



Roydon Parish Council

<https://roydon-southnorfolk-pc.gov.uk>

Notice is hereby given that you are summoned by the Clerk to attend the Parish Council Meeting of Roydon Parish Council which will be held at the Parish Room at St Remigius Church, Roydon on Tuesday 28th October 2025 at 7.00pm

Members :	Trevor Ault (Chair)	Keith Best (Vice Chair)
	Stephen Finch	Angela Brown
	Paul Curson	Andrew Daniels
	Jane Jennifer	George Waterman
	Gareth Dalglish	

Signed: Emma Chandler - Parish Clerk

Date: 21st October 2025

**Members of the press and public are welcome to attend -
there will be an opportunity for public participation at agenda item 5**

Agenda

1. Welcome
2. To receive and consider accepting apologies from members unable to attend.
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.
4. Public Forum: To receive County & District Councillors reports and the opportunity for issues to be raised or questions asked.
5. Approval of the minutes of the Parish Council meeting held on
 - a) Tuesday 30th September 2025 (Copy herewith)
6. Matters arising - To note progress on decisions made at the last meeting (for information only and not on current agenda)
7. Financial Matters and Banking
 - a) To note the Bank Balances and Bank Reconciliation as of 17th October 2025(Copy herewith)
 - b) Receipts and payments to be noted/authorised for October (Copy herewith)
 - c) To receive the second quarter financial report (Copy herewith)
8. To consider quotations for the repair of the street lamp on Factory Lane following a road traffic collision, and to agree on the appointment of a contractor for the replacement street light.
9. Planning – To discuss and agree comments on any new applications.
 - a) Application - [2025/2820](#)
Applicant: Mr Richard Alasia
Location: The Old Sand Pits High Road Roydon Norfolk IP22 5RF
Proposal: Certificate of lawfulness (existing) for the occupation of dwellinghouse and associated land in breach of agricultural occupancy condition of planning consent 1986/2676
Application Type: Lawful Development - Existing Use / Development
10. Norwich to Tilbry – Consider registering with the Planning Inspectorate to become an Interested Party in order to make representation for the Parish about the application.

Roydon Parish Council

11. To receive information regarding the Property Flood Resilience (PFR) scheme and agree answers to the questionnaire
12. To receive correspondence from a resident of Louie's Lane requesting Parish Council support in lobbying the County Council for traffic calming measure on Louie's Lane. Consider the request.
13. To receive an update on the tree planting project – Cllr Waterman
14. To receive update information and costs regarding the replacement of the hedging surround at the War Memorial – Cllr Waterman – agree next steps.
15. To receive an update on signage for the Loke. Agree next steps
16. Allotment Update
17. Roydon Green Week 2026 – Agree membership of a working group to organise the week reporting back to the Parish Council
18. To consider information or issues relevant to Council from members for brief discussion and inclusion on a future agenda
19. Date & Time of Next Meetings: To confirm the date of Tuesday 25th November 2025 for the Parish Council meeting.
Emma Chandler, Parish Clerk & RFO
Email clerk@roydon-southnorfolk-pc.gov.uk



Roydon Parish Council

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Minutes of the Parish Council Meeting held at the Parish Room, St Remigius Church, Roydon on Tuesday 30th September 2025 at 7.00pm

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

In Attendance – Emma Chandler (Parish Clerk)

Public – District Councillor Graham Minshull, District Councillor Kieran Murphy and 4 members 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 County Councillor Kiddie which 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.

Cllrs Finch, Brown and Waterman 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.

District Councillor Minshull informed on the following items

- He reiterated the apologies received from Cllr Kiddie
- Gave a reminder for the Mindful Town Training on the 23rd October at the Village Hall. He gave thanks for the effort that had been put into promoting the event and that many people had signed up for the course.
- Updated that the Long Stratton Bypass is now open but work continues on the access to Long Stratton from the new road.
- The Caravan that had been highlighted by Cllr Curson at the last meeting has been investigated. Cllr Curson then asked for a follow up on the driveway that had been put in across Brewers Green. Cllr Minshull said that he would revisit this with the enforcement team.
- Provided information that the District Council were contacting shop owners in Diss who's premises had been empty for over two years to offer assistance in renting out the properties. If this is not successful the District Council may pursue the properties in order to ensure that they are rented and in use.
- The Park Hotel is now being refurbished and will be open as a hotel as soon as possible.

Cllr Ault inquired about the Mindful Towns training, the Clerk will forward the information

Action – Parish Clerk

Cllr Brown asked if the Council had considered adding recycling bins to Diss Town Centre, Cllr Minshull clarified that all waste is taken to a sorting facility where it is split and recycled effectively



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Cllr Jennifer expressed enthusiasm for the District Council contacting shop owners in Diss and that it was good to know that Diss only has a few shops in this situation.

Cllr Jennifer asked about the ownership of the street lights on Victoria Road, noting residents' concerns that flags now displayed there could appear in Roydon. Cllr Minshull clarified that Diss Town Council is responsible for the lights but cannot remove the flags due to costs and regulations. The lights are owned by Amey, and the County Council has also decided not to remove the flags at this time.

Councillor Finch reiterated concerns regarding the persistence of potholes on Snow Street, noting that, despite reports from both the Parish Council and residents, no remedial action has been taken. While individual potholes may not meet the criteria for repair, the cumulative effect across the area now poses a significant hazard to pedestrians, cyclists, and individuals using mobility scooters. Councillor Minshull indicated that he will consult with the Highway Engineer to arrange a site inspection and expedite resolution of the issue.

Cllr Daniels highlighted that the 30mph sign opposite the White Hart had not yet been replaced. Cllr Minshull to chase.

Cllr Curson suggested that due to the severe weather forecast for the weekend that the Litter Pick should be postponed until later in the month. This was unanimously agreed on safety grounds and the Clerk would publish this to Facebook and the website and Cllr Ault would contact the Village Hall to book an alternative day and place a notice on the door on the day to inform people of the postponement.

Action – Parish Clerk

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

a) Tuesday 29th July 2025

Unanimously agreed and signed by the Chair

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

No matters arising

7. Financial Matters and Banking

a) To note the Bank Balances and Bank Reconciliation as of 31st August 2025

Noted

b) Receipts and payments to be noted/authorised for August 2025

Noted and unanimously agreed

c) To note the Bank Balances and Bank Reconciliation as of 22nd September 2025

Noted

d) Receipts and payments to be noted/authorised for September 2025

Noted and unanimously agreed

8. To receive and note the External Auditors Report and Certificate and the Notice of Conclusion of Audit.

Noted.

Thanks was given to the Clerk for the work that had been completed



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9. To receive the Local Government Services Pay Agreement 2025/26 (copy herewith)
- a) To approve, as recommended by the Local Government Association (LGA), the implementation of the 2025/26 pay award.
Unanimously agreed
- b) To approve, as recommended by the Association of Local Councils (ALC), the backdated pay adjustment effective from 1st April 2025 to be paid in October 2025
Unanimously agreed

Action – Parish Clerk

10. Planning – To discuss and agree comments on any new applications.

a) Application: [2025/2708](#)

Applicant: Mr Teddy Reeves

Location: The Homestead Denmark Lane Roydon Norfolk IP22 4BL

Proposal: Erection of new (self-build) two storey dwelling and associated hardstanding
Application Type: Full Planning Permission

Council View – Neutral

The Parish Council would recommend consideration of an alternative native species in place of the proposed Oak trees, suggesting Hawthorn as a more suitable option. In addition, while the installation of the large acoustic barrier fencing may be necessary, the Council would strongly encourage the planting of native hedging along the fence line to soften its visual impact, particularly given the property's prominence at the entrance to the village.

The Council also expresses concern regarding the potential impact on the quality of living within the proposed dwelling due to its close proximity to the main road.

Action – Parish Clerk

b) Application: [2025/2482](#)

Applicant: Mr Stephen Cowles

Location: 84 Louies Lane Roydon Norfolk IP22 4QN

Proposal: Addition of a 4.00m x 3.50m extension to the rear of the property to be given a flat roof. Existing 2.10m x 2.30m rear corner conservatory is to be removed and replaced with a 2.50m x 3.40m flat-roofed extension.

Application Type: Householder

Council View – Neutral – No Comment

Action – Parish Clerk

c) Amended Application: [2025/0960](#)

Applicant: Mr C Lockwood

Location: Shelfanger Road Diss Norfolk IP22 4EH

Proposal: Submission of Reserved Matters pursuant to outline planning permission ref.

2021/2782: appearance, scale, landscaping, layout, and levels: 177 no. dwellings, public

open space, and associated works (residential part only)

Application Type: Reserved Matters

Council View - Object



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Roydon Parish Council wishes to reiterate its previous representation dated 12th May 2025, with the exception of flooding matters which appear to have been satisfactorily addressed through the amended proposals.

The Council raises the following additional concerns regarding the Reserved Matters submission:

Landscaping and Biodiversity

The proposed planting schedule includes Vinca Major, which is classified as an invasive non-native species. The inclusion of invasive species within new developments is contrary to good environmental practice and may result in long-term ecological impact. The Council recommends substitution with appropriate native species that support local biodiversity objectives.

Materials and Long-term Maintenance

The specification of bark chippings as surface treatment in certain areas raises concerns regarding durability and lifecycle performance. Organic materials such as bark are subject to decomposition and will require regular replacement, resulting in increased maintenance burdens. More durable alternatives such as stone or slate would provide superior longevity and reduced whole-life costs.

The Council requests that these matters be given due consideration in addition to the original comments submitted previously in the determination of this Reserved Matters application to ensure compliance with sustainable development principles.

Action – Parish Clerk

d) The South Norfolk Council Roydon

Tree Preservation Order 2025 No. [SN0767](#)

Tree(s) at : Land West & East Of Darrow Lane Roydon Norfolk

Easting : 609480 Northing : 281133

Council View – Support

Clerk to submit statement

Action – Parish Clerk

11. To receive an update report on the Allotments, To agree on any necessary actions arising from this update.

After discussion the following was agreed

- To make plot 1 into parking spaces
- Ask Mr Crerar to cut back hedges and trees along the fence line of Snow Street Houses and also along the driveway including the large tree opposite the water tank.
- Clerk to write to the residents in above housed to inform of the Councils intentions

Action – Parish Clerk

12. To receive an update on the tree planting project – Cllr Waterman



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Cllr Waterman provided the following feedback on action from the last meeting.

- Letters had been printed and delivered to all residents concerned.
- Comments had been received from three properties, one positive and two negative with reasons.
- The map has been adjusted and circulated to councillors for approval at the meeting.

The amended map was approved by members.

Next Steps

- Cllr Waterman to contact Cllr Kiddie to discuss the purchase of the trees
- Planting to take place over the winter

Cllr Finch expressed concern about keeping the trees alive while they establish. Cllr Waterman suggested the use of water bags which he has used successfully in the past and possibly putting a call out to local residents for help in watering over the warmer months.

The Clerk to put together an advertising campaign nearer the time.

Action – Cllr Waterman

13. To consider signing the revised Armed Forces Covenant and agree how this will be communicated to the community.

A few minor amendments were made to the document which was then signed by the Chair.

Clerk to send the document to the relevant parties.

Action – Parish Clerk

14. To review and consider the information made available prior to the meeting—details of which are published on the Parish Council website and social media channels—regarding the Village Hall's change in Land Registry status and any associated matters. To determine and approve any necessary actions resulting from this update.

After discussion it was agreed for the Clerk to contact the Village Hall management committee and request that the following wording be included on the Land Registry for the Village Hall *Roydon Parish Council as Custodian Trustee of Roydon Village Hall, charity number 800254*

Action – Parish Clerk.

15. To receive information regarding the hedging surround at the War Memorial and agree any next steps.

It was suggested to take out the existing hedging and replace with Yew or another alternative that would not be blighted with disease.

Cllr Waterman to collate some costings for review at the next meeting.

Action – Cllr Waterman

16. To revisit the grass cutting, receiving feedback from councillors and agree next steps

After discussion it was agreed for the group to meet in November when all grass cutting will have been completed to collate options for review by the council.



Roydon Parish Council

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Cllr Curson to arrange the meeting.

Action – Cllr Curson

17. To receive an update on activities at the Loke.

Cllr Finch provided an update on the work that had been completed at the Loke over the summer.

- Lots of soft fruits especially blackberries and sloes
- Differing wild flowers flourished in the hot weather
- A few trees were lost due to the heat
- There was lots of litter and dog waste that was cleared throughout the summer
- Works planed for the winter include the cutting back of brambles which had encroached over the path, the replacement of trees that have been lost.

The Clerk was requested to put out a call for volunteers at the end of October with a view to this work being completed over the winter. The group meets every other Tuesday morning, dates to be confirmed nearer the time.

Action – Parish Clerk

It was also suggested that new signage be put at each end of the Loke to say that the Parish Council manage and maintain the area. Cllrs Curson and Finch to look into the cost of signs and the wording that they may wish to use.

Action – Cllrs Curson and Finch

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

Cllr Curson informed that the annual cut of Brewers Green had taken place that day. He would contact the recycling company to collect the arisings.

Cllr Dalglish suggested that the Council may wish to start being proactive building on the work already being completed at the Loke to improve biodiversity in the gap between Roydon and Diss. He would also like to see more work being completed on transport between Roydon and Diss and possible start a Community Energy Project.

Councillors generally agreed with his proposals and suggested that a working party of Cllrs Dalglish, Waterman, Brown and Finch meet to discuss further.

The Clerk did however inform that the County Council was conducting a feasibility study on transport and she would forward the information to Cllr Dalglish.

The Clerk informed everyone that all councillors were now using the council email and that personal email addresses should no longer be used for Council business.

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

Unanimously agreed

Signed

Date

Emma Chandler, Parish Clerk & RFO

Email clerk@roydon-southnorfolk-pc.gov.uk

Bank account Balances @ 31/08/2025			
Business Current Account		9,744.12	
Business Savings Account		31,725.53	
Total Balances			£41,469.65
	Previous Month	Current Month month	
Balances carried forward @ 01/04/25	£36,782.11	£36,782.11	
Accounts Payments Ledger YTD gross Expenditure	£8,412.27	£11,908.59	
Accounts Receipts Ledger YTD Income	£16,321.13	£16,596.13	
Expenditure			
Account Service Charge July		£6.00	
South Norfolk DC		£1,167.60	
Waveney Tree Specialists		£960.00	
J M Crerar		£720.00	
E Chandler		£513.32	
HMRC		£123.40	
Account Service Charge August		£6.00	
Total		£3,496.32	
Income July 2025 /August 2025			
Recycling Centre Income		£275.00	
Total		£275.00	
Unprocessed Payments			
Total		£0.00	
Income Less Expenditure at 31/08/2025			£41,469.65

Signed P. Curson

Date 30th September 2025

Payments List as at 22nd August 2025					
Date	Payee	Service	Gross	Net	VAT
28/08/2025	South Norfolk DC	Dog Bin Annual Charge	£1,167.60	£973.00	£194.60
28/08/2025	Waveney Tree Specialists	Essential Tree Work	£960.00	£800.00	£160.00
28/08/2025	J M Crerar	Grounds Maintenance	£720.00	£720.00	
28/08/2025	E Chandler	Clerk Salary	£513.32	£513.32	
28/08/2025	HMRC	PAYE	£123.40	£123.40	
Totals			£3,484.32	£3,129.72	£354.60

Checked by RFO 22nd August 2025

Signed

E. Chandler

Bank account Balances @ 22/09/2025			
Business Current Account		24,732.67	
Business Savings Account		31,725.53	
Total Balances			£56,458.20
	Previous Month	Current Month month	
Balances carried forward @ 01/04/25	£36,782.11	£36,782.11	
Accounts Payments Ledger YTD gross Expenditure	£11,908.59	£13,441.31	
Accounts Receipts Ledger YTD Income	£16,596.13	£31,584.68	
Expenditure			
Total		£0.00	
Income August 2025 /September 2025			
SNDC Precept		£14,814.55	
Plot 6 Centre		£18.00	
Plot 12		£36.00	
Plot 1A East		£18.00	
Plot 3 Centre		£18.00	
Plot 8		£18.00	
Plot 9 South		£18.00	
Plot 5 West		£18.00	
Plot 1 Donation		£30.00	
Total		£14,988.55	
Unprocessed Payments			
PKF Littlejohn LLP		£252.00	
Excite Solutions LTD		£576.00	
A Farthing		£68.00	
E Chandler		£513.32	
HMRC		£123.40	
Total		£1,532.72	
Income Less Expenditure at 22/09/2025			£54,925.48

Signed S. Finch

Date 30th September 2025

Payments List as at 22nd September 2025					
Date	Payee	Service	Gross	Net	VAT
28/08/2025	PKF Littlejohn LLP	External Audit Fee	£252.00	£210.00	£42.00
28/08/2025	Excite Solutions LTD	Grounds Maintenance	£576.00	£480.00	£96.00
28/08/2025	A Farthing	Allotment Refund	£68.00	£68.00	
28/08/2025	E Chandler	Clerk Salary	£513.32	£513.32	
28/08/2025	HMRC	PAYE	£123.40	£123.40	
Totals			£1,532.72	£1,394.72	£138.00

Checked by RFO 22nd September 2025

Signed

E. Chandler

Bank account Balances @ 17/10/2025			
Business Current Account		23,439.99	
Business Savings Account		31,905.45	
Total Balances			£55,345.44
	Previous Month	Current Month month	
Balances carried forward @ 01/04/25	£36,782.11	£36,782.11	
Accounts Payments Ledger YTD gross Expenditure	£13,441.31	£17,527.54	
Accounts Receipts Ledger YTD Income	£31,584.68	£32,740.60	
Expenditure			
Service Charge		£6.00	
SSE		£206.38	
Amey		£418.70	
SSE		£104.88	
Total		£735.96	
Income September 2025 /October 2025			
Plot 10 South		£18.00	
Plot 4 East		£18.00	
Plot 7		£36.00	
Plot 8 North		£18.00	
Tree Grant		£800.00	
Plot 11 South		£18.00	
Plot 9 South		£68.00	
Intrest on Savings		£179.92	
Total		£1,155.92	
Unprocessed Payments			
Parish Room Hire		£105.00	
Grounds Maintenance		£400.00	
Annual Support Cost		£162.00	
Brewers Green Annual Cut		£1,674.00	
Allotment Water		£44.66	
Grounds Maintenance		£192.00	
Clerk Salary		£622.21	
PAYE		£150.40	
		£3,350.27	
Income Less Expenditure at 17/10/2025			£51,995.17

Signed _____

Date _____

Payments List as at 17th October 2025					
Date	Payee	Service	Gross	Net	VAT
13/10/2025	Amey	Call Out RTC Street Light Repair	£418.70	£348.92	£69.78
28/10/2025	Roydon PCC	Parish Room Hire	£105.00		
28/10/2025	JM Crerar	Grounds Maintenance	£400.00		
28/10/2025	Community Heartbeat	Annual Support Cost	£162.00	£135.00	£27.00
28/10/2025	Peter Frizzel Ltd	Brewers Green Annual Cut	£1,674.00	£1,395.00	£279.00
28/10/2025	Wave	Allotment Water	£44.66		
28/10/2025	Excite Solutions LTD	Grounds Maintenance	£192.00	£160.00	£32.00
28/10/2025	E. Chandler	Clerk Salary	£622.21		
28/10/2025	HMRC	PAYE	£150.40		
Totals			£3,768.97	£2,038.92	£375.78

Checked by RFO 17th October 2025

Signed

E. Chandler

BUDGET 2025/2026		Spend to 30th September 2025	% Budget Spent
Allotments	£0.00	£68.00	#DIV/0!
Auditors	£535.00	£552.00	103.18
CIL	£540.53	£268.09	49.60
Clerks Employment Costs	£8,425.00	£3,820.32	45.35
Expenses	£150.00	£0.00	0.00
Grants	£0.00	£800.00	#DIV/0!
Grounds maintenance	£8,000.00	£2,351.00	29.39
Insurance	£700.00	£409.82	58.55
Dog Bins	£1,000.00	£973.00	97.30
Loan Repayments	£4,234.22	£2,117.11	50.00
Other	£2,359.00	£574.00	24.33
S137	£1,500.00	£13.00	0.87
Streetlight maintenance	£730.00	£39.73	5.44
Streetlight replacement	£1,000.00	£0.00	0.00
Subscriptions	£700.00	£296.29	42.33
Utilities	£1,700.00	£415.88	24.46
Village Hall / Parish Room	£249.89	£0.00	0.00
	£31,283.11	£12,698.24	40.59

Checked by Cllr Waterman

Signed

Amey LG Limited - Norfolk Street Lighting

Amey LG Limited
Norwich Road
Brooke
Norwich Road
NR15 1HJ

**SMALL WORKS ESTIMATE**

Ref: PN3403 - Factory Lane, Roydon

Client: Roydon Parish Council

Telephone: 01508 557850
Fax: 01508 558076

Contact: clerk@roydon-southnorfolk-pc.gov.uk

Required: Column Replacement

Date: 02 October 2025

Prepared by: Caitlin Green

Quote No: **PN3403**

Item	Description	Quantity	Unit	Rate	£
	Amey LG works				
500.102A	Excavation in Dense Bituminous Macadam (DBM) or Hot Rolled Asphalt (HRA) to give a minimum cover of 450mm over any apparatus laid there in	2.00	metre	20.41	40.81
1300.202A	Lighting column of 6m nominal height with planted base (In accordance with schedule 2 - Output Specification)	1.00	nr	278.24	278.24
1400.195A	Supply and install 25a Double pole isolator	1.00	nr	60.31	60.31
E11	S/day disco & recon of UMC to SL in composite surface	1.00	Nr	1,138.21	1,138.21
700.101A	Reinstate DBM or HRA surface, back fill with suitable materials and reinstate	2.00	metre	50.04	100.07
1300.420A	Take luminaire from store, transport and erect on a lighting point up to 12m in height	1.00	nr	146.04	146.04
	Carry out a ElectricalTest to BS7671 of a lighting point	1.00	unit	25.45	25.45
				Total estimate:	1,789.13
Final price will be subject to V.A.T.				VAT @ 20%: £	357.83
Unless confirmed in writing that you are not to be treated as an end user for works included under the CIS				incl VAT: £	2,146.96
Notes:	Work will be scheduled on receipt of payment and installation will commence 12-14 weeks from then, subject to equipment delivery times. For card payment please phone 01865 713539 quoting your PN number for reference. For BACS payment: Account name: Amey LG Bank: HSBC Sort Code: 40 11 60 Account no.: 81434470 Electronic remittances to accountsreceivable@amey.co.uk PLEASE INFORM US OF ANY PAYMENTS MADE SO THAT WE CAN MONITOR FOR RECEIPT If this quotation is accepted it is assumed that we will be able to complete the items listed in one reasonably continuous phase of work. If this will not be the case and you expect completion to be in a number of phases you are required to obtain separate quotation for each phase. Unless otherwise stated the above quotation does not include any cost for the UKPN electrical connections; the UK Power Networks office project gateway telephone number is 08701 963599 Any DNO road crossings that are required need to be provided by the developer The final price may be subject to adjustment if the works differ from those detailed above				



33 The Street NR14 7RA
info@ttjones-electrical.co.uk
01603 747270

T T Jones Electrical Ltd

Item 8

Roydon Parish Council
Roydon Village Hall
Roydon
Harlow. CM19 5HH

03/10/2025

FAO Emma Chandler – Clerk to the Council
EMAIL clerk@roydon-southnorfolk-pc.gov.uk

QUOTATION: 16 Factory Lane, Roydon – replacement Column

Supply and Install:

- 6 mtr galvanised Street Lighting Column
- Urbis Schreder Axia 3 EVO LED Lantern
- Double Pole Isolator
- Remove Redundant Corroded Steel Column Stump
- Transfer D.N.O (UKPN) Electricity Supply in Composite Surface
- Reinstate Pavement Tarmac
- Carry out Electrical Test to BS7671

TOTAL: £ 2500.00 + VAT

This quotation is valid for 6 months from date of issue.

Yours sincerely

Paul Jones
For and on Behalf of
T T Jones Electrical Limited

Please note that no allowance has been made for any works required under the TMA (Traffic Management Act 2004). Should works be deemed necessary under the TMA (Traffic Management Act 2004) by either ourselves or a registered TMO (Traffic Management Organisation) then the customer shall be wholly liable for any additional costs as either a direct or indirect result of such works whether the works are undertaken by ourselves or a registered TMO (Traffic Management Organisation).

District Network Operator (DNO)

DNO prices are quoted from published pricing schedules. The DNO reserves the right to review and change the UMC prices at any time. As such TT Jones Electrical Limited reserves the right to pass on to the customer any additional costs levied against us by the DNO in the course of the above works.

Subject to our regular terms and conditions.

Directors – P. T. Jones & R. L. Jones

Company registration no: 4843309 VAT No: 823 6431 41
Incorporated in England registration office- unit 3 c/o Adepta ltd. Kirby road, Kirby Bedon
EST 1986



BS7671:2018





000281

FREEPOST N TO T

T: 0800 915 2497

E: contact@n-t.nationalgrid.comwww.nationalgrid.com/norwich-to-tilbury

Item 10

nationalgrid

Emma Chandler
Roydon parish council
11-12
Market Hill
Diss
Norfolk
IP22 4JZ

13 October 2025

Dear Sir/Madam,

National Grid (Norwich to Tilbury) Development Consent Order (Application Reference: EN020027)

Notice of Acceptance of an Application for a Development Consent Order by the Planning Inspectorate (on behalf of The Secretary of State for Energy Security and Net Zero) under Section 56 of The Planning Act 2008 (the '2008 Act')

Regulation 8 of The Infrastructure Planning (Applications: Prescribed Forms and Procedure) Regulations 2009 (as amended) (the '2009 Regulations')

Regulation 16 of The Infrastructure Planning (Environmental Impact Assessment) Regulations 2017 (the '2017 Regulations')

You will have previously received correspondence from National Grid about its proposals known as Norwich to Tilbury. Having undertaken extensive public consultation on our proposals, we submitted our application for development consent to the Planning Inspectorate on 29 August 2025.

I write to notify you, in accordance with section 56 of the Planning Act 2008, that on 26 September 2025 the Planning Inspectorate (on behalf of the Secretary of State for Energy Security and Net Zero) accepted for examination an application made by National Grid Electricity Transmission plc (company number 02366977) of National Grid House, Warwick Technology Park, Gallows Hill, Warwick, CV34 6DA ('the Applicant') for a Development Consent Order under the Planning Act 2008.

The application is for Norwich to Tilbury ('the project') (Application Reference EN020027), a new 400 kilovolt electricity transmission connection of approximately 180 km in overall length from Norwich Main Substation to Tilbury Substation via Bramford Substation, a new EACN Substation and a new Tilbury North Substation.

The application now progresses to the next phase in the Development Consent Order planning process, which is known as the 'Pre-Examination' phase. During this phase, you have a set period of time to register with the Planning Inspectorate, should you wish to become an Interested Party by making a Relevant Representation.

As an Interested Party you will be allowed to make representations about the application. This will also ensure that you are informed about the progress of the Examination, (the phase following the Pre-Examination phase, which lasts for up to six months). A Relevant Representation is a person's or organisation's detailed comments about the application. The relevant representation should include full details of the issues that the person or organisation want to be considered, including evidence where necessary.

The enclosed notice explains how to make a relevant representation.

We are contacting you because you are either a prescribed consultee under section 42(1)(a) of the 2008 Act or a relevant local authority for the purposes of section 42(1)(b) and (c) of the 2008 Act.

FREEPOST N TO T

T: 0800 915 2497

E: contact@n-t.nationalgrid.com

www.nationalgrid.com/norwich-to-tilbury

nationalgrid

If you would like to register as an Interested Party, you must do so by making a relevant representation in writing directly to the Planning Inspectorate before the registration period closes at 23:59 on 27 November 2025.

Enclosed with this letter is a copy of the formal section 56 notice published in accordance with sections 56(7) of the 2008 Act and regulation 8 of the 2009 Regulations, details of where on the National Infrastructure Planning website the accepted application (including the Environmental Statement) can be viewed, and a map showing where the project could be sited/ routed. Together, these enclosures constitute notice of the accepted application which we are required to give you in line with section 56(2) of the 2008 Act, regulation 8 of the 2009 Regulations, and regulation 16 of the 2017 Regulations.

If you have any enquiries in relation to the application and its accompanying documents, plans and maps, please contact National Grid by:

Email: contact@n-t.nationalgrid.com

Post: FREEPOST N TO T (no stamp or further address details are required)

Telephone: 0800 915 2497 (lines are open Monday to Friday 9am – 5:30pm)

Yours faithfully,



Simon Pepper

Project Director

For and on behalf of National Grid Electricity Transmission plc

Enc.

- Section 56 Notice; and
- An overall route map showing where the proposed development is sited.

**NOTICE OF ACCEPTANCE OF AN APPLICATION
FOR A DEVELOPMENT CONSENT ORDER BY THE PLANNING INSPECTORATE (ON
BEHALF OF THE SECRETARY OF STATE FOR ENERGY SECURITY AND NET ZERO)
UNDER SECTION 56 OF THE PLANNING ACT 2008**

**NATIONAL GRID (NORWICH TO TILBURY) DEVELOPMENT CONSENT ORDER
(APPLICATION REFERENCE: EN020027)**

**REGULATION 8 OF THE INFRASTRUCTURE PLANNING (APPLICATIONS:
PRESCRIBED FORMS AND PROCEDURE) REGULATIONS 2009**

**REGULATION 16 OF THE INFRASTRUCTURE PLANNING (ENVIRONMENTAL
IMPACT ASSESSMENT) REGULATIONS 2017**

Notice is hereby given that the Planning Inspectorate (on behalf of the Secretary of State for Energy Security and Net Zero ('the Secretary of State')) has accepted an application made by National Grid Electricity Transmission plc (company number 02366977) of National Grid House, Warwick Technology Park, Gallows Hill, Warwick, CV34 6DA ('the Applicant') for a Development Consent Order under the Planning Act 2008 ('the Application'). The Application (Reference No. EN020027) was submitted by the Applicant to the Secretary of State c/o the Planning Inspectorate on 29 August 2025 and accepted for Examination on 26 September 2025.

Summary of the Application

Norwich to Tilbury ('the Project'), is a Nationally Significant Infrastructure Project ('NSIP'). The Project principally comprises:

A new 400 kilovolt (kV) electricity transmission connection of approximately 180 km overall length from Norwich Main Substation to Tilbury Substation via Bramford Substation, a new EACN Substation and a new Tilbury North Substation, including:

- Approximately 159 km of new overhead line supported on approximately 509 pylons, either standard steel lattice pylons (approximately 50 m in height) or low height steel lattice pylons (approximately 40 m in height) and some of which would be gantries (typically up to 15 m in height) within proposed Cable Sealing End (CSE) compounds or existing or proposed substations
- Approximately 21 km of 400 kV underground cabling, some of which would be located through the Dedham Vale National Landscape (an Area of Outstanding Natural Beauty (AONB))
- Up to seven new CSE compounds (with permanent access) to connect the overhead lines to the underground cables.
- Modification works to connect into the existing Norwich Main Substation and a substation extension at the existing Bramford Substation
- A new 400 kV substation on the Tendring Peninsula, referred to as the EACN Substation (with a new permanent access). This is proposed to be an Air Insulated Switchgear (AIS) substation
- A new 400 kV substation to the south of Orsett Golf Course in Essex, referred to as the Tilbury North Substation (with a new permanent access). This is proposed to be a Gas Insulated Switchgear (GIS) substation
- Modifications to the existing National Grid Electricity Transmission overhead lines to facilitate the connection of the existing network into the new Tilbury North Substation to provide connection to the Tilbury Substation
- Ancillary and/or temporary works associated with the construction of the Project.

In addition, third party utilities diversions and/or modifications would be required to facilitate the construction of the Project. There would also be land required for environmental mitigation and Biodiversity Net Gain (BNG).

As well as the permanent infrastructure, land would also be required temporarily for construction activities including, for example, working areas for construction equipment and machinery, site offices, welfare, storage and temporary construction access.

A map showing the location of the Project can be viewed online at: <https://nsip-documents.planninginspectorate.gov.uk/published-documents/EN020027-000240-2.1%20Location%20and%20Master%20Key%20Plan.pdf> or by scanning the QR code at the bottom of this notice. A map showing the route of the Project is also enclosed with this notice.

Development consent is required to the extent that development is or forms part of a nationally significant infrastructure project pursuant to sections 14(1)(b) and 16 of the Planning Act 2008, as it forms the installation of an electric line above ground which will be wholly within England, of a nominal voltage greater than 132 kilovolts and longer than two kilometres. It is for this reason that the Project falls within the remit of the Secretary of State's decision-making powers.

The Project would also make provision for Associated Development for the construction or maintenance of the NSIP including the diversion of utilities and public rights of way, provision for access, landscape works and environmental mitigation.

The Development Consent Order would authorise the compulsory acquisition of land, interests in land and rights over land, and the powers to use land permanently and temporarily for the construction, operation and maintenance of the Project. The Development Consent Order would also authorise the construction of temporary and permanent accesses to the Project, the temporary closure and permanent stopping up or diversion of public rights of way, street works and highway works, and the application and disapplication of certain legislation.

Environmental Impact Assessment Development:

The Project is Environmental Impact Assessment ('EIA') development for the purposes of the Infrastructure Planning (Environmental Impact Assessment) Regulations 2017 and accordingly an Environmental Statement accompanies the Application.

Application Form and Accompanying Documents:

The application form and the accompanying documents, plans, Environmental Statement and Non-technical Summary ('NTS') ('Application Documents') can be viewed and downloaded free of charge online on the Norwich to Tilbury page of the Planning Inspectorate's National Infrastructure Planning website under the Documents tab: <https://national-infrastructure-consenting.planninginspectorate.gov.uk/projects/EN020027>

The Application Documents will be available to view online at least until the Secretary of State makes their decision whether or not to grant the Development Consent Order.

The Application Documents are available for electronic inspection via computer, free of charge from 16 October 2025 to 27 November 2025, at the following locations and times set out below:

Location	Opening Hours*
Long Stratton Library, The Street, Long Stratton, NR15 2XJ	Monday - 11am-7pm staffed Tuesdays 1pm-7pm staffed Wednesday - 8am-7pm unstaffed Thursday - 1pm-7pm staffed Friday - 8am-7pm unstaffed Saturday 11am-4pm staffed Sunday - 10am-4pm unstaffed
Norwich Library, Unit 3 The Forum, Millenium Plain, Norwich, NR2 1AW	Monday to Friday - 8am to 10am - Open Library access to first floor only 10am to 7pm - Library is staffed Saturday - 9am to 5pm - Library is staffed Sunday - 10.30am to 4.30pm - Open Library access to first floor only

Tuckswood Library, Robin Hood Road, Eaton, NR4 6BX	Monday - 8am - 7pm OpenLibrary unstaffed Tuesday - 11am-7pm staffed Wednesday - 8am-7pm OpenLibrary unstaffed Thursday - 8am-7pm OpenLibrary unstaffed Friday - 11am-7pm staffed Saturday - 10am-4pm staffed Sunday - 10am-4pm OpenLibrary unstaffed
Diss Library, Church Street, Diss, IP22 4DD	Monday - 8am to 10am - Open Library access 10am to 7pm - Library is staffed Tuesday - 8am to 7pm - Open Library access Wednesday - 8am to 10am - Open Library access 10am to 7pm - Library is staffed Thursday - 8am to 10am - Open Library access 10am to 7pm - Library is staffed Friday - 8am to 10am - Open Library access 10am to 7pm - Library is staffed Saturday - 10am to 4pm - Library is staffed Sunday - 10am to 4pm - Open Library access
Stowmarket Library, Milton Road, Stowmarket, IP14 1EX	Monday - Closed Tuesday - 8.30am-6.45pm Wednesday - 8.30am-5.45pm Thursday - 8.30am-5.45pm Friday - 8.30am-6.30pm Saturday - 8.30am-4pm Sunday - 10am-4pm
Capel St Mary Library, Village Hall, The Street, Capel St Mary, IP9 2EF	Monday - closed Tuesday - 9am-12.30pm, 2pm-5.30pm Wednesday – 9am – 12:30pm Thursday – 9am – 12:30pm Friday - 2pm-5.30pm Saturday - 9am-3pm Sunday - 10am-3pm
Coggleshall Library, The Friends Meeting House, Stoneham Street, Coggleshall, CO6 1UH	Monday - Closed Tuesday - 2pm-5.30pm Wednesday - Closed Thursday - 9am-5.30pm Friday - Closed Saturday - 9am-5pm Sunday - Closed
Writtle Library, 45 The Green, Writtle, Chelmsford, CM1 3DT	Monday - 9am to 5pm Tuesday - 9am to 1pm Wednesday - 9am to 1pm Thursday - 2pm to 5:30pm Friday - 9am to 5pm Saturday - 9am to 5pm Sunday - Closed
Chelmsford Library, County Hall, Market Road, Chelmsford, CM1 1QH	Monday - 9am to 5:30pm Tuesday - 9am to 5:30pm Wednesday - 9am to 5:30pm Thursday - 9am to 7pm Friday - 9am to 5:30pm

	Saturday - 9am to 5pm Sunday - 10:30am to 1:30pm
Ingatestone Library, High Street, Ingatestone, CM4 9EU	Monday - 2pm – 7pm Tuesday - Closed Wednesday - 9am – 1pm Thursday - Closed Friday - Closed Saturday - 9am – 5pm Sunday - Closed
Tilbury Library, Tilbury Hub, Civic Square, Tilbury, RM18 8AD	Monday- 10am - 5pm Tuesday - 10am - 5pm Wednesday - 10am - 5pm Thursday - 10am - 7pm Friday - 10am – 5pm Saturday - 10am - 1pm Sunday - Closed
Greenstead Library, Hawthorn Avenue, Colchester, CO4 3QE	Monday - 9am to 5:30pm Tuesday - 9am to 5:30pm Wednesday - 9am to 5:30pm Thursday - 9am to 5:30pm Friday - 9am to 5:30pm Saturday - 9am to 5pm Sunday - Closed
Prettygate Library Prettygate Road Colchester CO3 4EQ	Monday - 9am to 5:30pm Tuesday - 9am to 7pm Wednesday - 9am to 7pm Thursday - 9am to 5:30pm Friday - 9am to 5:30pm Saturday - 9am to 5pm Sunday - 1pm to 4pm
Stanway Library, 10 Villa Road, Stanway, CO3 0RH	Monday - Closed Tuesday - 2pm to 7pm Wednesday - Closed Thursday - 9am to 1pm Friday - Closed Saturday - 9am to 5pm Sunday - Closed
Wivenhoe Library, 104/6 High Street, Wivenhoe, CO7 9AB	Monday - Closed Tuesday - 9am to 7pm Wednesday - Closed Thursday - 9am to 5:30pm Friday - Closed Saturday - 9am to 5pm Sunday - Closed
Brentwood Council, Town Hall, Ingrave Road, Brentwood, CM15 8AY	Monday - 9am to 5:30pm Tuesday - 9am to 7pm Wednesday - 9am to 5:30pm Thursday - 9am to 5:30pm Friday - 9am to 5:30pm Saturday - 9am to 5pm Sunday - Closed

Manningtree Library, High Street, Manningtree, CO11 1AD	Monday - Closed Tuesday - 9am to 5:30pm Wednesday - 9am to 1pm Thursday - 1pm to 7pm Friday - 9am to 1pm Saturday - 9am to 5pm Sunday - Closed
Basildon Library, The Basildon Centre, St Martin's Square, Basildon, SS14 1EE	Monday - 9am to 5pm Tuesday - 9am to 5pm Wednesday - 9am to 5pm Thursday - 9am to 5pm Friday - 9am to 5pm Saturday - 9am to 5pm Sunday - Closed
Witham Library, 18 Newland Street, Witham, CM8 2AQ	Monday - 9am - 5:30pm Tuesday - 9am - 5:30pm Wednesday - 9am - 7pm Thursday - 9am - 5:30pm Friday - 9am - 5:30pm Saturday - 9am to 5pm Sunday - Closed
Brentwood Library, New Road, Brentwood, CM14 4BP	Monday - 9am to 5:30pm Tuesday - 9am to 7pm Wednesday - 9am to 5:30pm Thursday - 9am to 5:30pm Friday - 9am to 5:30pm Saturday - 9am to 5pm Sunday - Closed
Ipswich Library, Northgate Street, Ipswich, Suffolk, IP1 3DE	Monday - 9am - 6pm Tuesday - 9am - 7pm Wednesday - 9am - 6pm Thursday - 9am - 6pm Friday - 9am-7pm Saturday - 8:30am - 5pm Sunday - 10am - 4pm
Hatfield Peverel Library, The Street, Hatfield Peverel, Chelmsford, CM3 2DP	Monday - Closed Tuesday - 2pm-7pm Wednesday - 9am-1pm Thursday - Closed Friday - Closed Saturday - 9am-5pm Sunday - Closed

*Please note that the opening times of the above libraries may be subject to change, and it is recommended that you contact the library in advance to check the opening hours.

The Application Documents can be supplied in hard copy format on request at a cost of £0.35 per page (up to a maximum of £10,000 for the full suite of documents).

If you require a copy of the Application Documents to be supplied on a USB data stick, this can be provided free of charge (one USB data stick per household). Please use the contact details for the Applicant to request a USB data stick.

If you have any questions about the Application Documents, you can:

Email: contact@n-t.nationalgrid.com

Telephone: 0800 915 2497

Write to: FREEPOST N TO T (no stamp or further address details are required).

Representations:

Any person may make representations on the Application (i.e. give notice of any interest in, or objection to, the Application). Any representation must be made on the Planning Inspectorate's Registration and Relevant Representation Form. This is available online and can be accessed on the Norwich to Tilbury page of the Planning Inspectorate's National Infrastructure Planning website at: <https://national-infrastructure-consenting.planninginspectorate.gov.uk/projects/EN020027> and is available in hard copy as set out below.

If you require guidance on, or other methods of, obtaining and completing a Planning Inspectorate Registration and Relevant Representation Form (such as a hard copy paper form), please telephone the Planning Inspectorate on 0303 444 5000 quoting the name of the Application (Norwich to Tilbury) and the Planning Inspectorate's reference number EN020027.

The Planning Inspectorate's Advice Notice: How to register to have your say and make a relevant representation, provides further guidance on how to register and make a relevant representation and can be accessed via the following link:

<https://www.gov.uk/guidance/nationally-significant-infrastructure-projects-how-to-register-to-have-your-say-and-make-a-relevant-representation>

Please note that representations must be received by the Planning Inspectorate no later than 23:59 on 27 November 2025.

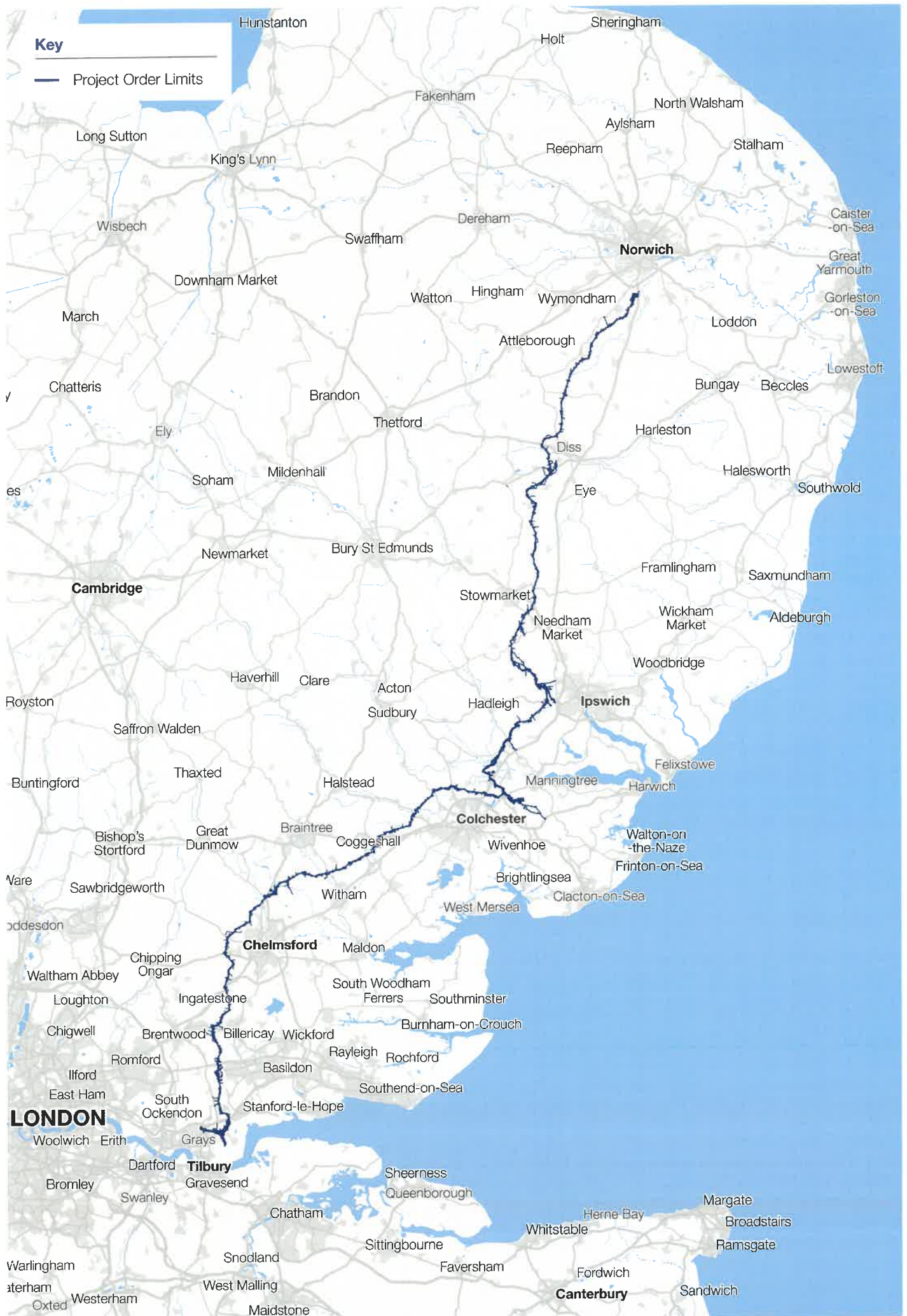
A completed hard copy form to be submitted to the Planning Inspectorate should be sent to:

The Planning Inspectorate
3 Kite Wing
Temple Quay House
2 The Square
Bristol
BS1 6PN

Representations will be made public and will be subject to the Planning Inspectorate's privacy policy at: <https://www.gov.uk/government/publications/planning-inspectorate-privacy-notice/customer-privacy-notice>



QR code to access the overall route map for Norwich to Tilbury, also available at <https://nsip-documents.planninginspectorate.gov.uk/published-documents/EN020027-000240-2.1%20Location%20and%20Master%20Key%20Plan.pdf>





Norfolk County Council

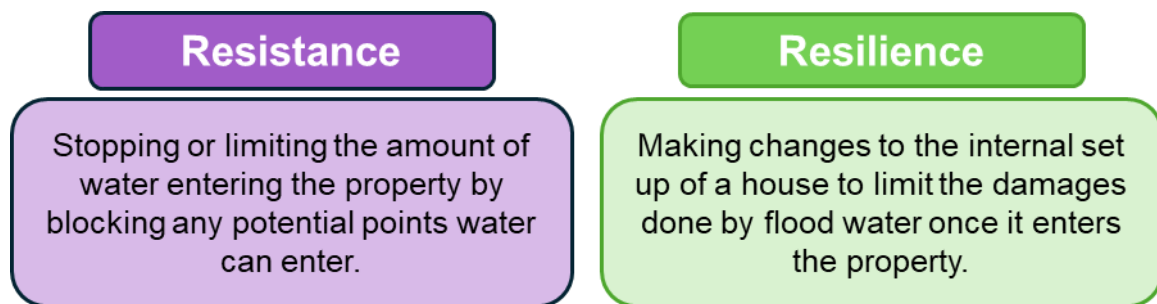
Property Flood Resilience: Engagement Pack



Background

What is Property Flood Resilience?

Property Flood Resilience (PFR) is a term that covers measures that adapt properties to cope with flooding and its effects. This can be separated into two approaches: resistance and resilience.



Resistance measures

Water can enter a property through any small opening or cavity. Therefore, having resistance measures installed at these openings will limit or stop flood water entering the property.

The below diagram shows the different points on a typical residential property that flood water could enter.

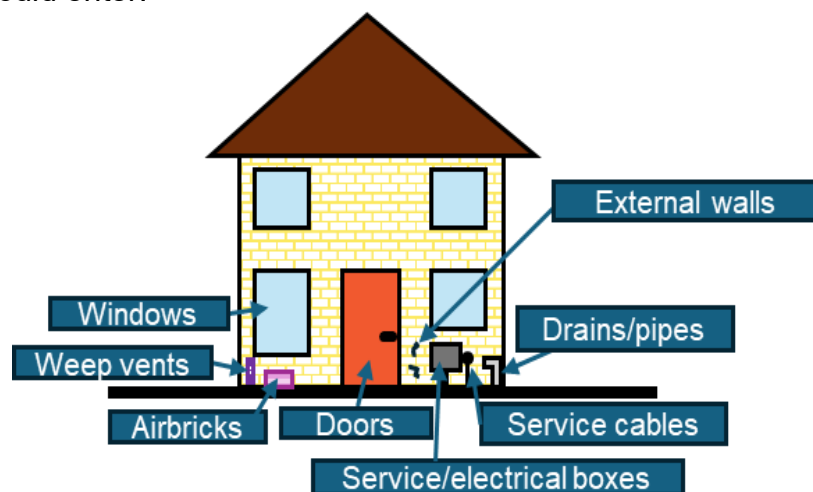


Figure 1: Examples of different water entry points into a building.

Flood resistance measures aim to prevent or reduce the amount of flood water that enters a property. The diagram overleaf has some different examples of resistance measures that can be installed into a property.

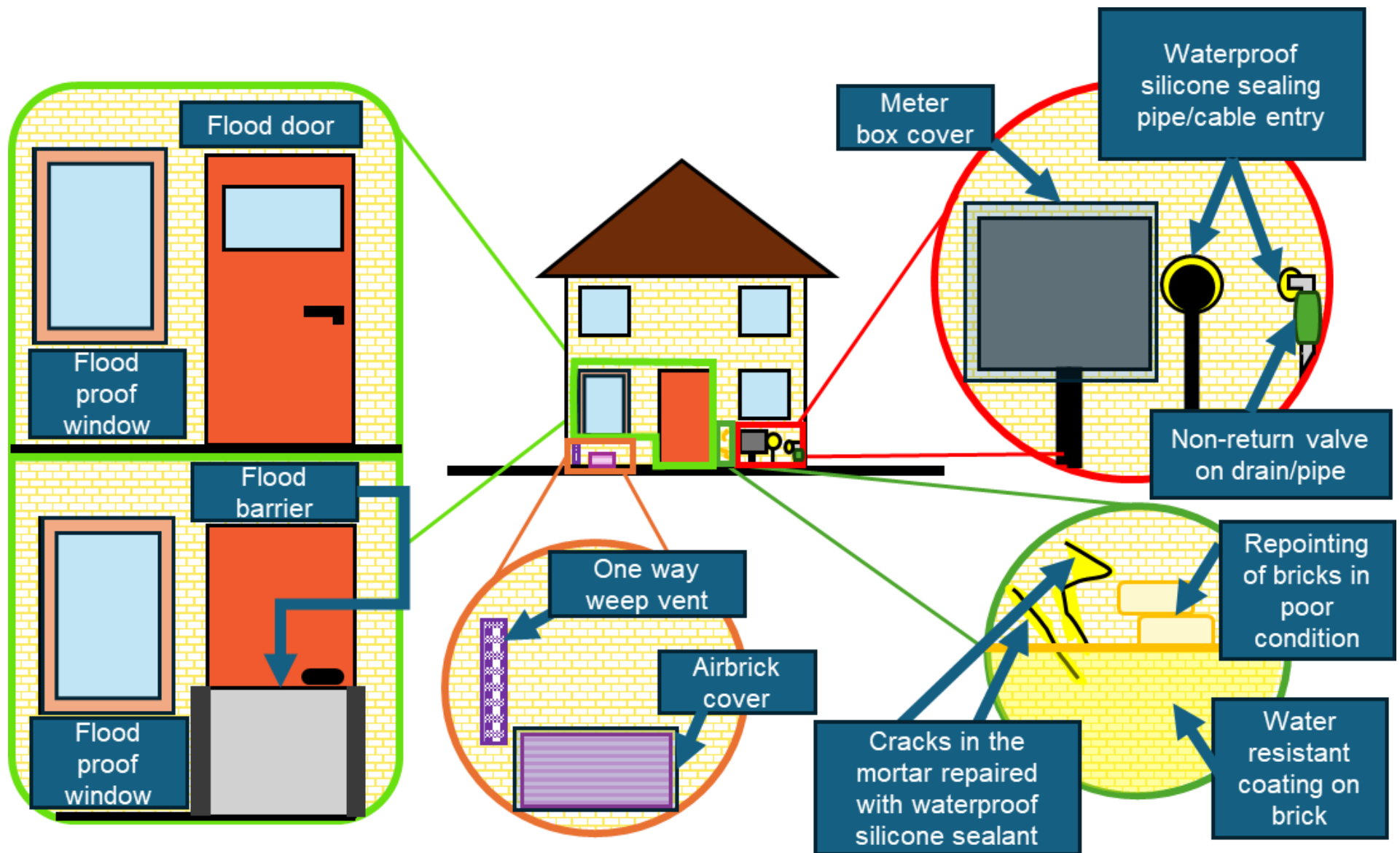


Figure 2: Examples of resistance measures that can be installed at a property. These measures stop water entering through the holes, entrances and/or gaps in the building.

Manual and passive resistance measures

Resistance measures can be divided into two categories based on how they are activated to defend your home from flooding. These are manual or passive measures.

A common entry point for water into a property is the door. A way to protect this entry point and stop water coming into the property can be to install a resistance measure. Two examples of resistance measures that can be installed here are a flood barrier (manual) or a flood door (passive). Figure 3 below shows both examples.

Manual measures require manual activation by a property owner to be deployed. These structures will need to be set up ahead of any potential flood event. An example would be flood barriers. A common type of flood barrier provides protection to a doorway by having boards that slot into rails attached to either the inside or outside of the door opening. The homeowner would have to be physically able and present to set this up before flooding occurs. Once the flooding has subsided, owners will need to clean, remove and store this barrier, as per the manufacturer's instructions.

On the other hand, passive measures do not require the homeowner to manually install it before each event and therefore can protect your home during periods where you may be away, or where the flood occurs too quickly to install measures. A flood door stops water entering the property. Most products on the market have a locking mechanism that seals the door when it is locked. This means every time the door is locked, the flood defence is active. This can be useful in times where the property owner may be away from home and flooding occurs.

If both measures are correctly maintained and installed, they would stop the water entering a property through the entrance, up to a depth of 600mm for most properties*.



Figure 3: Image of a flood door (on the left) and a flood barrier (on the right)

*Any height above 600mm would require a structural engineer to confirm if the property is able to withstand the increased depth and therefore pressure from the flood water.

The above are just a few examples of different products available for the different water entry points. Other entry points, such as airbricks, can be protected by either manual or passive PFR measures.

Resilience measures

The aim of flood resilience is to reduce the impact and damage of flood water once it enters a property. It does not necessarily stop the water entering but rather focusses on mitigating the impacts of flood water once inside the home.

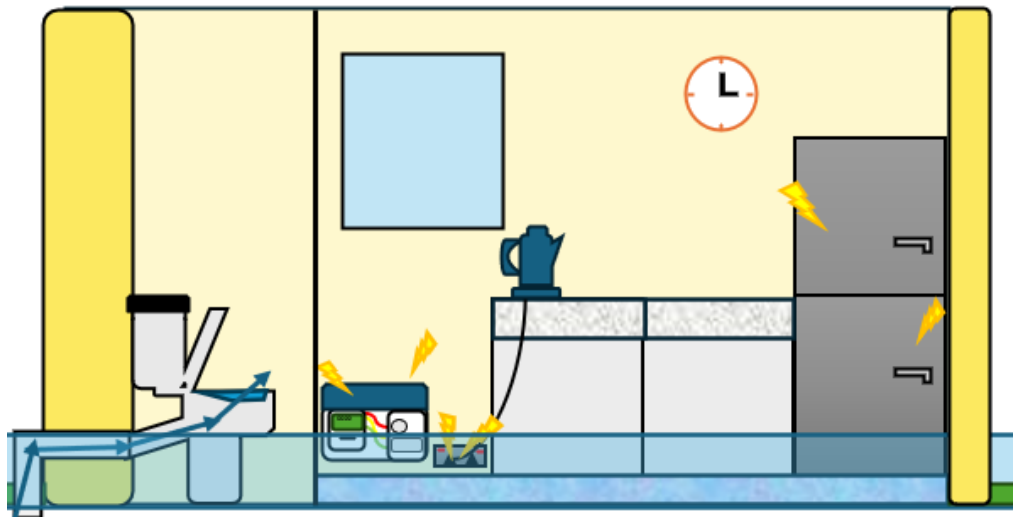


Figure 4: A diagram showing a house not fitted with resilience measures that has flooded. The electrical goods are damaged from the flood water. The flooring and walls are not flood water resilient. Water has also entered the property via the toilet.

These measures usually include replacing existing structures with water resistant materials and moving electrical wiring/goods above the height of flood water. This means should flooding occur and water enters the property, the damage and the time needed for the recovery and reoccupation of the property is minimised. Examples of resilience measures are shown in the diagram overleaf.

Whilst the risk of flooding cannot be fully removed, having PFR installed reduces the likelihood of a property being flooded and damages to properties if flooding does occur.

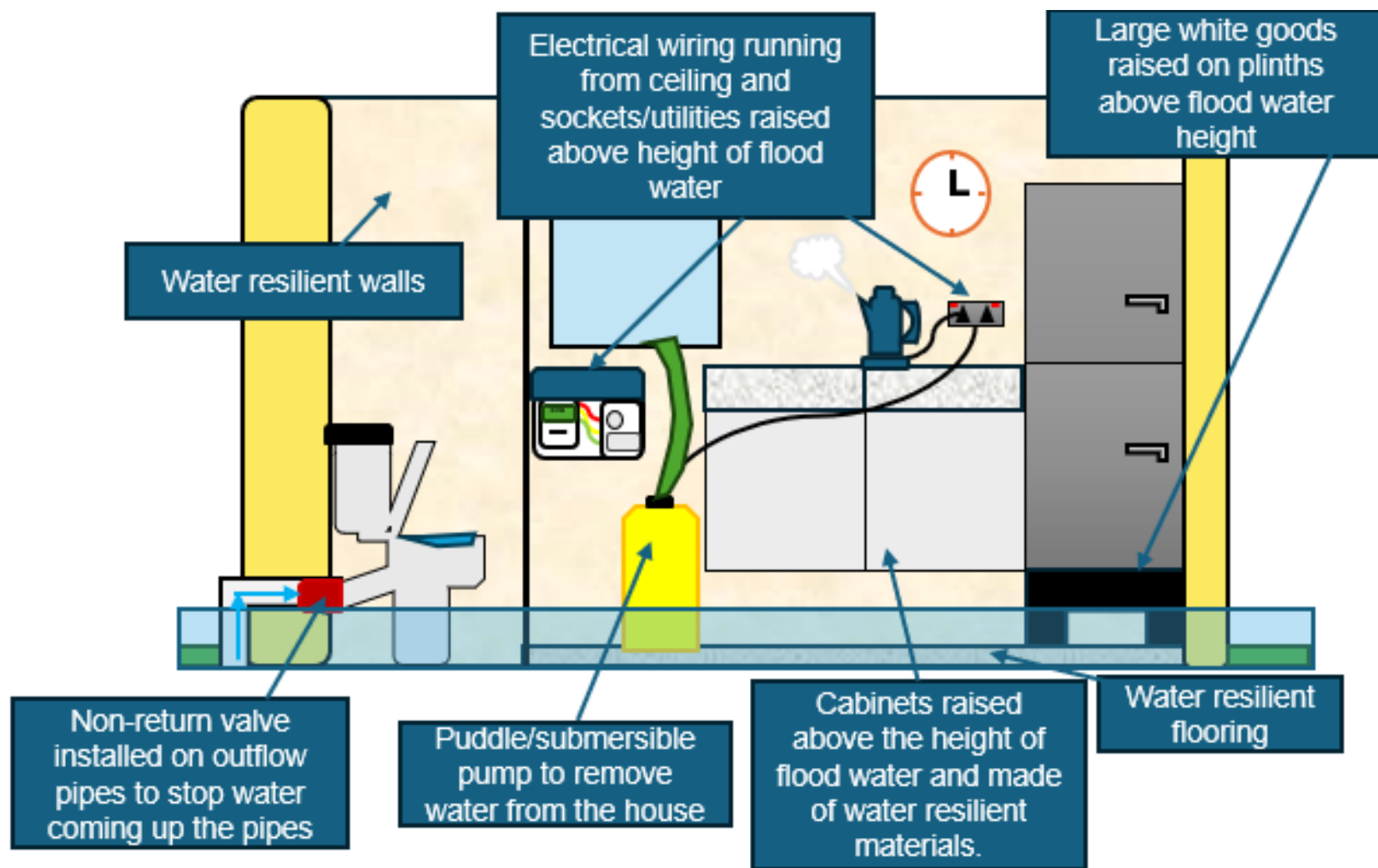


Figure 5: A diagram showing a house fitted with resilience measures during a flood event. The furnishings are raised above the height of flood water and are made of a water-resistant material. The flooring and walls are replaced with water resistant options. A portable pump is being used to remove the water in the property via the window.

Norfolk County Council PFR projects

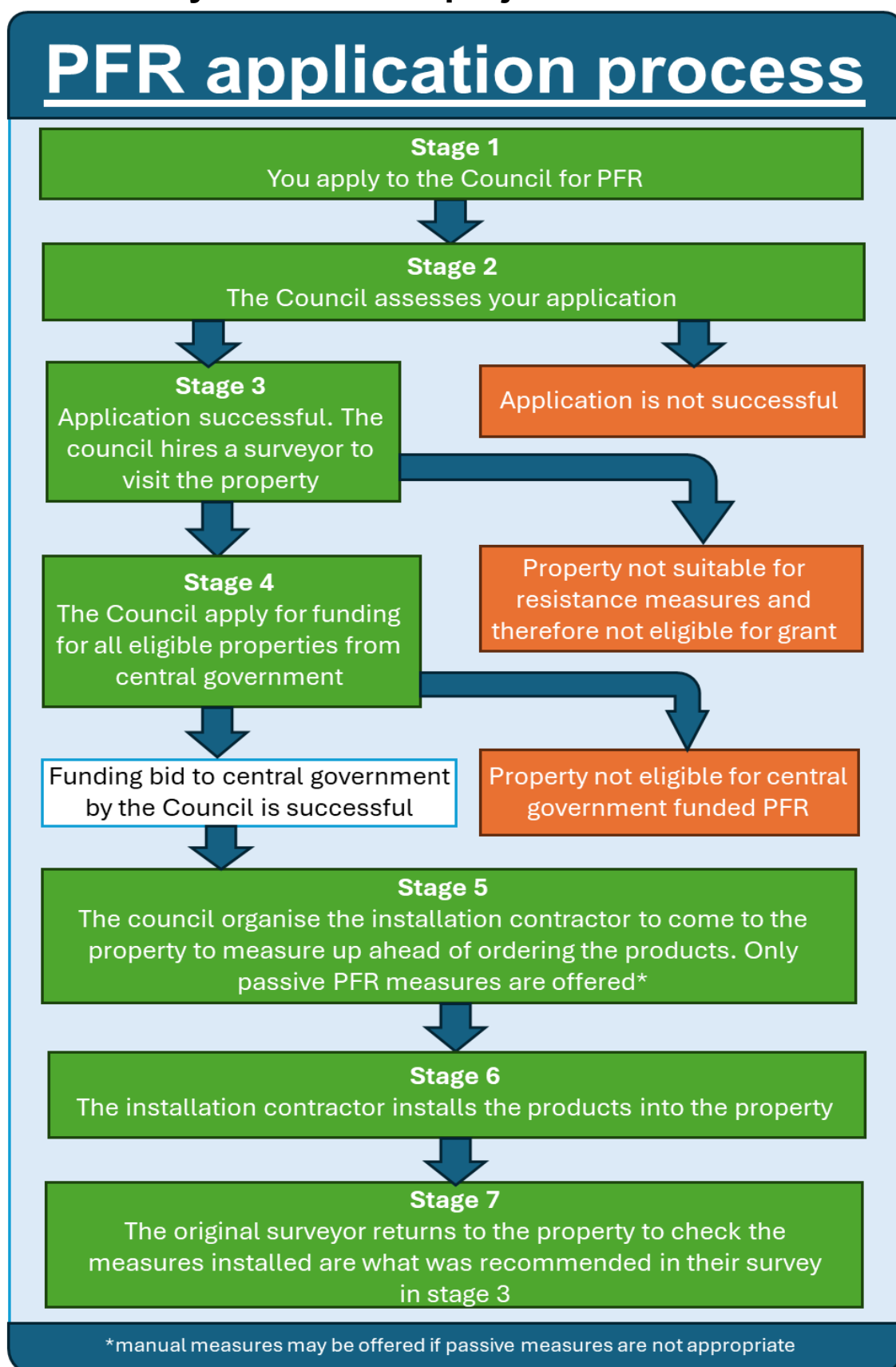


Figure 6: The current application process for PFR projects at Norfolk County Council.

Whilst many homeowners choose to personally fund the installation of PFR measures to improve their property's flood resistance/resilience themselves, Norfolk County Council can apply to the Environment Agency (a public organisation that works for central government) for funding to deliver PFR projects.

The aim of these PFR projects is to install resistance PFR measures into residential properties at flood risk across Norfolk. As this is funded by central government, we cannot fund retrospectively (i.e. if you had self-funded PFR measures in your property, you would not be reimbursed via this scheme). The general application process is shown in Figure 6.

Stage 1

Residents can apply online by submitting an application to the Council. A paper version of this is also available.

Stage 2

Once we receive your application, we will review it to confirm if we would be able to apply for funding from central government. The review process will involve the Council looking at all options for flood protection for the area and determining if PFR is the most appropriate. As we apply to central government for funding, we must make sure PFR is the best option in each location, otherwise we will not get the funding. Therefore, we have to consider what options are appropriate on an area based scale. Some typical options we consider may include:

- *Natural Flood Management Schemes (NFM)*

These usually involve slowing the flow of water in the upper reaches of the catchment and includes storage areas to hold the water. This can help stop flood water rushing through the catchment in smaller storm events. Examples of these would be the construction of grassed basins upstream to hold back water and leaky dams which slow the flow of water in smaller watercourses.

- *Civil Engineering Projects*

These can include culvert (a piped watercourse) upgrades (such as culvert upsizing or the improvement/addition of trash screen/s). The idea is to improve the existing infrastructure which may contribute to flood risk.

For example, if a culvert is undersized (i.e. it cannot convey water efficiently in storm events, as the volume of water is greater than the size of the pipe), this can contribute to flooding. Therefore, if an undersized culvert is either replaced or the ditch is reopened, this will increase the ability of the watercourse to convey a greater volume of water.

Other options can include underground storage tanks/soakaways, multiple small scale above ground water containers, rain gardens and the use of kerbing / hard landscaping to guide floodwater away from buildings.

In addition to considering whether is the most appropriate flood risk management tool for a property, there are other rules which we must follow to apply for this funding, such as the property age. Currently, central government funding rules dictate that properties built after 01 January 2012 are not eligible for funding. This coupled with other factors will dictate whether an application would be accepted.

If your application was not successful, we will contact you to inform you of this, with the reason/s why your property is not eligible.

Stage 3

If the property is eligible, we hire a specialist surveyor to visit each property and create a report. This report will be bespoke to each property and will cover the flood risk (i.e. where the flood water comes from), flood history and what PFR measures would be suitable. This survey will also consider any measures the homeowner may have installed to mitigate their flood risk. The survey also will identify properties that may not be appropriate for us to take forward for central government funded PFR. This can be due to several factors, such as the building type itself not being suitable for resistance PFR measures. The applicant will be provided with the survey and notified whether their application is able to progress.

Stage 4

Once we know how many properties we can take forward, we write a business case to apply for funding from central government. Depending on how many properties are taken forward, this may take several months to complete. Once completed, we send this off to be assessed and approved. If we are successful with our bid for funding, we will then hire a contractor who can install PFR measures.

Stage 5

The installation contractor will visit the property and check the report to see what measures can be installed in the property. They will measure up the areas to be fitted and show you a selection of products to choose from (i.e. different colours, styles etc.). Once you have decided, you will sign an agreement detailing what PFR measures you have chosen. If the amount of funding we have for your property does not cover all the measures needed to protect your property, we will ask for you to pay the difference. For example, if we secured a grant of £6,000 and the measures proposed for your property were £7,000, we would request you contributed £1,000 (plus VAT). We would not be able to provide partial protection (i.e. the grant can only be used to fund all proposed measures, rather than a selection). Any contribution required from a property owner will need to be paid prior to the measures being installed.

Stage 6

Once the homeowner signs the agreement and the installer has ordered the products, they will schedule convenient dates for their installation with the homeowner. Once the products are installed, the installation contractor will talk you

through how each installed product is to be used/deployed and its maintenance requirements. Once it is installed into your property, you will be responsible for the PFR measures upkeep and maintenance.

Stage 7

The original surveyor (in step 3) will return to the property once the measures are installed. They will check what was installed to make sure it aligns with their recommendations from their report. This is called a 'post installation audit'. Once completed and any snagging issues are identified and resolved, the scheme is finished.

The PFR framework

To complete the PFR process described above, we use defined contractors from a framework set up by the Environment Agency (the public organisation who are responsible for administering the funding). Essentially, this framework outlines what contractors we can use for these projects and what types of resistance products can be funded.

Whilst Norfolk County Council can create its own framework, we have opted to use the Environment Agency's one to deliver PFR projects. Our reasoning for this is all the contractors have been vetted previously to ensure they provide services and products in line with industry best practices. This means that we can offer Norfolk residents the best contractors and measures available.

In addition, we can focus on delivering PFR schemes, without having to take time to run a procurement exercise. If the Council were to create their own framework, we must submit tenders for each contractor and make a selection in compliance with the various procurement regulations, which would delay the PFR process further.

Engagement process for the County Council's PFR projects

Why are we reaching out?

The current application process has been affected by the increased frequency of large storm events, including Storm Babet. This meant internal resources were diverted to respond to the increased flooding reports across the county during these periods, therefore delaying applications.

The need for a review of the current PFR process was highlighted both by local residents within communities affected by these various flood events, as well as the County Council's commitment to objectives and policies covered within the Local

Flood Risk Management strategy (specifically policy UC 14, available here: [Local Flood Risk Management strategy - Norfolk County Council](#)).

The aim of this engagement process is to hear various stakeholders' views on PFR and their thoughts on different parts of the current application process by completing questionnaires. Our aim is to use this feedback to help improve the delivery rate of PFR projects and increase transparency with current and potential applicants by creating a protocol.

What does this engagement cover?

We would like your feedback on the existing process, specifically the areas that are administered by the County Council, in order to improve this service. As the funding is provided by central government, some parts of this service are therefore dictated by these funding rules. Therefore, we will not be looking for feedback on application eligibility within this review, as this is outside the scope of what Norfolk County Council can adjust.

We are currently looking for feedback from a range of stakeholders within Norfolk and the surrounding counties, including:

- other Lead Local Flood Authorities (LLFA's) who administer PFR projects
- residents
- parish councils
- mortgage lenders and insurance companies

The current areas we are reviewing are as follows:

Table 1: Options to be considered within our review of the existing process

Stage		Options to be Considered
	Framework	- Use the existing EA PFR framework or create a new framework.
1	Application submitted	- How can property owners apply. - Application form. - Closure of application submission.
2	Assessment	- Timescales. - Property priority ranking. - Property specific eligibility check.
3	Initial Survey	n/a
4	Funding	- What measures will be funded.

Stage		Options to be Considered
5	Pre-installation Survey	n/a
6	Installation	n/a
7	Post Installation Survey	n/a

Stages 3, 5, 6 and 7 are services provided by the contractors. Therefore, they are not within the scope of this review.

It is hoped that by answering the questions provided, we will be able to use this to tailor our review. If you have any other additional thoughts or comments, please do include them.

Further information on PFR

Examples of options for passive and active resistance measures

Further information on the different options can be found on the Flood Hub's website: <https://thefloodhub.co.uk/wp-content/uploads/2018/09/FT-Q-R38-R2-Property-Flood-Resilience-PFR-booklet.pdf>.

The below tables are a summary of the benefits and drawbacks for manual and passive PFR measures (this is not an exhaustive list).

Tables 1 and 2 below: Some pros and cons of manual and passive PFR measures

Manual PFR measures

Advantages	Disadvantages
Cheaper Generally, these products can be cheaper than passive measures, in terms of both installation and upkeep.	Time needed to deploy Time is needed prior to each flood event to deploy the measures. With certain types of flooding, such as surface water flooding, there may be limited time between the warning and its onset. In addition, if a property has lots of external doors, more time is required to manually install all of the manual measures.
Less requirement to replace existing features/fittings Some measures won't need to replace existing entry/exit points, such as a flood barrier. This will sit in front of/behind the door/entry point, meaning fewer alterations are required to the existing structures. This may be preferable to some homeowners, as they would not need to replace the existing doors/windows.	Physically able to use The resident will need to be physically able to deploy the measures and store them after use (now and over the lifetime of the PFR product), as per their instructions.
Some measures may be more appropriate for buildings with non-standard constructions/conservation areas Some buildings are not able to accommodate passive measures. For example, older homes may have narrower doorframes, which may limit what flood doors can be installed. In addition, some manual measures may be preferable for conservation officers, as they can be removed and will not alter the fabric/appearance of a building.	Maintenance There will be a general upkeep cost for all PFR products. In addition, you will need to have adequate space to store the products when not in use, as these often need to be covered and out of direct sunlight.

Passive PFR measures

Advantages	Disadvantages
24/7 flood protection Providing they are maintained appropriately, passive measures will offer round the clock protection, as they do not need to be deployed prior to an event like manual measures.	Expensive Can be more expensive, as they will replace the entire structure- e.g. traditional exit points (i.e. flood windows, doors).
Greater accessibility As they are passive and do not require manual installation, more property owners with different physical abilities are likely to be able to use them.	Quicker wear on parts of the mechanisms (flood doors) As the flood door is deployed regularly (i.e. every time it is locked- it creates a seal), these parts of the structure (seals) may need replacing more often. However, appropriate care as per the maintenance manual of the products will reduce the likelihood of this.
Will not require slots to be installed outside/in front of doors (e.g. barriers) Some residents may not wish to have the slot or parts installed on the outside/inside of the doorframe, which are needed for some manual measures (e.g. flood barriers). Replacing existing doors/windows with flood resistant options may maintain the outside appearance of the property. In addition, this approach may be more suitable in areas of conservation/listed buildings, as options are available which may be suitable with Local Planning Authority requirements.	Maintenance There will be a general upkeep cost for all PFR products.

Definitions

Environment Agency- A public organisation that carries out functions on behalf of central government. They are responsible for environmental protection and flood risk management in England.

PFR- An abbreviation for 'Property Flood Resilience'. This is an umbrella term which encompasses the measures undertaken to protect properties from flood damage. This can be broken down into resistance and resilience measures.

Resilience- The aim of this method is to reduce the impact and damage of flood water once it enters a property. These measures are usually replacing existing structures with water resistant materials which can be easy to clean should water enter the home.

Resistance- Flood resistance aims to prevent or reduce the amount of flood water that enters a property. The measures can be divided into two categories, passive or active measures.

Manual PFR- PFR measures that will need to be deployed/installed prior to flooding. These measures will require the property owner to be present and able to deploy, remove, clean and store the measures after each use. This type may also be referred to as 'active PFR'.

Passive- Unlike active measures, these automatically deploy in the presence of flood water or provide permanent protection, therefore offer flood protection 24/7.



Questions for Parish Councils in areas that have experienced flood/s

Name of Parish/Town that you are responding on behalf of:

- 1) Do you think the Council should prioritise resources to PFR projects or wider community options (such as Natural Flood Management)?

Please refer to the section titled 'Norfolk County Council PFR projects' (page 7-10) in the engagement pack for more information.

- A) Yes
B) No

- 2) Which approach would you prefer for the Council to use when undertaking PFR projects in Norfolk?

- A) Allow residents to apply for PFR funding on an individual basis.
B) The Council invites communities to apply for PFR funding based on their risk of flooding.
C) Other, please specify:



3) Should funding/prioritisation be offered based on:

- A) The risk of flooding for individual properties
- B) The financial need of property owners
- C) The vulnerability of residents
- D) Order of when application is received
- E) Other, please specify:

Correspondence from Louie's Lane Resident

Dear Emma

I am writing to ask if the Parish Council would consider approaching the County Council with a view to introducing some aspects of traffic management on Louie's Lane, with particular regard to the stretch between Factory Lane and Shelfanger Road.

Louie's Lane is a fully residential road with houses on both sides of the road. At various times of the day the road is subject to high volumes of traffic that are inappropriate for a road of its size. Additionally, a significant amount of traffic travels at a speed that is excessive for the driving conditions of the road. Between Factory Lane and Shelfanger Road, Louie's Lane is mainly just about wide enough for two lanes of traffic, but there is a substantial part that is just one lane wide. The pavement for pedestrians switches from side to side on two occasions, meaning that pedestrians are required to cross the road to stay on the pavement.

It is clear that much of the traffic is using the road as a through route, a situation that is being made worse by satellite navigation systems. This is particularly unsatisfactory given that Shelfanger Road, which runs parallel and close to Louie's Lane, is a B-class road, appropriate for through traffic. The building of nearby housing developments is also likely to add to increased traffic flow.

Therefore, in order to make the road generally safer for residents entering and exiting their properties and for pedestrians using the road it would be extremely beneficial to introduce some form of traffic management to help control the volume and speed of traffic using Louie's Lane. This could include measures such as a 20 mile an hour speed limit, speed humps or introducing a one-way system.

I hope the Parish Council can support this request and press the County Council to take some action as outlined above.

Yours