



To: Members of Horsford Parish Council

You are duly summoned to attend the Meeting of Horsford Parish Council to be held on **Monday 1st December 2025** at 7pm in the Conference Room, Horsford Village Hall.

Sarah Vergette

Clerk, Horsford Parish Council

horsfordpc@gmail.com

01603 714172

Date 25th November 2025

Public Attendance

Members of the public and press are welcome to attend. At item , the public will be invited to give their views/question the Parish Council on issues on the agenda or raise issues for consideration of inclusion at future meetings. This item will generally be limited to 15 minutes duration and will be followed by any County/District Councillors' reports.

Members of the public are politely asked not to hold conversations amongst themselves during the Parish Council meeting.

AGENDA

- 1. Apologies for absence**
- 2. Declarations of interests**
- 3. To agree as accurate the minutes of the previous meeting**
- 4. Co-option of Councillor**
 - 4.1 To consider co-option of new councillor(s)
- 5. Public participation session (15 minutes)**
 - 5.1 Public
 - 5.2 County Councillor report
 - 5.3 District Councillor report
 - 5.4 Police report
- 6. Village Hall /Recreation Ground**
 - 6.1 To receive a report from the Village Hall Management Committee
 - 6.2 To discuss quotes for the changing room works
 - 6.3 To discuss quote for play equipment works
 - 6.4 To discuss boot brush/scrapper for the football clubs
- 7. Highways**
 - 7.1 To discuss road name signs
 - 7.2 To note Norfolk County Council (Horsford, B1149 Holt Road and B7177 Mill Lane)(Prohibition Of Waiting) Order 2025
 - 7.3 To discuss any other highway matters

8. BAP

- 8.1 To receive and note a verbal report from BAP

9. Finance

- 9.1 To approve payments - attached
- 9.2 To agree bank reconciliation
- 9.3 To consider quotation for Scribe Accounts
- 9.4 To note donation to the Scouts Santa Run from Chairman's allowance
- 9.5 To note minutes from the Finance Working Group
- 9.6 To agree IT Policy
- 9.7 To agree investment in CCLA
- 9.8 To discuss and agree the Budget
- 9.9 To discuss and agree the Precept

10. Allotments

- 10.1 To discuss matter relating to allotments

11. Planning

- 11.1 To discuss planning application 2025/3574 9 Lawn Close - Single and 2-storey side extension and associated alterations
- 11.2 To discuss planning application 2025/3372 The Old Saw Shop – erection of annexe for ancillary use to the main dwellinghouse
- 11.3 To note consultation on two Supplementary Planning Documents (SPDs) relating to policies in the Greater Norwich Local Plan
- 11.4 To discuss planning application 2025/3433 St Helena Way – rear single-story extension to bungalow

12. Correspondence

- 12.1 To discuss attendees at the Christmas Tree Festival
- 12.2 To note Local Government Review consultation

13. Clerk's and Councillors' Reports

- 13.1 To receive the Clerk's report
- 13.2 To receive reports from councillors

14. Dates of future meetings: to commence at **7.00pm** in the Conference Room, Village Hall

Monday 5th January
Monday 2nd February
Monday 2nd March
Tuesday 7th April
Tuesday 5th May
Monday 1st June
Monday 6th July
Monday 3rd August
Monday 7th September
Monday 5th October
Monday 2nd November
Monday 7th December

Items for the next agenda should be sent to the clerk by Monday 29th December 2025.



NGF Play Ltd
Manor Farm, Gressenhall
Dereham, Norfolk, NR20 4EF
United Kingdom
Website www.ngfplay.co.uk
Telephone: 01362 869071

**Issued To:**

Horsford Parish Council
Holt Road
Horsford
NORWICH
NR10 3DN

Deliver To:

Horsford Parish Council
Horsford Village Hall
165, Holt Road
Horsford
NORWICH
NR10 3DN

SALES QUOTE

Issue Date
06/11/2025

Expiry Date
04/02/2026

Reference
Repairs

Number
Q-25525

Description	Qty/Hrs	Price/Rate	VAT %	Net
REPAIRS & MAINTENANCE				
Travel to site and carry out repairs and maintenance to Play Equipment				
Schedule of Works	1.00	425.00	20.00	425.00
-Remove and replace cross beam on double swing frame c/w swing hangers and security chains. Rehang existing flat seats				
- Investigate Single Point Suspension. Replace swing bearing & DShackles				
- Inspect Zip Wire & replace brake spring. Re-tension cable, secure loose fixings.				
- Bee Springer - Tighten spring clamp and all other fixings				
- Replace missing fixings, missing or damaged bolt covers as required				
Parts required to complete schedule of works				
3500mm x 150mm Cross Beam for Double Bay Swing - FOC	1.00	0.00	20.00	0.00
Commercial Stainless Steel Hangers c/w security chains (pr)	2.00	75.00	20.00	150.00
New D Shackles for Single Suspension	4.00	7.50	20.00	30.00
3m Brake Spring	1.00	74.12	20.00	74.12
Group Swing Bearing	1.00	438.00	20.00	438.00
Miscellaneous Fixtures & Fittings, Bolt Covers	1.00	45.00	20.00	45.00

VAT Rate	Net	VAT
Standard 20.00% (20.00%)	£1,162.12	£232.42

Total Net	1,162.12
Total VAT	232.42
TOTAL	£1,394.54



NGF Play Ltd

Manor Farm, Gressenhall
Dereham, Norfolk, NR20 4EF
United Kingdom

Website www.ngfplay.co.uk
Telephone: 01362 869071



Terms and Conditions:

All prices subject to a site visit and good vehicular access to site, water and electricity.

Commercial play equipment installed to British Standards BS EN1176

Safer Surface installed to British Standards BS EN1177

Outdoor Gym equipment installed to EN957 & EN16630

The title of the goods remains with NGF Play Ltd until paid for in full.

Payment terms:

Commercial - 30% deposit. Balance at time of installation.

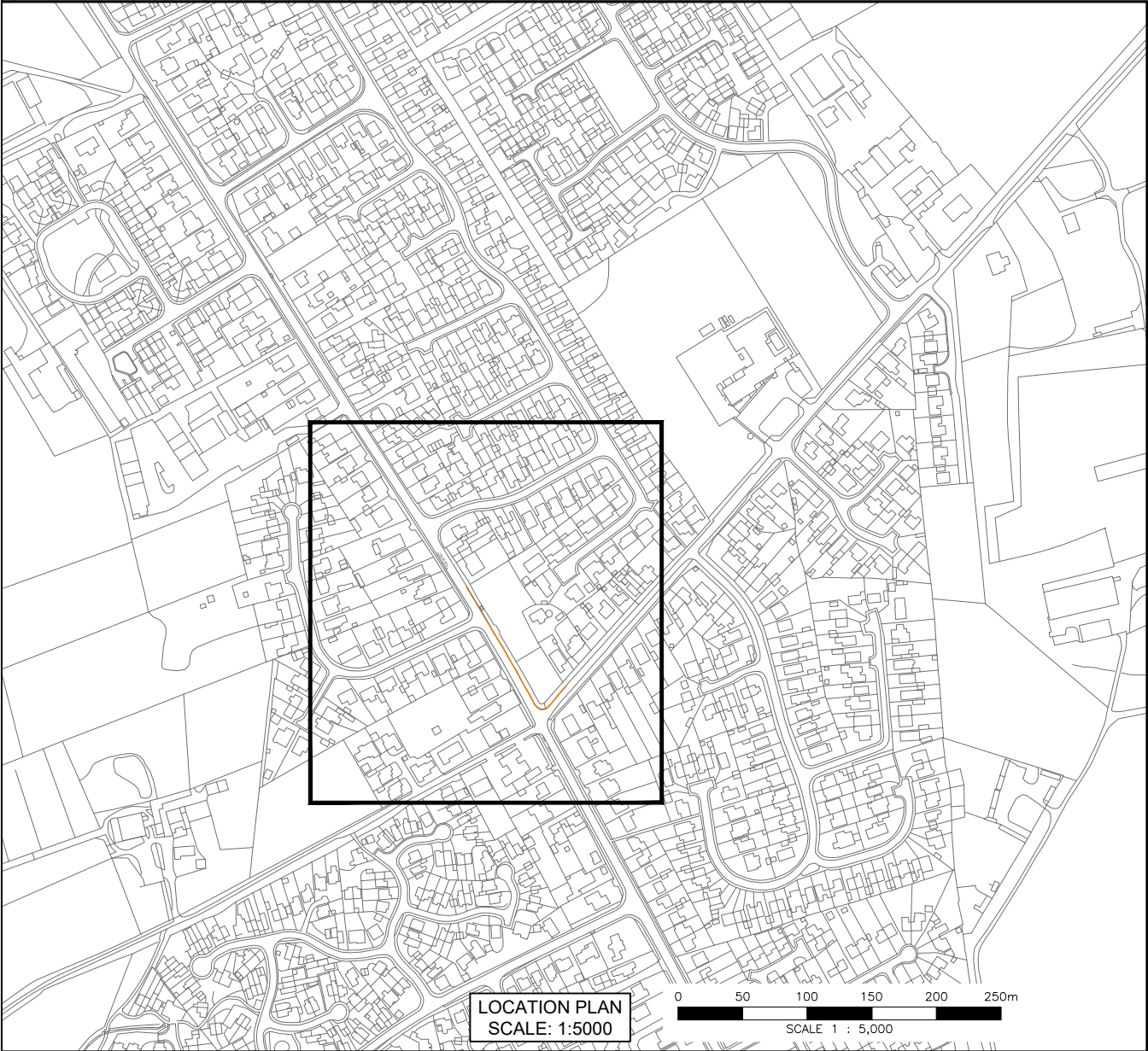
Residential - full payment at time of ordering.

Account no.: 69505608 Sort code: 60-15-31

Please notify us by email when paying by BACS

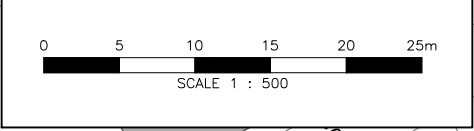
NGF Play is a member of API (Association of Play Industries)

Find out more at www.api-play.org



NOTE:-
THE DRAWING ORIGINALLY PREPARED BY
ROYAL HASKONING DHV AS PART OF
S278 AGREEMENT WORKS.

KEY:
PROPOSED DOUBLE
YELLOW LINES



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Survey 100019340

Drawing Status:



Grahame Bygrave
Interim Executive Director of
Community and Environmental Services
Norfolk County Council
County Hall, Martineau Lane
Norwich NR1 2SG

DRAWING TITLE
SECTION 278 WORKS
TRAFFIC REGULATION ORDER PLAN

REV.	DESCRIPTION	DRAWN BY	CHECKED	DATE
P01	S4-FOR STAGE APPROVAL	MB	PV	19.05.23
P02	S4-DOUBLE YELLOW LINES AMENDED	MB	PV	01.06.23
P03	NORFOLK TEMPLATE ADDED	CR	BS	26.03.23
P04	CORRECTED THE LENGTH OF MARKING	CR	BS	09.07.24

SURVEYED BY	INITIALS	DATE	DRAWING No.
			PB8173-RHD-ZZ-H2-DR-D-0150
DESIGNED BY	INITIALS	DATE	PROJECT TITLE
			PRZ101 TRO Holt Road, Horsfold
DRAWN BY	INITIALS	DATE	SCALE
CR	MARCH 24		1:500 @ A2
CHECKED BY	INITIALS	DATE	FILE No.
BS	MARCH 24		70110279

**The Norfolk County Council
(Horsford, B1149 Holt Road and B7177 Mill Lane)
(Prohibition Of Waiting) Order 2025**

The Norfolk County Council has made the above-mentioned Order under the Road Traffic Regulation Act 1984 on 3rd November 2025 and which comes into effect on 10th November 2025. The effect of this Order is to introduce a prohibition of waiting at all times along the following lengths of road:

Road	Description
B1149/250 Holt Road (Eastern Side)	from a point 54.94 metres southeast of its junction with The Shrublands for 142 metres in a south easterly direction.
B7177/10 Mill Lane (Northern Side)	from its junction with B1149/250 Holt Road for 31.35 metres in a north easterly direction.

A copy of the Order and a plan may be viewed online at <https://norfolk.citizenspace.com/>. Copies may also be available for inspection at Norfolk County Council, County Hall, Norwich and at the offices of Broadland District Council, The Horizon Centre, Peachman Way, Broadland Business Park, Norwich, NR7 0WF, during normal office hours. Online viewing would be recommended.

Any person who desires to question the validity of the Order or of any provision contained in it on the grounds that it is not within the powers conferred by the Road Traffic Regulation Act 1984, or on the grounds that any requirement of that Act, or of any instrument made under it, has not been complied with in relation to the Order, may within six weeks from 3rd November 2025 apply to the High Court for this purpose.

The Officer dealing with public enquiries concerning this scheme is Victoria Hammond and can be contacted by telephone on 0344 800 8020.

DATED this 7th day of November 2025

Katrina Hulatt
Director of Legal Services (NPLaw)
County Hall
Martineau Lane
Norwich
NR1 2DH

Note: Information you send to the Council will be used for any purpose connected with this scheme and will be held as long as reasonably necessary for those purposes. It may also be released to others in response to freedom of information requests.

**The Norfolk County Council
(Horsford, B1149 Holt Road and B7177 Mill Lane)
(Prohibition of Waiting) Order 2025**

The Norfolk County Council in exercise of their powers under Sections 1(1), 2(1), 2(2), 4(1), 4(2) and Part IV of Schedule 9 of the Road Traffic Regulation Act 1984 (hereinafter referred to as "the Act") and of all other enabling powers, and after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 to the Act hereby make the following Order:-

1. This Order may be cited as The Norfolk County Council (Horsford, B1149 Holt Road and B7177 Mill Lane) (Prohibition of Waiting) Order 2025 and shall come into effect on the 10th day of November 2025.

2. In this Order –

Any reference to any enactment shall be construed as a reference to that enactment as amended, applied, consolidated, re-enacted by or as having effect by virtue of any subsequent enactment. Where the context otherwise requires the following expressions have the meaning hereby respectively assigned to them.

“Civil Enforcement Officer” has the same meaning as in section 76 of the Traffic Management Act 2004;

"Disabled Person's Badge" has the same meaning as in The Local Authorities' Traffic Orders (Exemptions for Disabled Persons) (England) Regulations 2000 and a vehicle shall be regarded as displaying a Disabled Person's Badge in the relevant position, if

- (a) the badge is exhibited on the dashboard or fascia of the vehicle: or
- (b) where the vehicle is not fitted with a dashboard or fascia, the badge is exhibited in a conspicuous position on the vehicle

so that the front of the badge is clearly legible from the outside of the vehicle

“General Directions” means The Traffic Signs Regulations and General Directions 2016;

"Parking Disc" means a device which:

- (a) is 125 millimetres square and coloured blue, if issued on or after 1st April 2000 or orange, if issued before that date;
- (b) has been issued by a local authority and has not ceased to be valid; and
- (c) is capable of showing the quarter hour period during which a period of waiting has begun;

and a vehicle shall be regarded as displaying a Parking Disc in the relevant position, if:

- (d) the disc is exhibited on the dashboard or facia of the vehicle; or
 - (e) where the vehicle does not have a dashboard or facia, the disc is exhibited in a conspicuous position on the vehicle
- so that when marked to show the quarter hour period during which a period of waiting began, that period is clearly legible from the outside of the vehicle

“The Regulations” means The Disabled Persons (Badges for Motor Vehicles) (England) Regulations 2000 and The Local Authorities’ Traffic Orders (Exemptions for Disabled Persons) (England) Regulations 2000, and any statutory modifications or re-enactments thereof;

3. Save as provided in Articles 4, 5 and 6 of this Order no person shall, except upon the direction or with the permission of a police constable in uniform or of a Civil Enforcement Officer in uniform, cause or permit any vehicle to wait at any time along the lengths of road specified in the Schedule to this Order.
4. Nothing in Article 3 of this Order shall prohibit a person to cause or permit any vehicle to wait along the lengths of road specified in the Schedule to this Order or on the side of roads referred to therein for so long as may be necessary to enable:
 - (a) goods to be loaded on to or unloaded from the vehicle; or
 - (b) a person to board or alight from the vehicle;

provided these are not excluded by any road markings or signs pursuant to the General Directions

5. Nothing in Article 3 of this Order shall prohibit a person to cause or permit any vehicle to wait along the lengths of road specified in the Schedule to this Order or on the side of roads referred to therein for so long as may be necessary to enable:
 - (a) the vehicle, if it cannot conveniently be used for such purpose in any other road, to be used in connection with any of the following operations, namely:
 - (i) building, industrial or demolition operations;
 - (ii) the removal of any obstruction to traffic;
 - (iii) the maintenance, improvement or reconstruction of the said lengths of road or side of roads; or
 - (iv) the laying, erection, alteration, repair or cleaning in, or near, the said lengths of road or side of roads, of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any electronic communications apparatus as defined in the Digital Economy Act 2017 lawfully kept installed in any position.

- (v) the provision of a universal postal service as defined in the Postal Services Act 2011;
 - (vi) where the vehicle is owned by a funeral director or owner of funeral vehicles, when in use as part of a funeral cortege
 - (vii) fire brigade, ambulance or police purposes
 - (viii) in the service of a local authority or a water authority in pursuance of statutory powers or duties;
 - (ix) to wait when the person in control of the vehicle is required to stop by law, or is obliged to stop in order to avoid an accident or is prevented from proceeding by circumstance outside their control
6. Nothing in Article 3 of this Order shall prohibit a person to cause or permit any vehicle which lawfully displays in the relevant position a Disabled Person's Badge and a Parking Disc to wait along the lengths of road specified in the Schedule to this Order or on the side of roads referred to therein for a period not exceeding the time specified in The Regulations.
7. Insofar as any provision of this Order conflicts with any provision of any previous Order relating to the lengths of road specified in the Schedule to this Order, that provision of this Order shall prevail.

Schedule

In the Parish of Horsford

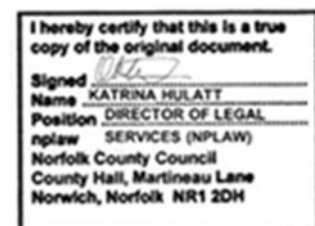
Prohibition of Waiting at Any Time

B1149/250 Holt Road (Eastern Side)	-	from a point 54.94 metres southeast of its junction with The Shrublands for 142 metres in a south easterly direction
B7177/10 Mill Lane (Northern Side)	-	from its junction with B1149/250 Holt Road for 31.35 metres in a north easterly direction

Dated this 3rd day of November 2025



Katrina Hulatt
Director of Legal Services (nplaw)





Business Case for

Horsford Parish Council

Created by

Nathan Foster

Prepared for

Sarah Vergette

Business Case for Implementing Scribe Accounts and Allotments

Prepared for: Horsford Parish Council

Prepared by: Scribe

Date: November 2025

1. Executive Summary

Horsford Parish Council is already undertaking several good practices in financial management and community asset administration. With plans to streamline operations, improve transparency, and reduce administrative burden, especially in managing its finances and allotments, now is an ideal time to adopt a more purpose-built software solution.

Scribe Accounts and Scribe Allotments offer an integrated, cloud-based approach designed specifically for parish and town councils. The system replaces fragmented spreadsheets and manual processes with automated, auditable workflows — helping Sarah and the council save significant time and reduce the risk of errors, particularly around year-end, budgeting, allotment renewals, and reserve management.

By adopting Scribe now and preparing over the coming months, the council will be in a strong position to begin the new financial year with robust systems in place, setting up for long-term efficiencies and transparency, particularly useful with future projects like the proposed new sports hub.

2. Current Situation

Clerk & RFO: Sarah

Precept Banding: £100,000–£150,000

Software Currently Used: Microsoft Excel

Modules Under Consideration:

- Scribe Accounts

- Scribe Allotments

Sarah has prior experience with Scribe through her role at Hethersett Parish Council, where she uses the Accounts module and is planning to implement Scribe Allotments in the near future. While Scribe was previously used at Horsford, it was replaced with spreadsheets. However, Sarah has since grown in confidence using the system and is now considering reintroducing it to Horsford.

Areas working well:

- Bank reconciliations are currently manageable.
- Budgeting is done annually in Excel.
- General awareness of year-end requirements and AGAR.

Pain Points:

- Year-end processes are manual and time-consuming.
- Budgeting and forecasting require duplicate data entry and lack flexibility.
- Allotment renewals involve time-consuming mail merges.
- Tracking reserves and earmarked funds across spreadsheets is fiddly and prone to error.
- Allotment management is largely manual and administratively burdensome.
- Reporting is basic and lacks interactivity.
- Upcoming asset and project tracking (e.g., for the sports hub) would be difficult to manage without structured tools.

3. Risks and Inefficiencies

Without change, the council faces the following ongoing inefficiencies and risks:

- **Time-Intensive Year-End:** Manual reconciliation, AGAR prep, and variance explanation can easily take 2–3 days, particularly when working across multiple spreadsheets.
- **Increased Risk of Error:** Manually tracking VAT claims, reserves, and variances increases the chance of oversight or inaccuracies, especially with the council working on an income and expenditure basis.
- **Allotment Renewal Overhead:** Current mail merge process for renewals is highly manual — bulk email and bulk invoice generation would cut this time down significantly.
- **Data Fragmentation:** Budgeting, bank reconciliation, and reserves are all managed separately, making it harder to oversee financial health holistically.
- **Lack of Transparency for Councillors:** Councillors reviewing spreadsheets may struggle to access or interpret financials, especially ahead of budget-setting.
- **Opportunity Cost:** Valuable time spent on admin could be better used planning for and managing future projects like the new sports hub.

4. Solution: Scribe Benefits

Scribe Accounts

- **Simplified Year-End:** AGAR and year-end reports are generated automatically. Adjustments for accruals, debtors, and prepayments are managed in-app.
- **Integrated Budgeting:** Budgets can be entered for multiple years and spread monthly. No more duplicating figures from Excel.
- **Reserves Management:** Allocate transactions to specific reserves for clearer tracking and automated reporting.

- **Reports On-Demand:** Instant access to customisable reports (including flexed budgets, committed spend, and explanation of variances).
- **Audit Trail:** Every transaction has a full change history, supporting transparency and compliance.
- **VAT Reclaim via Form 126:** Automated generation of Form 126 and easy lookup of missing VAT details.

Scribe Allotments

- **Streamlined Renewals:** Bulk tenancy renewals and invoice generation saves hours of admin — ideal around Michaelmas.
- **Automated Communications:** Auto-generate emails and letters from templates, reducing time spent on mail merges.
- **Tenant and Plot Tracking:** View tenancy status, payments, inspections, and notes all in one place.
- **Mapping Integration:** View and manage plots directly on a high-resolution satellite map.
- **Inspections and Notices:** Record, schedule, and communicate inspections; issue notices with pre-built templates.
- **Browser Access Anywhere:** Fully cloud-based and mobile-friendly — works from a mobile device in the field.
- **Future-Proofing:** Will be migrated to Civic.ly, with ongoing integration into Scribe Accounts.

Time Savings

- Year-end AGAR: save 1–2 days per year

- Budget setting and tracking: 3–5 hours
 - Allotment renewals and invoicing: 1–2 days
 - Inspections and notices: several hours across the year
 - Reporting to councillors and auditors: significant reduction in prep time
-

5. Conclusion

Reintroducing Scribe Accounts and adding Scribe Allotments would provide Horsford Parish Council with a future-ready, sector-specific digital platform.

Key Benefits Recap:

- Dramatic reduction in year-end and renewal workload
- Better oversight of financials and earmarked funds
- More professional and auditable record keeping
- Allotment admin transformed — bulk renewals, emails, invoices, inspections
- Sets the groundwork for future growth (e.g., sports hub)

With budgeting season in motion and Sarah already familiar with the system, this is an ideal time to plan the implementation. Preparing in the new year allows for a clean April start, setting the council up for a more efficient and transparent 2026–27 financial year.



Scribe

Making local communities Smarter

&

Horsford Parish Council

| Who are we?

Scribe is a dedicated partner to local councils in England and Wales, offering a suite of intuitive, cloud-based applications to facilitate efficient and secure management of your council's core operations.

For over twenty years Scribe has been streamlining the way Clerks & RFO's manage their council's accounts.

Designed to reduce complexity, Scribe enhances transparency while ensuring secure management of public funds.

Compliant with UK and EU data protection laws and hosted securely on AWS, Scribe prioritises accurate reporting and data protection.

We offer free, unlimited training and support through Scribe Academy.

Trusted by over 1,500+ councils and 5,000 users, Scribe ensures effective, transparent council management with no lock-in contracts and a 4.9-star Trustpilot rating.



| What we hear the most



Manual/inefficient processes

- Time-consuming methods, duplicate entries, clunky processes



Staying on top data & reporting

- AGAR, VAT, Budgeting - Needing to easily gain insight to data and efficiently producing your required reports



No support, no training

- Left to figure things out on your own, no expertise to call upon



Limited Collaboration

- Whether software, or spreadsheets, there is often limited options to be able to use their systems collaboratively



Data Security Risks

- Spreadsheets lack encryption, and desktop software provides little option for backups



Benefits - Commercial vs Bespoke Software

Spreadsheets

- **Flexible & Customisable** – Can be tailored to various needs, from budgeting to reporting
- **Low Cost** – Often free or included in office software packages like Microsoft 365 or Google Workspace

• **Prone to errors - reliance on advanced spreadsheet knowledge**

Commercial Software

- **Reliable & Supported** – Customer support, updates, and security patches
- **Feature-Rich** – Designed for general business needs with built-in integrations and automation

• **Not built for Parish, Town and Community Councils**

Industry-Specific Software (excl Scribe)

- **Tailored Workflows** – Designed specifically for the needs of a particular sector
- **Compliance & Regulation** – Often includes features that help meet industry standards
- **Improved Accuracy** – Reduces errors compared to generic tools by following best practices for the industry

• **Inefficient, slow support, and expensive options to host on the cloud**

Scribe



- **Built for Local Councils**

Specifically designed for parish and town councils in England and Wales, ensuring a perfect fit for their needs.

- **Time-Saving Automation**

Reduces manual admin with automated financial reports, invoicing, and record-keeping.

- **Easy-to-Use & Cloud-Based**

Accessible from anywhere with an intuitive interface, no IT expertise required.

- **Compliant & Accurate**

Helps councils meet statutory requirements like AGAR, VAT returns, and financial reporting with built-in compliance checks.

- **Integrated Modules**

Accounts, cemeteries, venue bookings, and allotments in one seamless system.

- **Dedicated UK-Based Support**

Expert customer support team with deep knowledge of council operations, always ready to assist.

- **Secure & Reliable**

Cloud-hosted with regular backups, ensuring data security and peace of mind.

| So, How Do You Choose?

We recommend that you use the following criteria



Accessibility

Is the system fully cloud-based? I.E. can you use it from anywhere, on any device?

Will they lock you into a contract limiting flexibility and charging you for leaving/ exporting your data?



Usability

Is the system easy to learn and use? I.e it looks clean and straightforward, easy to navigate pages



Functionality

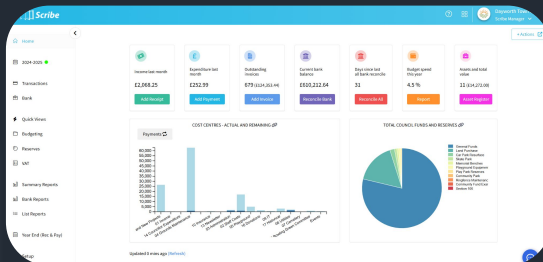
Does it have features your current software doesn't that will save you time?



Let's have a look at Scribe!

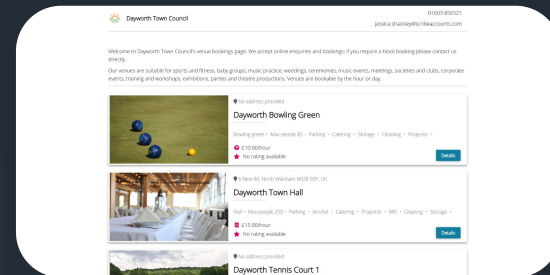
Accounts

Scribe Accounts



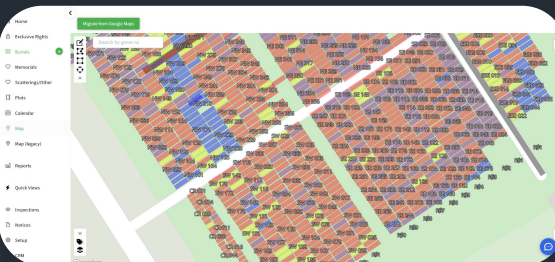
Bookings

Scribe Bookings



Cemetery

Scribe Cemetery



Allotments

Scribe Allotments



Plot #	Customer #	Plot #	Year Plot #	Status #	Size #	Payment Status #
1000001	1000001	1000001	1000001	1000001	1000001	1000001
1000002	1000002	1000002	1000002	1000002	1000002	1000002
1000003	1000003	1000003	1000003	1000003	1000003	1000003
1000004	1000004	1000004	1000004	1000004	1000004	1000004
1000005	1000005	1000005	1000005	1000005	1000005	1000005
1000006	1000006	1000006	1000006	1000006	1000006	1000006
1000007	1000007	1000007	1000007	1000007	1000007	1000007
1000008	1000008	1000008	1000008	1000008	1000008	1000008
1000009	1000009	1000009	1000009	1000009	1000009	1000009
1000010	1000010	1000010	1000010	1000010	1000010	1000010

| The Software - An Integrated Solution

Scribe offers a comprehensive, cloud-based platform designed specifically for local councils.

The system includes a suite of integrated modules tailored to the unique needs of councils, helping with everything from financial management to asset management and compliance.

Accounts

Financial management

1-Click AGAR

Bank reconciliations

Budgeting

VAT returns (MTD compliant)

Cemetery

Advanced Record Management

Invoicing

Filtering & Sorts

Mapping

Inspections & Condition Reports

Bookings

Online Bookings

Invoicing

Smart Dashboard

Advanced Calendar Filtering

Venue Booking Reports

Allotments

Manage tenancies

Invoicing

Mapping

Waiting Lists

Inspections & Notices

Civic.ly

Asset Management

Inspection Tasks

Compliance Tracking

Task Automation

Data & Financial Tracking

Proposal for Horsford Parish Council

Greyed out services are not included in totals

Product	Initial Payment	Monthly Payment
Accounts	£549 * £329	£64
Bookings	-	-
Cemetery	-	-
Allotments	£262 * £157	£33
Civic.ly	-	-

**NPTS 40% Discount
on Setup Fees*

Professional Services See following slide for details	Initial Payment	Monthly Payment
Transactions Import	£499	-
Setup Structure	£149	-
Allotments Import	£199	-
Cemetery Import	-	-
Mapping (Allotments)	On Request	-
Mapping (Cemetery)	-	-
Bookings - Fee Structure	-	-

Total (Excl VAT)	£486	£97
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Professional Services

Optional Services To Streamline Your Onboarding and Data Migration

Accounts

Account Setup

Includes set up of: Cost Centres, Codes, Bank Accounts & Restating Last Financial Year

Transactions Import

Standard pricing includes: 3 years of history*

**please ask for longer/shorter periods*

Asset Register and Contacts

Including in standard onboarding

Cemetery

Cemetery Import

*Includes import of: Plots, Burials, Exclusive Rights and Memorials**

RIALTAS IMPORTS ONLY - Includes Inspections also

**requires confirmation of total volume of records*

Mapping Services

Upon request - existing maps to be reviewed for quotation

Allotments

Allotments Import

Includes import of: Tenants, Plots and Waiting Lists

RIALTAS IMPORTS ONLY - Includes Inspections also

Mapping Services

Upon request - existing maps to be reviewed for quotation

Bookings

Fee Structure

Our support team will take your current pricing structure, review with you, and set up in Scribe

Support Team



Unlimited Free Training:

Scribe offers unlimited training to ensure your team is fully equipped to use the system efficiently. This includes our specialised training platform which offers on-demand sessions to get you up and running.



Dedicated Customer Support:

Our UK-based support team is always available via email or Zoom to assist with any issues or questions. We pride ourselves on fast, friendly, and helpful service to keep your council running smoothly.



Scribe Academy:

Gain access to our extensive knowledge base, video tutorials, and live webinars through Scribe Academy, ensuring your team always has resources to improve their skills and stay up to date.



Ongoing Assistance:

Whether it's a technical issue or a quick question, Scribe provides continuous support to ensure you get the most from our platform. We're here every step of the way to guarantee your success.



Hannah Driver
Head of Accounts



Jane Dafforn
Head of Support



Tracy Fisher
Scribe Accounts
Specialist



Jess Shackley
Scribe Accounts
Specialist



Jasmine Amezi
Data Integration
Specialist



Eve Nyarango
Customer Support
Specialist



Esther Danso
Customer Support
Specialist



Jo Peters
Customer Success
Manager



Lucy Fagan
Operations
Manager

**Q&A
&**

Additional content

| The Security



High Availability & Resilience:

- 99.99% uptime in 2024, supported by Amazon Web Services (AWS) with automatic scaling, backups, and 5-minute point-in-time recovery for data.



Robust Encryption:

- All platform data is encrypted in transit using TLS v1.3 and at rest, including user credentials secured with HMAC-SHA256 encryption.



Regular Penetration Testing:

- Comprehensive in-house penetration testing using OWASP ZAP to identify and address security vulnerabilities, with high-risk issues resolved immediately.



AWS Cloud Security:

- Hosted within AWS Virtual Private Cloud (VPC) with restricted access to web servers and databases, providing enhanced isolation and security.



Data Backup & Recovery:

- Daily and monthly backups with 30-day retention, ensuring quick recovery of customer data in case of emergencies or system failure.



Role-Based Access Control (RBAC):

- Strict management of roles and permissions for accessing internal systems, with secure connections via SSL and cloud service usage monitored through AWS IAM.

| Onboarding

Pre-signup - let us know what professional services you are signing up for and we will sort them.

Day 1 - Upon joining us, you will receive a call from our customer support team, who will provide your account access, and advise on the steps you can take to add your data, so you can get started immediately.

You will join our exclusive scribe community, Providing full onboarding training to get you up and running as quickly as possible!

Day 90 - After you have completed your onboarding, you will be assigned a dedicated Customer Success Manager to ensure your happiness and success forever.



| Signing Up / Next Steps

Today - You will receive these slides including pricing information and a summary as to how Scribe can benefit your council specifically to take to your council meeting

Before Your Meeting - Your dedicated Sales Executive will be on hand to promptly answer any additional questions you or your council may have

After Approval - When you are ready, you will receive access to Scribe and the support team will contact you to guide you through your onboarding and system set-up

When You Have Started - The support team and your Customer Success Manager will be on hand to help and support you with using Scribe forever

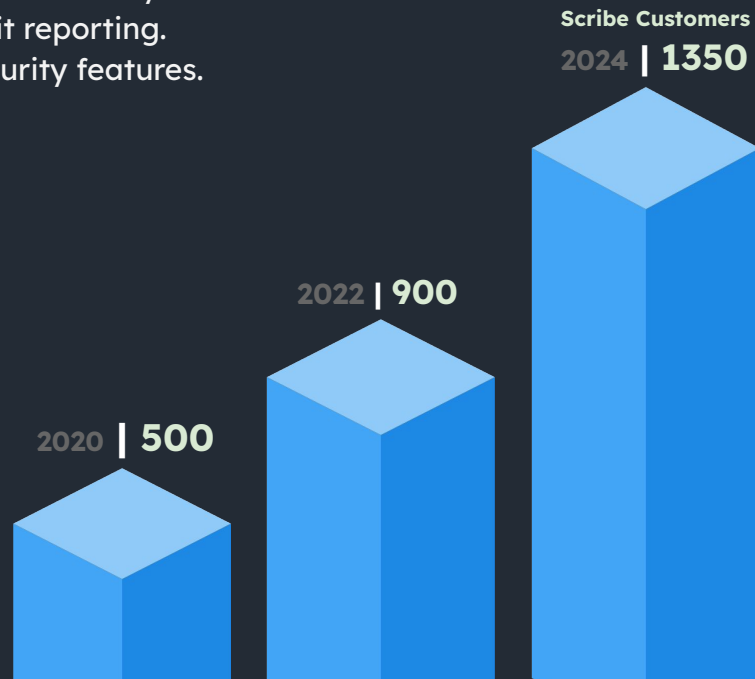
| Why Now is the Time to Upgrade to Scribe

Using Spreadsheets?

- Eliminate errors with automated processes, reducing manual data entry mistakes.
- Ensure compliance with built-in tools for AGAR, VAT, and audit reporting.
- Collaborate securely with real-time access and advanced security features.

Outgrowing your Current System?

- Enjoy a better user experience with Scribe's intuitive, cloud-based platform.
- Benefit from unmatched support, including unlimited training and assistance.
- Customise your tools to fit your council's specific needs, with flexible modules.



| Scribe Customer Testimonial



Sally Ferguson Lympham Parish Council

“What have I done with the extra time?

I have used it to become better at **obtaining grants** for my small community, this financial year we have secured grants of £52,650, over triple our income of £16,400.

With this grant I have made **Climate Change** friendly facelifts to the Sports Cub and Manor Hall, and have opened the Community cafe 6 days a week in the club, **employing local youngsters**”



Horsford Parish Council

IT Policy

1. Introduction

Horsford Parish Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

2. Scope

This policy applies to all individuals who use Horsford Parish Council's IT resources, including computers, networks, software, devices, data, and email accounts.

3. Acceptable use of IT resources and email

Horsford Parish Council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

4. Device and software usage

Where possible, authorised devices, software, and applications will be provided by Horsford Parish Council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

5. Data management and security

All sensitive and confidential Horsford Parish Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

6. Network and internet usage

Horsford Parish Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

7. Email communication

Email accounts provided by Horsford Parish Council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

8. Password and account security

Horsford Parish Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

9. Mobile devices and remote Work

Mobile devices provided by Horsford Parish Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

10. Email monitoring

Horsford Parish Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

11. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

12. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

13 Training and awareness

Horsford Parish Council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

14. Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

15. Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

16. Contacts

For IT related enquiries or assistance, users can contact the Parish Clerk.

All staff and councillors are responsible for the safety and security of Horsford Parish Council's IT and email systems. By adhering to this IT and Email Policy, Horsford Parish Council aims to create a secure and efficient IT environment that supports its mission and goals.

Date: _____

Signature: _____

Role: _____

Parish Council Report

Subject: Consideration of Investment with CCLA (Churches, Charities and Local Authorities)

Prepared by: Clerk/RFO

Date: 14th October 2025

1. Purpose of the Report

The purpose of this report is to inform councillors about the investment opportunities available through CCLA Investment Management Ltd and to outline the benefits, governance requirements, and safeguards for Parish Councils considering investment of surplus funds in accordance with the Local Government Act 2003, the Ministry of Housing, Communities and Local Government (MHCLG) Statutory Guidance on Local Government Investments (2018), and the JPAG (2024) Practitioners' Guide issued by the Smaller Authorities Proper Practices Panel (SAPPP).

I spoke with a Relationship Manager at the Autumn Seminar and was reassured that investing with CCLA would meet the Parish Council's needs for investment.

2. Background

Parish Councils are encouraged to manage public funds prudently and, where appropriate, to invest reserves to obtain a return while maintaining security and liquidity. CCLA is a well-established investment manager that provides specialist funds designed specifically for local authorities, charities, and church organisations, including:

- The Public Sector Deposit Fund (PSDF) – a low-risk, instant-access fund.

Many Parish and Town Councils across the UK currently use CCLA for investment of reserves or general funds.

3. Legal and Regulatory Framework

Under Section 15(1) of the Local Government Act 2003, local authorities may invest for any purpose relevant to their functions, provided investments are made prudently and in accordance with statutory guidance. The MHCLG Statutory Guidance on Local Government Investments (2018) sets out three key principles:

1. Security – protecting the capital sum invested.
2. Liquidity – ensuring funds are available when needed.
3. Yield – the return on investment after considering security and liquidity.

The SAPPP, through the JPAG Practitioners' Guide (2024), confirms that smaller authorities may invest surplus funds provided an Investment Policy is adopted, the investment body is regulated, and proper due diligence and monitoring are carried out.

4. Overview of CCLA

CCLA Investment Management Ltd is one of the UK's largest charity and public sector investment managers. It is authorised and regulated by the Financial Conduct Authority (FCA) and operates funds exclusively for charities, faith groups, and public bodies.

Public Sector Deposit Fund (PSDF):

- Designed for local authorities and other public bodies.
- Provides instant access to funds with very low credit risk.
- Rated AAmmf by Fitch.
- Managed to preserve capital security with daily liquidity.

5. Benefits of Investing in CCLA

- Security: CCLA funds are professionally managed and regulated by the FCA, with strict credit and diversification controls.
- Liquidity: The PSDF offers daily liquidity, allowing councils to withdraw funds without penalty.
- Ethical and Responsible Investment: CCLA operates under strong ethical, social, and environmental principles aligned with public sector values.
- Transparency: Councils receive regular statements, valuations, and performance reports.
- Compliance: The PSDF meets MHCLG and JPAG definitions for low-risk local authority investments.
- Diversification: Funds are spread across multiple institutions and assets, reducing exposure to single-bank risk.
- Administrative Simplicity: Funds are simple to open and manage, with minimal paperwork and online access for signatories.

6. Risk Considerations

While the CCLA PSDF is classified as low risk, all investments carry some financial risk. Returns are variable and not guaranteed, and capital values may fluctuate. Councils must maintain sufficient liquidity for day-to-day needs and ensure decisions are supported by due diligence and recorded in minutes.

7. Governance and Internal Control

In line with JPAG 2024 Proper Practices, the Parish Council should:

- Adopt an Investment Policy before investing.
- Minute the rationale for selecting CCLA, confirming alignment with Security–Liquidity–Yield principles.
- Record authorised signatories and fund access arrangements.

- Include monitoring of investments in the Internal Control Review and Risk Register.
- Retain all CCLA statements for audit.

8. Example of Suitable Investment Mix

Public Sector Deposit Fund (PSDF): Surplus operational balances – Very Low Risk – Instant Access.

Local Authorities Property Fund (LAPF): Long-term reserves – Moderate Risk – 3–5 year horizon.

9. Recommendations

1. Note the information contained in this report.
2. Consider investing surplus funds with CCLA, beginning with the Public Sector Deposit Fund (PSDF). This fund is low risk and easily accessible whilst yielding a higher rate of interest than other banks we have looked at.
3. Approve preparation of an Investment Policy in line with SAPPP and JPAG 2024 guidance.
4. Delegate authority to the Clerk/RFO to complete due diligence, obtain application forms, and report back to Council for final approval.

10. References

- JPAG Practitioners' Guide to Proper Practices (2024 Edition)
- Smaller Authorities Proper Practices Panel (SAPPP)
- Local Government Act 2003
- Accounts and Audit Regulations 2015
- MHCLG Statutory Guidance on Local Government Investments (2018)
- CCLA Investment Management Ltd – Public Sector Deposit Fund & Local Authorities' Property Fund documents

Budget and Precept

The requirements regarding budget setting by town and parish councils in England are primarily governed by a few key pieces of legislation. Here are the relevant laws that address the legal responsibilities of parish councils in relation to budget setting:

1. Local Government Finance Act 1992

- **Section 41** and **Section 50** of the **Local Government Finance Act 1992** are crucial.
 - **Section 41(1)**: This section specifies that parish councils must issue a precept to the billing authority (usually the district or borough council) for each financial year. The precept is the amount of council tax required by the parish to cover its budgeted expenditures.
 - **Section 50**: This outlines that the precept must be set based on a calculated budget, taking into account anticipated income and expenditure, reserves, and any contingencies for the financial year. The responsibility for setting this budget and issuing the precept lies with the full council.

2. Local Government Act 1972

- The **Local Government Act 1972**, particularly **Section 151**, places a duty on councils to make arrangements for the proper administration of their financial affairs. The full council has the ultimate responsibility for overseeing financial matters, including budget approval.
- **Schedule 12, Part II, Paragraph 12**: This states that decisions of significant financial impact, such as budget setting, must be made by the full council and cannot be delegated solely to a committee.

3. Accounts and Audit Regulations 2015

- These regulations emphasize that councils must ensure proper financial management and accountability. The full council is required to take responsibility for the oversight of the council's financial systems and the budget-setting process.
- **Regulation 3**: Requires councils to have effective financial management and internal controls, which include setting and monitoring budgets.

Implications for Committees

While parish council committees may assist in the preparation of budgetary proposals, they do not have the legal authority to set or approve the budget. The legal authority to approve the budget, and thereby set the precept, rests solely with the full parish council, as per the above legislation.

Summary of Legal Requirements

- **Precept and budget**: Must be set by the full council (Local Government Finance Act 1992).
- **Financial oversight**: The council is responsible for proper financial administration (Local Government Act 1972).
- **Delegation limits**: Significant financial decisions like budget approval cannot be delegated to committees (Local Government Act 1972, Schedule 12).

These laws ensure that public funds are managed transparently and that financial accountability rests with the elected body of the parish council.



Community at heart
The Horizon Centre
Broadland Business Park
Peachman Way
Norwich
NR7 0WF

Ms Sarah Vergette
Horsford

Tel 01508 533813 / 01603 430509
planning@southnorfolkandbroadland.gov.uk

Our ref 2025/3574

21 November 2025

Dear Sir/Madam,

Proposal: Single and 2-storey side extension and associated alterations

Location: 9 Lawn Close Horsford Norfolk NR10 3DJ

Applicant: Mr Bending

Application Type: Householder

An application for permission for the proposal described above has been received. Details of the Case Officer and copies of the submitted plans can be viewed on-line at <https://info.southnorfolkandbroadland.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T5PIDMOQJX300> by using the Further Information tab. **Please note:** any comments you make will also be available to view on-line.

You can submit your comments by emailing planning@southnorfolkandbroadland.gov.uk online at **www.southnorfolkandbroadland.gov.uk** or by post before 12 December 2025. If this is not possible or you wish to discuss the proposal before sending your comments please contact the case officer. **Please note:** any comments you make will be available to view on-line.

Where the application is to be determined by the Committee, a copy of the Agenda will be sent to you before the date of the meeting. A representative of your Council can speak at the meeting to present their views otherwise they will be reported to the Committee before a decision is reached.

Yours sincerely

Development Management



Community at heart
The Horizon Centre
Broadland Business Park
Peachman Way
Norwich
NR7 0WF

Ms Sarah Vergette
Horsford

Tel 01508 533813 / 01603 430509
planning@southnorfolkandbroadland.gov.uk

Our ref 2025/3372

18 November 2025

Dear Sir/Madam,

Proposal: Erection of an annexe for ancillary use to the main dwellinghouse.

Location: The Old Saw Shop Dog Lane Horsford Norfolk NR10 3DH

Applicant: Mr & Mrs Broome

Application Type: Full Planning Permission

An application for permission for the proposal described above has been received. Details of the Case Officer and copies of the submitted plans can be viewed on-line at

<https://info.southnorfolkandbroadland.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T4SHEMOQIZR00> by using the Further Information tab. **Please note:** any comments you make will also be available to view on-line.

You can submit your comments by emailing planning@southnorfolkandbroadland.gov.uk online at **www.southnorfolkandbroadland.gov.uk** or by post before 9 December 2025. If this is not possible or you wish to discuss the proposal before sending your comments please contact the case officer. **Please note:** any comments you make will be available to view on-line.

Where the application is to be determined by the Committee, a copy of the Agenda will be sent to you before the date of the meeting. A representative of your Council can speak at the meeting to present their views otherwise they will be reported to the Committee before a decision is reached.

Yours sincerely

Development Management

Dear Town/Parish Clerk

We are writing to notify you that Broadland District Council, Norwich City Council and South Norfolk Council are consulting jointly on two Supplementary Planning Documents (SPDs) relating to policies in the Greater Norwich Local Plan (GNLP).

Draft Policy 2: Sustainable Communities SPD

This draft SPD supports the implementation of Policy 2 of the Greater Norwich Local Plan (GNLP), adopted in March 2024. Policy 2 requires applicants of major developments to submit statements on sustainability, master-planning, timescales for delivery and health impact assessments. The SPD provides guidance on how to write these statements and in particular covers the ten key issues within policy 2: access to services, new technologies, green infrastructure, densities, design, inclusive and safe communities, environmental protection, flood risk, water efficiency, and energy consumption.

Draft Implementation of the Greater Norwich Green Infrastructure Strategy SPD

This draft SPD supports the delivery of high-quality, multifunctional green infrastructure. It provides guidance for developers, planners and communities on how to use the Greater Norwich Green Infrastructure Strategy to implement GNLP policies 2, 3, 4, 6 and 7.

How to comment

Norwich City Council are coordinating responses to both consultations on behalf of all three authorities. Please visit the [Norwich City Council website](#) for more information about the documents and details of how to respond. Hard copies of the documents are available at Norwich City Council, City Hall, St Peters Street, Norwich, NR2 1NH and Broadland District Council and South Norfolk Council, The Horizon Centre, Peachman Way, Broadland Business Park, Norwich, NR7 0WF.

The consultation for both documents starts on **Monday 10 November 2025 and ends on Friday 19 December 2025 at 5pm.**

We welcome your feedback by:

- Email to LDF@norwich.gov.uk
- Post: Planning Policy Team, Norwich City Council, City Hall, St Peters Street, Norwich, NR2 1NH

Next steps

Following the consultation, responses will be reviewed and where appropriate amendments will be made before the SPDs are considered for adoption by each council in early 2026.

If you have any questions, please contact a member of the Broadland and South Norfolk Council Placeshaping Team on 01508 533805.

Email localplan.bdc@southnorfolkandbroadland.gov.uk

Kind regards
Greater Norwich Local Plan Team



Community at heart
The Horizon Centre
Broadland Business Park
Peachman Way
Norwich
NR7 0WF

Ms Sarah Vergette
Horsford

Tel 01508 533813 / 01603 430509
planning@southnorfolkandbroadland.gov.uk

Our ref 2025/3433

7 November 2025

Dear Sir/Madam,

Proposal: Rear single storey extension to existing bungalow. Rendered finish.

Location: 31 Saint Helena Way Horsford Norfolk NR10 3EA

Applicant: Mr Steve Brown

Application Type: Householder

An application for permission for the proposal described above has been received. Details of the Case Officer and copies of the submitted plans can be viewed on-line at

<https://info.southnorfolkandbroadland.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T4ZKY7OQJ8900> by using the Further Information tab. **Please note:** any comments you make will also be available to view on-line.

You can submit your comments by emailing planning@southnorfolkandbroadland.gov.uk online at **www.southnorfolkandbroadland.gov.uk** or by post before 28 November 2025. If this is not possible or you wish to discuss the proposal before sending your comments please contact the case officer. **Please note:** any comments you make will be available to view on-line.

Where the application is to be determined by the Committee, a copy of the Agenda will be sent to you before the date of the meeting. A representative of your Council can speak at the meeting to present their views otherwise they will be reported to the Committee before a decision is reached.

Yours sincerely

Development Management

Dear Colleagues,

I wanted to follow up on my previous message to let you know that the Government has now launched its statutory consultation on proposals to change how local government services are delivered in Norfolk.

This marks an important moment for the county - and your views will be vital in shaping how services are run in the future. The Government is consulting on three options: for one, two or three new unitary councils.

Norfolk County Council believes that a single council for Norfolk offers the best foundation for simpler, stronger, and more local services. It will keep services joined up and strong where it counts - reducing duplication, protecting vital countywide functions, and ensuring long-term financial sustainability. And local where it matters - built around communities, shaped by place, and designed to reflect how people live and work.

The consultation is open until Sunday 11 January 2026, and can be accessed via this link [Consultation on local government reorganisation in Norfolk - GOV.UK](#).

Please note that the Government has identified Norfolk ALC as a statutory consultee but have also been clear that they welcome views from any individuals, groups, or organisations with an interest in the proposals.

Thank you for your continued engagement and the valuable insight you bring to this important discussion.

Kind regards

Tom McCabe
Chief Executive

Horsford Parish Council

Bank Reconciliation

Financial year ending 31 March 2026

Statement Date

Balance per bank statements as at 30.11.2025

Unity Bank	£	40,016.00	
Unity Savings	£	215,149.62	
Barclays Current Account	£	65,226.96	
Barcalys BPA	£	223,996.12	
			£ 544,388.70

Less: Unpresented cheques

£0.00

Net balances at	£ 544,388.70
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Cashbook

Opening balance at 1 April 2025	£ 685,060.14
Add: Receipts	£ 177,084.80
Less: Payments	£ 317,756.24
Closing Balance	£ 544,388.70

Design and Access Statement

Proposed Two-Storey Side Extension

Property: 9 Lawn Close, Horsford, Norwich
Applicant: Mr Bending

Date: Nov 2025

Created by J&JACS Ltd



1. Introduction

This Design and Access Statement has been prepared in support of a full planning application for a proposed **two-storey side extension** at **9 Lawn Close, Horsford, Norwich**. The purpose of this statement is to outline the design rationale, demonstrate the proposal's suitability within its context, and explain the approach taken to access, layout, scale, and appearance.

The proposed extension follows the established character of the street and takes reference from similar approved extensions at **3 Lawn Close** and **4 Lawn Close**, ensuring that the development integrates harmoniously with its surroundings.

2. Site and Surrounding Context

A visual inspection of Lawn Close confirms the established pattern of development and the presence of comparable extensions. The image supplied by the applicant shows **Nos. 3 and 4 Lawn Close**, both featuring substantial side extensions that integrate well with the streetscape. These properties clearly demonstrate that two-storey additions are an accepted and characteristic feature within the close, forming a strong **precedent** for the proposed development at No. 9.



The street image illustrates:

Consistent roof profiles and massing among the existing homes.

Successfully integrated two-storey additions that maintain visual harmony.

Ample spacing between plots that comfortably accommodates lateral extensions.

This photographic evidence supports the conclusion that the proposed two-storey side extension at No. 9 is in keeping with the established architectural rhythm of the cul-de-sac.

2.1 Additional Context

9 Lawn Close is a two-storey semi-detached dwelling located in a quiet residential cul-de-sac within the settlement of Horsford. The properties along the street are of similar age, scale, and design, forming a cohesive residential character.

The street features a number of side extensions, including substantial two-storey side extensions at Nos. **3 and 4**, which set a clear local precedent for similar additions. The area is predominantly residential, with generous plot widths, off-street parking provisions, and consistent building lines.

The site is relatively flat, with no notable topographical challenges. The property benefits from a driveway and side garden area suitable for accommodating the proposed extension.

3. Design Proposal

3.1 Description of Works

The proposal seeks planning permission for a **two-storey side extension** to provide additional internal living space. The extension will:

Extend the property laterally into the existing side garden space.

Continue the existing roofline with a matching pitched roof.

Match existing materials to ensure visual cohesion.

Provide internal accommodation such as an enlarged kitchen/dining area at ground floor and an additional bedroom and/or bathroom at first floor (subject to final layout design).

3.2 Design Rationale

The design has been guided by the following key principles:

Respecting local character: The extension mirrors similar developments at Nos. 3 and 4 and remains consistent with the scale and appearance of surrounding dwellings.

Proportion and massing: The proposed extension is subservient to the main dwelling in terms of ridge line, width, and window proportions.

High-quality materials: Materials will match the existing property in brick, roof tiles, and fenestration to retain visual consistency.

Functionality: The extension enhances family living space without compromising outdoor amenity or parking arrangements.

4. Appearance and Materials

The proposed extension will utilise materials carefully selected to ensure continuity with the existing dwelling:

Walls: Brickwork to closely match the existing façade.

Roof: Matching pitched roof with similar roof tiles.

Windows and Doors: UPVC or similar, matching the proportions, style, and colour of the existing units.

The architectural detailing, such as eaves, brick coursing, and window alignment, will replicate the existing dwelling to ensure a cohesive appearance.

5. Scale and Massing

The scale of the extension has been designed to remain proportionate to the existing dwelling and consistent with neighbouring properties. The ridge height will match the existing roof, and the extension will not project forward of the established front building line.

Given the existing two-storey extensions at Nos. 3 and 4, the proposed development fits comfortably within the established street rhythm and will not appear dominant or incongruous.

6. Impact on Neighbours

The design has carefully considered the potential impact on neighbouring properties. Key points include:

No significant loss of light: Separation distances are maintained, and no overshadowing issues are anticipated.

No unacceptable overlooking: Window positions are consistent with typical residential arrangements.

Maintained privacy: The layout ensures that neighbouring gardens and habitable rooms are not adversely affected.

7. Access and Parking

The proposal does not alter the existing access arrangements to the dwelling. The current driveway and off-street parking provisions are retained and remain functional.

Pedestrian access to the property also remains unchanged, ensuring safe, convenient entry to the home.

8. Sustainability Considerations

Where possible, the development will incorporate energy-efficient measures, such as:

High-performance insulation

Double-glazed or energy-rated windows

Modern construction techniques to reduce heat loss

These measures will support improved energy efficiency in line with current building regulations.

9. Conclusion

The proposed two-storey side extension at **9 Lawn Close, Horsford** is a well-considered development that:

Reflects the established character of the area

Aligns with the precedent set by neighbouring extensions at Nos. 3 and 4

Enhances the functionality and long-term use of the dwelling

Maintains high-quality design principles without adverse impact on neighbours or the wider street scene

The proposal is modest, sympathetic, and entirely appropriate within its context. For these reasons, it is respectfully submitted that the application should be supported and granted planning permission.

End of Statement

PLEASE ENSURE THIS STATEMENT IS READ PRIOR TO VALIDATION

Dear Sir/Madam,

Please review this statement alongside the two applications submitted for the same address: a Householder Planning application and a Certificate of Lawfulness application. This statement aims to ensure an efficient validation process by explaining why two distinct applications have been submitted for similar proposals at the same property.

We appreciate at face value that it appears like the two applications appear to be proposing the same thing. However, they are fundamentally different and propose separate projects:

Householder Planning Application: This application seeks permission for the erection of an annexe (a building), which constitutes operational development and therefore requires planning permission. This application is assessed based on planning merits, including the local development plan and material considerations.

Certificate of Lawfulness Application: This application proposes the use of the land to site a mobile home (caravan) for ancillary residential use to the main dwelling. The structure meets the statutory definition of a caravan under the Caravan Sites Act 1968 (as amended) and does not constitute the construction of a building. Since this does not result in operational development or a material change of land use, it is not subject to planning merits.

The key distinction in the plans is the joint line shown on the floor plan for the Certificate of Lawfulness application, indicating that the mobile home will be assembled in two parts as per the Caravan Sites Act. The Householder application does not include this joint line.

While the proposals may seem similar, they are distinct and should be assessed independently. If both applications are approved, only one will be implemented. Submitting both applications maximises the chances of success.

Please use the following descriptions without alteration during validation:

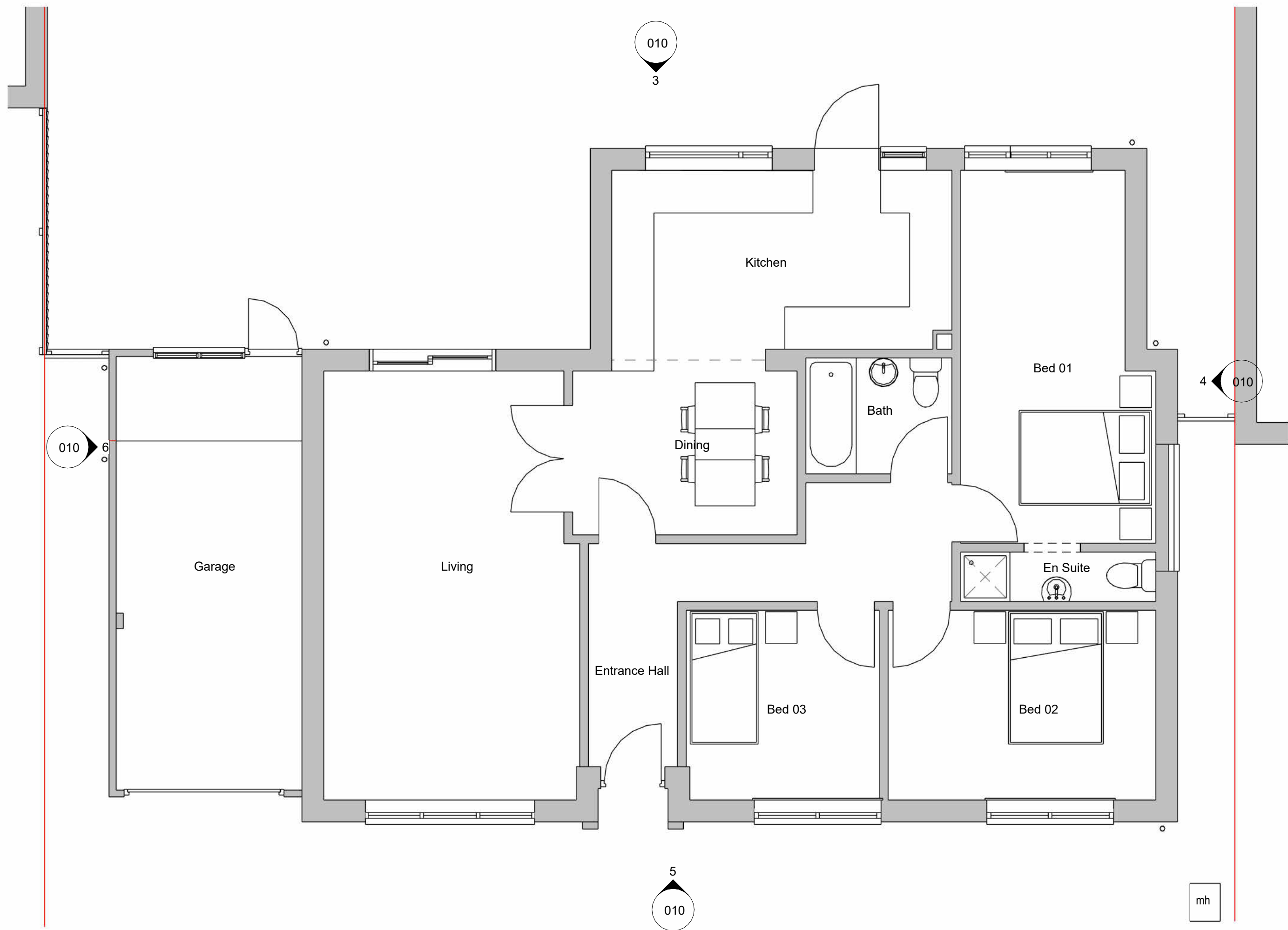
Householder Planning: *Erection of an annexe for ancillary use to the main dwellinghouse.*

Certificate of Lawfulness: *Use of the land to site a mobile home for ancillary use to the main dwellinghouse.*

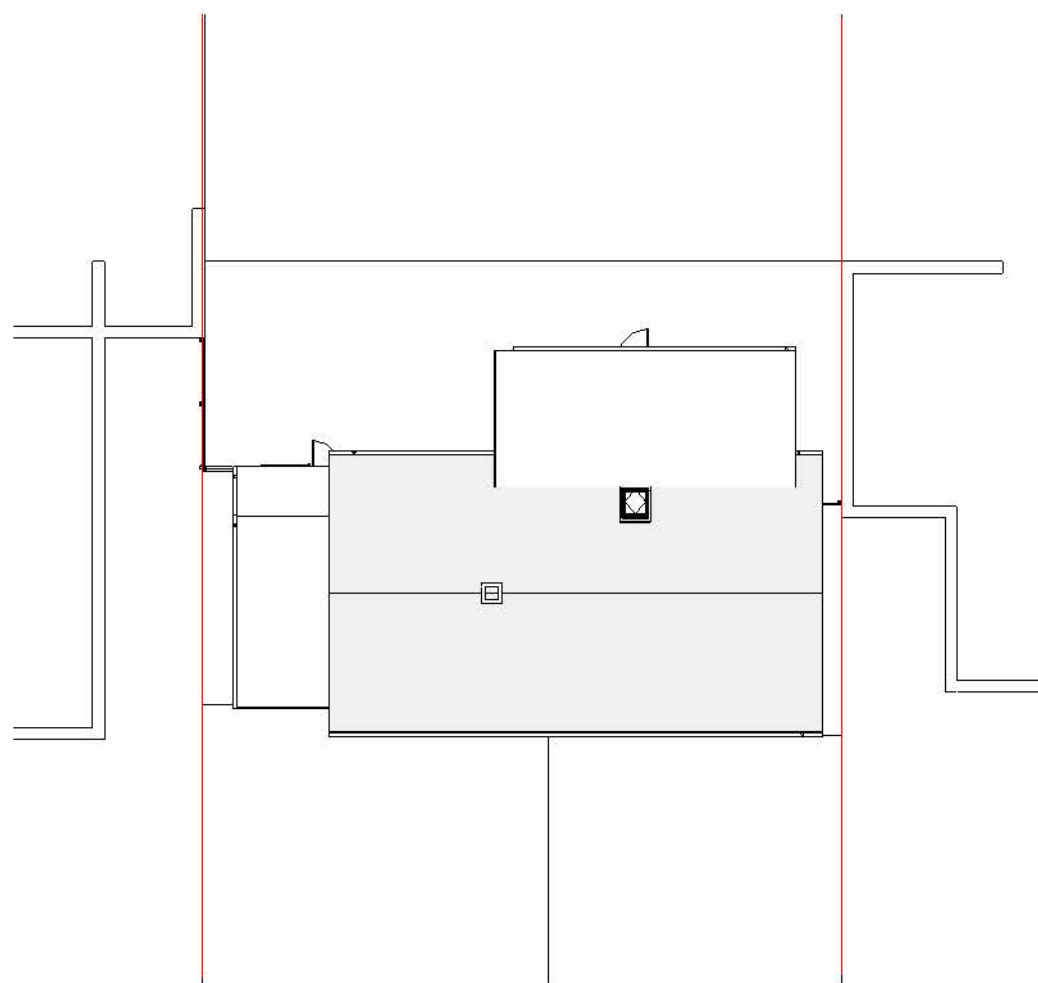
If you have any questions at all, then please don't hesitate to get in touch.

Kind regards,

NAPC Ltd



Existing Ground Floor Plan
1 : 50



Existing Roof Plan
1 : 200



Existing Rear Elevation
1 : 100



Existing Side Elevation 1
1 : 100



Existing Front Elevation
1 : 100



Existing Side Elevation 2
1 : 100

Revision Schedule			
Rev	Date	CHK	Revision Description
A00	2025.10.16	DLC	Initial Issue
A02	2025.10.27	DLC	Updated reday for planning submission

DO NOT SCALE FROM THIS DRAWING ALL DIMENSIONS TO BE CONFIRMED ON SITE BY THE CONTRACTOR PRIOR TO CONSTRUCTION

known

ARCHITECTURE.STUDIO

DRAWING

Existing 2D Information

CLIENT

Mr and Mrs Brown

JOB

Rear Extension to Existing Bungalow at 31 St Helena Way, Horsford, NR10 3EA

RIBA Stage 3

Issued for Information

JOB

25_091

PAPER

A1

SCALE

As indicated

Drawing Number

25_091- KA- 01- XX- DR- A- 010- A02

PROJECT REFERENCE

CLIENT REFERENCE

ARCH CODE

DATE

REVISION

SCALE

REVISION

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known:
ARCHITECTURE.STUDIO

CLIENT	Mr and Mrs Brown
JOB	Rear Extension to Existing Bungalow at 31 St Helena Way, Horsford, NR10 3EA

Drawing Number
25 091- KA- 01- XX- DR- A- 020- A01

PROPERTY REFERENCE	CONSULTANT/SPECIALIST	ASSET CODE	LEVEL	DOCUMENT TYPE	ROLE	NUMBER	REVISION
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DO NOT SCALE FROM THIS DRAWING ALL DIMENSIONS TO BE CONFIRMED ON SITE BY THE CONTRACTOR PRIOR TO CONSTRUCTION