggest plans for more units in the next two years in addition to the current applications addressing five dwellings. This raises concerns that the development is part of a phased proposal, with the redundant piggery potentially forming a future phase.

This lack of transparency undermines the integrity of the planning process and raises fears of incremental overdevelopment in the area.

11. Potential for Further Development

The Parish Council is concerned that approval of these applications could lead to the site being sold to a developer, who may pursue additional dwellings in the future. This would result in overdevelopment that is unsustainable and harmful to the character of the area.

12. Pedestrian Access Limitations

There is no pedestrian footpath access to the site, meaning all movements will rely on vehicular access. The construction of a new footpath is not feasible or desirable for the community, as it would compromise the rural character of the area and encroach onto common land.

13. Health and Safety Risks for Families

Given the site's proximity to a working farm, there are significant health and safety risks for families and children. Agricultural sites pose inherent dangers, including machinery movements, chemical storage, and livestock operations. Introducing residential properties in such close proximity is inappropriate and hazardous.

Conclusion In summary, the Parish Council urges the planning authority to refuse these applications based on the significant safety, environmental, and policy concerns outlined above. The proposals represent an unsustainable and inappropriate development that conflicts with local and neighbourhood planning policies and threatens the well-being of the community and surrounding environment.

We respectfully request that the planning authority gives full weight to these objections and considers the wider implications of approving this development.