



Roydon Parish Council

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Draft Minutes of the Roydon Parish Council meeting held at the Parish Room at St Remigius Church, Roydon on Tuesday 28th July 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, Andrew Daniels

Also present: Emma Chandler (Parish Clerk), County Councillor Will Porteous, District Councillors Keith Kiddie, Graham Minshull and Kieran Murphy and 9 members of the public

1. Welcome

Cllr Waterman welcomed everyone to the meeting. He then clarified how the meeting would be run in line with the Standing Orders and that comments could be made about items on the agenda during the public forum and that he would allow members of the public to speak at the item of their interest should there be a need.

All councillor were happy for this to take place given the nature of some of the items on the agenda.

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

All in attendance

3. To receive and note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.

Cllr Ault item 12

Cllr Curson items 12, 16b and 16c

Cllr Waterman item 11

Cllr Brown item 11

Cllr Finch item 11

Cllr Best item 12

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

County Councillor Will Porteous reported on the following

- Resurfacing work on Snow Street should be completed in the next 8-10 weeks. Councillors confirmed that the areas in question had been marked
- The fencing next to the Primary School has been found to be the responsibility of County Council Highways and will also be fixed.
- He will be meeting with Frances Salway the Countryside Access Officer for NCC over the summer
- Encouraged everyone to contact him if they have any questions or concerns,
- The subject of wildfires was raised as places like Roydon Fen are currently very dry and at high risk. Cllr Porteous stressed that this matter was high on his agenda and is in contact with emergency services ensuring that a plan is in place should a fire break out to protect homes.

Cllr Porteous left the meeting at 19.20 to attend another meeting

District Councillor Minshull gave the following update

- In light of the last item he confirmed that the SNDC Emergency Team have improved their plans and are on 24 hour standby for the community.

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- He confirmed that he had met with different media outlets to make statements about the proposed care home next to Aldi as due to misinformed stories emanating from local media the national press had reported that SNDC did not like the older generation. Cllr Minshull has put the record straight.
- There have been developments with the Church Arch that Cllr Waterman would report on later in the meeting.
- Local Government Reorganisation continues. SNDC have call for a Judicial Review because the new plan for East Norfolk is projected to be bankrupt in three years and could mean that the council tax for the area could double. SNDC wish to protect the interests of its residents and is therefore fighting the decision.
- There has been a change to the housing strategy in respect of the housing safety zone for those fleeing domestic violence whereby there is support to move to a safe zone away from the abusers.
- Food Waste collections start in Diss and Roydon from 23rd September. Residents will receive a letter explaining the scheme. Bins will be delivered three weeks before with bags. When homes get to the last bag this should be tied to the food waste bin and a new roll will be supplied. If food waste is found in the black bins it will not be collected.
- Bin collections will remain earlier than advertised during the hot weather.

Cllr Best inquired about the size of the food collection lorry. Cllr Minshull confirmed that they are smaller than the standard lorries and able to get to all houses.

Cllr Ault asked if a food bin could be refused. Cllr Minshull said they could not be refused but it was up to the individual if they are used.

The meeting was opened up to the general public

One member of the public asked if there was any educational information that could be circulated about wildfires and what to do in the event of a fire. The Council agreed to ask Cllr Porteous if there was any information that could be circulated.

The same person reported on their planning application that had been discussed at the last meeting and said that they had met with the Heritage Officer for SNDC and confirmed that the new barn will now be built a further 25 meters away from Fir Tree Farm and reduced in height by 1.5 metres.

Cllr Brown reported fly tipping along Doit Lane, Cllr Finch confirmed that he had reported this via the Fix My Street app.

Cllr Brown also reported that the culvert covers at the crossing point on the A1066 nearest the church needed attention. Photos were requested. They also reported that the clothes recycling bin was full. The Clerk confirmed that this had been reported the previous day.

Cllr Waterman informed of a strategic liaison meeting he had attended with the County and District Councillors along with the Clerk and Mayor of Diss. The meetings will be held on a bi monthly basis and he will report back to council after each meeting.

5. Approval of the minutes of the Parish Council meeting held on Tuesday 30th June 2026

A small amendment had been highlighted before the meeting which the Clerk will complete before posting to the website.

The amendment and subsequent minutes were unanimously approved.

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

Cllr Waterman gave an update on the Church Arch following the high quote that had been received and reported at the last meeting. SNDC are prepared to pay half the costs up to £1000 if the mild steel version comes in at a more affordable price. Cllr Daniels also informed that the Church had some funds that may be able to match this making the project more achievable. Cllr Waterman will pursue the mild steel quote and report back to the Council at the next meeting.

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Cllr Waterman also gave an update on the Loke Signage. The background picture is now complete and will be circulated to councillors.

At this point of the meeting Cllr Waterman suggested that item 16a be discussed at this point to enable the residents to leave the meeting early.

Item 16a – Snow Street Correspondence

A resident raised concerns about a proposed 100m driveway across a meadow adjacent to a listed building on Snow Street, which would require Listed Building Consent and planning permission not yet submitted to the District Council.

Noted constraints include: impact on the listed building's setting, veteran trees potentially housing protected bat roosts, an adjacent pond, an existing right of way/easement, change of land use from agricultural, and likely Highways consultation.

Concern was that the work would start before any planning permission was sought and what could be done to prevent this from happening.

Cllr Minshull informed, as suspected, that until anything happens there is little that can be done. He urged all to be vigilant and report to him as soon as possible if anything is seen to be happening. He has already alerted the planning authority who will serve a stop notice if necessary. He encouraged the resident to look at the TPO option to protect the ancient trees located on the land.

The resident also confirmed that they had nearly rid their land of the Japanese Knotweed in and by Roydon's Footpath 5 and they had noticed it is growing in the west end of Little Greenand in Glebe Farm. Clerk to write to the owners to inform and request action is taken.

Action – Parish Clerk

7. Financial Matters and Banking

- a) To note the Bank Balances and Bank Reconciliation as of 30th June 2026
Noted
- b) Receipts noted and payments to be noted/authorised.
Noted and authorised
- c) To receive the Income and Expenditure Report Quarter 1
Received and noted

8. To consider the following planning applications

a) Application: 2026/1772

Applicant: Mr And Mrs Maguire

Location: 15 The Close Roydon Norfolk IP22 5RE

Proposal: Variation of condition 2 (Approved plans) of existing application 2025/2277 (Variation of condition 2 - minor increase on the dimensions of the living/dining room and gym of permission 2025/0935 (which consented to: Convert garage into hobby room. Construct new garage to front of property. Construct front porch. Alterations and extension to existing bathroom. Remove shed and replace with new side extension. Remove rear conservatory and replace with extension. New box window to bedroom) Date of Decision 14/05/2025) dated 17/09/2023

Application Type: Removal/Variation of Condition (S73 / S19).

After receiving representations from the neighbour and the owner of the property the Parish Council discussed the application in detail after which the following was agreed to submit as the Parish Council comment.

Roydon Parish Council wish to submit a neutral comment, neither for nor against this application. Some points are raised for consideration by the planning authority.

The Parish Council notes that this application for Variation of condition 2 of application 2025/2277 is for works which we understand are already completed. This understanding comes

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both from viewing the property from the public highway and from correspondence from a neighbouring property. As such it appears to be a retrospective application.

Two councillors viewed the property from the public highway before the meeting, as is standard practice, to aid consideration of the application. Councillors noted the raised roof height of the gym which is visible from the road. Does this increased height remain within acceptable tolerances for the nearest neighbouring property as had previously been determined by council officers in their delegated report for application 2025/2277? Visible on the proposed plans as well as from information from a neighbouring property, the re-positioned living-room window on the west-facing elevation appears to overlook the neighbouring property, raising privacy concerns. However, at our parish council meeting the owner addressed this issue and assured the meeting that the new window was a skylight, only letting in light from above with no view across to the neighbour and had been approved by the planning department. We request that this is confirmed in the decision-making process and the matter of whether the increased roof height of the gym is acceptable.

b) Application: 2026/1770

Applicant: Mr S Williams

Location: 13 Tudor Avenue Roydon Norfolk IP22 5SQ

Proposal: Dormer window and roof window, First floor extension and infill porch to front. Fenestration alterations to front and rear. Part conversion of an integral garage and all associated alterations. Re-positioning of the existing side addition. Removal of a chimney to the front.

Application Type: Householder

Neutral – No Comment

9. To discuss follow up meeting and correspondence regarding Baynards Lane Wood and agree any next steps.

Following discussion and reading correspondence from neighbouring properties the Parish Council unanimously agreed that this matter falls outside the statutory duties of the Parish Council and as such would not be taking any action.

It was noted that information about the owners of the land would not be shared.

Residents are encouraged to report illegal activity such as drug use/dealing to the police directly.

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

Cllrs Waterman and Ault has identified two locations for new bins which will need to be checked for suitability. The provision for a mixed use bin could be used subject to agreement with SNDC. Cllr Ault happy to meet with the owners at Sandpits to discuss further.

11. Allotments

a) To consider and agree a possible price increase for allotment rental to commence 2027.

After discussion it was agreed to keep the same for this year and focus on the inspection regime to ensure that all plots are being used appropriately.

b) To review and agree the Allotment Rules and Regulations for 2026/26

Agreed that bonfires should not be allowed under any circumstances and to change the regulations to reflect this.

Cllr Dalglish had strong views on biodiversity and it was agreed that he should send the Clerk some new wording for the regulations to reflect this.

It was unanimously agreed for Cllr Dalglish to input to the regulations and for these to be used moving forward.

12. Brewers Green Update

Tree work to remove the dead tree and reduce the one adjacent to this will take place on the 26th and 27th August having received the planning permission to go ahead.

The Molly Pond restoration estimate is higher than anticipated and a second opinion is being sought. All being well the work will be completed in the autumn. Cllr Curson to circulate outcomes over the summer.

With Brewers Green being well managed over the last 15 years it is now in the position that seeds from the Green will now be harvested and used to seed more meadows.

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13. To discuss and agree possible projects that could be funded by the Norwich to Tilbury Community Fund.

Cllr Waterman informed that both he and the clerk had attended a webinar about the fund. It was agreed that Councillors would use the summer recess to think about the types of projects that could use this type of funding that include both Roydon and Diss. The Strategy working group would meet over the summer to draw ideas together ready for the September meeting.

14. To discuss and agree Big Green Week and changing the format to hold events throughout the year commencing in 2027.

It was unanimously agreed to start organising from September with no events to be planned before January 2027

15. To discuss and agree potential projects that could benefit from the Nature Conservation Funding recently launched by SNDC.

It was agreed that there was a need to fell the willow trees on both ponds on Brewers Green to enable the ponds to thrive. Grants of up to £10,000 are available. Cllr Minshull to forward information to the clerk regarding a course being held at the Horizon Centre detailing how to apply on the 11th August. It was agreed that Cllrs Waterman, Curson and Brown would attend.

16. Correspondence

a) Louie's Lane Correspondence

The item was noted and agreed for the Clerk to request that Police put in place equipment to collect data and analysed to determine if any further action can be taken

b) Snow Street Correspondence

Discussed after item 6

c) Rugby Club Correspondence – Late submission but agreed to discuss as no meeting in August and could be time sensitive.

Following discussion it was felt that the Parish Council could not give a stance on the matter at this time due to the need for planning permission and permission from the Environment agency. It was suggested that they go to the Environment Agency to get pre-planning advice.

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

Village Hall piece for the next RRU

Quaker Wood Memorial postponed for a few weeks to accommodate relatives who will now be in attendance.

18. To confirm the date of Tuesday 29th September 2026 for the next Parish Council meeting.

Unanimously agreed

Signed

Date