



Roydon Parish Council

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

Draft Minutes of the Roydon Parish Council meeting held at the Parish Room at St Remigius Church, Roydon on Tuesday 30th June 2026 at 7.00pm

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

Also present: Emma Chandler (Parish Clerk), County Councillor Will Porteous, District Councillors Keith Kiddie and Graham Minshull and 7 members of the public

1. Welcome

Cllr Waterman welcomed everyone to the meeting.

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

Apologies were received from Cllr Daniels due to a prior engagement which were unanimously accepted by the members

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.

Cllr Finch – Item 8

Cllr Brown – Item 10 and 12

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

Cllr Waterman opened the open forum by informing members that he had, by chance, encountered Colin Sutton, the Reform Party candidate for Police and Crime Commissioner, who was filming campaign material at the Mere's Mouth in Diss. Cllr Waterman noted that following the release of this footage on social media, he was the only person, other than the candidate, to appear in it. He wished to clarify, for the record, that he is politically neutral and holds no political affiliation, and remains willing to work with representatives of all political parties in the best interests of Roydon and Diss.

Cllr Waterman also informed that he had been liaising with the Norfolk County Council Highways team about the 40mph signs that are hugely faded and almost unreadable on the High Road from Roydon to Diss. These are now going to be replaced imminently.

Cllr Will Porteous reported the following

- Mr Tom McCabe has stepped down as the CEO of Norfolk County Council, reasons at present are unknown.
- Following the change in political leadership and Reform UK securing a majority, the Members' Budget has been withdrawn. This fund had previously provided valuable additional support to the Parish Council, contributing to projects such as tree works and highway resurfacing. Its withdrawal will directly affect the Council's capacity to deliver discretionary ('nice to have') projects that had relied on this source of funding. When asked why the funds had been withdrawn the answer was to save money.
- Cllr Porteous reported that, in his short time in office, the main issue affecting residents of Roydon relates to Highways. He cited the 'S' bends on the road heading out of Roydon towards Bressingham as a particular example of concern. The Parish Council would like to see the speed limit on this stretch of road reduced to 30mph; however, it was noted that the current situation does not meet the criteria required for such a change to be made.

Roydon Parish Council

Following discussion, it was agreed that the Clerk would request accident statistics for this area from the Police, in order to strengthen the case for a reduced speed limit.

Action – Parish Clerk

District Councillor Kiddie reported the following

- Work has begun on the new Leisure Centre in Diss
- Reminded of the Police Crime Commissioner Elections being held in July
- Informed that Diss Youth Centre Car Park was currently being resurfaced. The portacabins that are located here that were previously used by the Citizens Advice Bureau will now be used as a Community Men's Shed.
- The Community Action Fund is now open for bids until the first week of August.
- The outcome of the Local Government reorganisation and the change in County Council leadership has now led to a full stop on the proceedings as the County Council has gone to a judicial review of the outcome. There is no timeline on how long this will take and it is unclear what will happen following the review.
- 110th Anniversary of the Somme will be commemorated on the 1st July. Cllrs Kiddie and Minshull will be in attendance.

District Councillor Minshull reported the following

- He had attended the Armed Forces Covenant Conference in Portsmouth last week. They announced there could be some changes with more mandatory sections to the Covenant though nothing has been confirmed.
- Cllr Minshull had attended the first meeting of what will become the new Unitary Council in Great Yarmouth. It had been proposed to have all the Unitary, Parish and Town Council elections on the same day in 2027.
- Congratulated Cllr Waterman on his nomination for the Environmental Community Champion at the South Norfolk Community Awards and wished him luck for the ceremony on Friday.

Cllr Curson asked if there was any news on the call for sites for the Local Plan.

Cllr Minshull informed that the submissions were still open and therefore no news had been circulated at present.

A member of the public asked about the Council's response to the latest Pylon consultation. Councillors agreed to discuss at this point of the meeting as it would have been discussed during the AOB section of the meeting.

Mrs Christine Murton asked what comment the Council intended to make regarding the pylons. National Grid maintain that the pylons are not a visual issue for the village of Roydon, attributing screening to existing vegetation.

Cllr Finch reported on the compensatory planting proposals received from National Grid, noting these would be broadly unsuitable. It was clarified that additional green corridors in Brewers Green and Snow Street were already in place and therefore no further work needed.

Mrs Murton noted the Angles Way, which runs through the Waveney Valley, would be significantly affected by the pylon route, as would the wider network of footpaths in the area. She queried whether National Grid would compensate for this impact and provide new routes for walkers.

It was noted that Wortham Ling had already submitted a response to the consultation. Members felt that National Grid's response to the Planning Inspector's questions was generic and lacking in site-specific consideration.

Public members requested that the Parish Council use its response to raise, once again, the option of undergrounding the cables as an alternative to pylons.

The deadline for consultation responses is 6th July.

Cllr Finch to draft a response on behalf of the Council and circulate to all Councillors the following day for comment before submission.

Action – Cllr Finch and Parish Clerk

5. Approval of the minutes of the Parish Council meeting held on Tuesday 26th May 2026

Roydon Parish Council

Unanimously approved and duly signed by the Chair

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

Cllr Jennifer confirmed the fallen tree on FP22 Angles Way that had been reported to NCC last month had been cleared by the landowner at NCC's request.

The Clerk confirmed that the blocked drains that Cllr Brown had reported to the Council last month had been reported to NCC Highways and a confirmation had been received that the work would be completed within six weeks.

The Clerk also confirmed that a request has been sent to the Planning Department at SNDC to place Tree Preservation Orders on the Oak trees on the Loke. As yet there had been no response.

The low level lighting on Bombard Way had been reported to the Planning Department to contact the developer in respect of having the lights working from dusk till dawn rather than all of the time. Awaiting a response.

Cllr Brown noted that the potholes in Snow Street had not been filled at present and were getting worse.

7. **Financial Matters and Banking**

a) **To note the Bank Balances and Bank Reconciliation as of 31st May 2026**

Noted

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

Noted and authorised.

The Clerk reported an invoice received from SSE for street light electricity charges totalling £4,192.56. As this amount appeared incorrect, the Clerk contacted SSE by email; having received no response, a follow-up call was made to pursue the matter.

Following this contact, SSE confirmed that the invoice had been reduced to £468.13, with a credit of £3,478.53 applied to the account. The Clerk had since submitted a full list of payments made from the start of the disputed period to date, to support the ongoing query.

The direct debit for this account has been cancelled pending full resolution of the matter. The Clerk noted that the account in question relates to an inactive supply and confirmed that the dispute over the outstanding balance will continue until satisfactorily resolved.

8. **To consider the following planning applications**

a. **Application: 2026/1415**

Applicant: Mr Fraser Duffin

Location: Roydon Hall, Hall Lane Roydon Norfolk IP22 5XL

Proposal: Erection of swimming pool and associated landscaping, French doors to kitchen to terrace to replace windows, door in wc to replace window to create rear hall, erection of cart lodge, repositioned main driveway

Application Type: Listed Building Consent

Council Comment – Neutral - No comment

b. **Application: 2026/1071**

Applicant: Mr and Mrs Murton

Location: Land Adjacent To Fir Tree Farm Snow Street Roydon Norfolk

Proposal: Demolition of agricultural buildings, proposed new self build dwelling, 2 x replacement agricultural buildings, extension to existing agricultural barn, and siting of temporary caravan.

Application Type: Full Planning Permission

Council Comment – Neutral - In principle the Council has no objection to the application but would request that particular consideration is given to comments from neighbouring properties who have expressed concerns.

c. **Application: 2026/0781**

Applicant: Havers

Location: Poplar Farm Brewers Green Roydon Norfolk IP22 5QR

Proposal: Demolition of the existing barn and the erection of 2no. self build detached dwellings

Application Type: Full Planning Permission

Roydon Parish Council

Council Comment – Object – Comment in appendix A

9. To receive quotes for tree work on Brewers Green and agree next steps

Quotes had been circulated to councillors before the meeting. It was agreed to appoint Waveney Tree Specialists at a cost of £1740.00 including VAT on the grounds of Health and Safety. Because the County Councillor Member's Fund is no longer available this will be paid for out of General Reserve.

10. To receive an update from Cllr Curson in respect of the meeting with the Norfolk Wildlife Trust and the ponds on Brewers Green.

Cllr Curson reported on a productive meeting with the Norfolk Wildlife Trust, also attended by Cllrs Ault and Best, the landowner of Brewers Green (Mr Steve Jones), and representatives from the Trust. Following inspection of both the Molly Pond and Poplars Pond, it was agreed that the Molly Pond would be the most suitable site for the Pond Restoration project. The landowner has approved the proposed works, and the Trust will now obtain quotes with a view to carrying out the restoration in the autumn.

Cllr Curson also provided an update on grass cutting works carried out on Brewers Green by contractors on behalf of NCC Highways. It was reported that an oak tree had sustained substantial damage as a result of incorrect strimmer use. The contractor has admitted liability, and an insurance claim is expected to be submitted shortly. Expert advice is for the tree to be fenced off and watered regularly to maximise its chances of recovery; however, its long-term survival will not be known until later in the year.

11. To receive feedback on the location and use of the existing dog bins and agree next steps.

Agreed for this item to be deferred to the next meeting although the Clerk was requested to source signage for bins to inform that general waste bins could also be used for dog waste. Clerk to add to the next agenda

Action – Parish Clerk

12. To receive an update on the Loke signage project

Cllr Waterman gave an update on the project. He confirmed that a local artist had offered to illustrate the background of the signage free of charge. Once complete this would be circulated to councillors

13. To receive an update on the Church Archway project – Pride in Bloom

Cllr Waterman had met with representatives at the Church who had confirmed that a Faculty would be needed in order for the restoration to be completed.

Three quotes had also been sought from local metal fabricators. Only one had return a quote which was over £4000. It was agreed that this was not in the budget that had been set for the project and that roses could still be planted even if the restoration of the arch did not take place.

14. To receive a debrief on Roydon Big Green Week, note community feedback gathered, and resolve to establish a working group to develop a Parish Council Strategic Plan, using that feedback as part of the initial community consultation.

Cllr Waterman gave feedback on the whole week. Whilst some events were very well attended one had no attendance at all. He suggested future events could be spread more evenly across the year rather than concentrated into one week. He also recommended better post-event communication to highlight achievements and promote upcoming events, advertising should also be included in the Roydon Round- Up.

Cllr Brown felt the number of events held in one week was excessive and agreed they should be spread across different seasons. She suggested approaching the school PTA and governors to increase school/children and families involvement in the village's green events.

It was noted that a working group (Cllrs Brown, Finch, Dalglish, and Waterman) had been formed in September and should now meet to produce a plan for the coming year.

Roydon Parish Council

Cllr Dalglish outlined plans for a Parish Action Plan and strategic vision, supported by a questionnaire he has prepared. This will be circulated to the working group first, then to the full Council, before being used to gather resident feedback.

It was agreed for the Working group (Cllrs Brown, Finch, Dalglish, Waterman) to meet and produce a plan for future green events, incorporating feedback on spreading events across the year. Cllr Dalglish's questionnaire to be circulated to the working group, then Council, ahead of wider resident consultation.

Action – Green Working Group

15. To discuss recent correspondence regarding Baynards Woods.

Cllr Jennifer provided background on the two items of correspondence that had been received to prompt the agenda item.

Both correspondence highlighted that children were playing in the woods, making dens, using bad language, being very noisy and leaving litter behind. This was disturbing for some of the local residents. More recently the use of a trail bike in the woods has been noted.

The Parish Council has been in contact with the owners of the land and they have issued the following statement.

We are happy that the Parish Council recognises that Baynards Lane Wood is private land and that the informal public access should not be interpreted as the woodland being available for unrestricted public use.

In future we have no objection to people continuing to enjoy the space responsibly, including local young people spending time there, provided they respect the environment, take litter home, and do not cause nuisance to others.

Damage to trees, aggressive behaviour, and especially the use of trail bikes for which we have put up a sign, are unacceptable. If any of these become a problem we will have little option but to restrict access, having said that we do not expect the parish council to take on responsibility for policing the woodland in any way above the average good citizenship.

Thank you for letting us know about the concerns regarding dead trees, we have completed remedial work using a local tree surgeon and appreciate the Parish Council keeping us informed of any future concerns and hope that we can keep open communications in future.

A resident in attendance provided a statement to the meeting. Councillors also fed back on their own visits to the area, commenting favourably on the dens that local youths had constructed. Councillors reported that, when engaging with the youths and reminding them to take their litter home, they had found them to be polite and courteous. Several Councillors expressed the view that it was encouraging to see young people spending time outdoors and using their initiative to create their own activities, rather than spending time on screens.

With regard to the use of trail bikes in the area, it was noted that this activity involved older youths. It was agreed that the Clerk would raise this matter with the local police at the earliest opportunity.

Action – Parish Clerk

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

None

17. To confirm the date of Tuesday 28th July 2026 for the next Parish Council meeting.

Agreed

Signed *G Waterman*

Date 28th July 2026

Roydon Parish Council

Appendix A

Roydon Parish Council – Response to Planning Application 2026/0781

1. Site Access and Highways

The Council notes that permission has already been granted for two houses on this site under application 2024/3490, and that these properties are now to be self-built and situated further north. This change of build status does not, however, alter the cumulative effect of development in this part of Roydon, specifically at Brewers Green.

The egress from the site onto Brewers Green Lane, at the point where it traverses Brewers Green itself, remains inadequate to accommodate any further increase in traffic flow. As previously noted, improving the visibility splay at this location would require encroachment onto common land that is actively managed for local biodiversity and is a registered County Wildlife Site (CWS 27). Such encroachment remains unacceptable.

Traffic egressing the site towards Diss by the most direct route must use either Factory Lane or Brewers Green Lane, both single-track for several hundred metres. Factory Lane has only one passing place, and Brewers Green Lane has none at all. Factory Lane also remains a busy route for schoolchildren travelling on foot and by bicycle. While this application would not in itself generate additional traffic beyond that already approved, the continued use of these lanes for development traffic remains undesirable and unsafe.

There continues to be no footpath provision alongside the access road, along Brewers Green Lane, or along Factory Lane to the east, nor along Manor Road to the west until the vicinity of Roydon School. These factors raise significant and ongoing safety concerns for both vehicular traffic and pedestrians. This application would add further to a cumulative burden on the local highway network that has already been identified as unacceptable.

2. Bedroom Numbers and Housing Needs Assessment Criteria

The application describes the properties as two three-bedroom houses. However, the submitted plans show an additional living room at first-floor level, separate from the ground-floor living accommodation. Roydon Parish Council wishes to raise a specific concern regarding this room. Given its location, size, and layout, this upstairs living room is capable of functioning as a fourth bedroom, irrespective of how it is described in the application. Rooms of this type are frequently repurposed as bedrooms once a dwelling is occupied, and the planning authority should have regard to the room's realistic capacity for use as sleeping accommodation, not merely its stated designation.

Should this room properly be classified as a fourth bedroom, the dwellings would no longer align with the size and type of housing identified as needed in the relevant Housing Needs Assessment, which has informed local planning policy on the basis of an identified shortfall in smaller properties suitable for local need. Approving this application on the basis of a three-bedroom designation, where the built form permits four-bedroom occupation, risks undermining the evidential basis upon which housing mix policies in the Neighbourhood Plan were established.

The Council requests that the planning authority seek clarification from the applicant regarding the intended and permitted use of this room, and that any permission granted include a condition restricting its use, if necessary, to prevent circumvention of housing mix policy.

3. Access to Local Facilities

As with the previously approved development on this site, there are no local facilities easily accessible on foot other than Roydon School. This continues to encourage dependence on private cars for all other purposes, contrary to sustainable transport objectives set out in national and local planning policy.

4. Bats

Roydon Parish Council

The Parish Council notes that the Bat Survey undertaken in support of the 2024 application is, in part, no longer in date and requires updating. The Council requests that a further survey be completed before any further consideration is given to this application, to ensure that decision-making is based on current and reliable ecological evidence.

Conclusion

For the reasons set out above, Roydon Parish Council formally objects to Planning Application 2026/0781. The Council considers that the cumulative highway safety concerns arising from inadequate access, unimproved single-track lanes, and the absence of footpath provision remain unresolved and are compounded by this application. The Council further requests that the planning authority clarify the true bedroom capacity of the proposed dwellings before determining their compliance with housing mix policy, and that an updated Bat Survey be secured prior to any further consideration of the application. The Council respectfully requests that the application be refused unless and until these matters are satisfactorily addressed.

Roydon Parish Council (South Norfolk District)

Prepared by: *E Chandler*
Name and Role (Clerk/RFO etc)

Date: 3rd July 2026

Approved by: *P. Curson*
Name and Role (RFO/Chair of Finance etc)

Date: 28th July 2026

A	Bank Reconciliation at 30/06/2026		
	Cash in Hand 01/04/2026		44,544.15
	ADD Receipts 01/04/2026 - 30/06/2026		23,096.16
	SUBTRACT Payments 01/04/2026 - 30/06/2026		67,640.31
	Cash in Hand 30/06/2026 (per Cash Book)		8,340.43
B			59,299.88
	Cash in hand per Bank Statements		
	Petty Cash 30/06/2026	0.00	
	Unity Trust Current Account T1 30/06/2026	26,896.37	
	Unity Trust Instant Access 30/06/2026	32,403.51	
B			59,299.88
	Less unrepresented payments		
			59,299.88
	Plus unrepresented receipts		
	Adjusted Bank Balance		59,299.88
	A = B Checks out OK		

Roydon Parish Council (South Norfolk District)

22 June 2026 (2026 - 2027)

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
23	S137	14/06/2026	28-05-2026 item 16	Unity Trust Current /	debit	Grass Cutting Donation	Roydon PCC	Z	960.00		960.00
24	Expenses	14/06/2026		Unity Trust Current /		Expenses Payment	P. Curson	Z	14.50		14.50
19	Other	14/06/2026		Unity Trust Current /	debit	Scribe Monthly Payment	Starboard Systems LTD	S	37.00	7.40	44.40
20	Grounds Maintenance	14/06/2026		Unity Trust Current /	debit	Grounds Maintenance	DJ Crerar	Z	515.00		515.00
21	Village Hall	14/06/2026		Unity Trust Current /		Hall Hire	Roydon Village Hall	Z	30.00		30.00
22	Other	14/06/2026		Unity Trust Current /	debit	Web Hosting and Email	RLS Computer Services LTI	S	190.00	38.00	228.00
25	Parish Room	16/06/2026		Unity Trust Current /	debit	Hall Hire	Roydon PCC	Z	120.00		120.00
27	Clerk Employment Costs	22/06/2026		Unity Trust Current /	debit	Clerk Salary	Clerk	Z	528.93		528.93
28	Clerk Employment Costs	22/06/2026		Unity Trust Current /	debit	Clerk Salary	HMRC	Z	127.20		127.20
26	Utilities	22/06/2026		Unity Trust Current /	debit	Street Light Electric	SSE	L	103.20	5.16	108.36
Total									2,625.83	50.56	2,676.39

Prepared by: E Chandler Date: 22nd June 2026
Name and Role

Approved by: J. Jennifer Date: 30th June 2026
Name and Role

Approved by: _____ Date: _____
Name and Role