

Please find attached the Fire Risk Assessment for the Village Hall for your records.

As part of this assessment, and in our capacity as building owners, we also asked our Fire Officer to review the Risk Assessment for the Social Club. There are several points on which we would appreciate further clarification:

### **Page 8 – Occupant Categories**

The assessment indicates “No” to the following categories of persons who may be present in the building:

- Disabled / mobility impaired
- Hearing or vision impaired
- Lone working
- Young persons

The VHMC understands that Derek undertakes cleaning duties at the Social Club and may often be working alone. In addition, given the nature and occupancy of the building, our Fire Officer has advised that there is likely a potential for individuals within all of the above categories to be present at the Social Club at any time. We kindly ask that the Social Club's risk assessment be reviewed in relation to this?

### **Maximum Number of Occupants**

The assessment refers to a maximum of four employees during either day or night. However, considering the nature of the premises, we would expect this to reflect the maximum number of persons permitted within the building overall, taking into account the available exits and standard means of escape. Again, please could we kindly ask that your Risk Assessment is updated to reflect this.

### **Section 1 – Sources of Ignition (Catering Facilities)**

The assessment mentions the use of deep fat fryers but does not provide detail regarding extraction systems, fire suppression measures, or other control provisions. The information provided is somewhat unclear. Could you please confirm whether there is a kitchen on site and provide further details of the controls in place within the fire risk assessment?

In addition, we have sought further advice regarding responsibilities associated with fire risk assessment actions. As the Social Club is the duty holder for its area and operates as a separate legal entity under fire legislation, it is responsible for maintaining fire extinguishers, carrying out emergency lighting checks, and completing all other relevant fire safety activities within its premises.

As previously discussed, due to the fire alarm panel being located within the Village Hall, fire alarm testing will continue to be undertaken by the VHMC. However, all other fire-related responsibilities should be carried out by the Social Club in its capacity as duty holder. Happy to discuss this last point further, however this may be more effective to discuss face to face during a monthly VHMC meeting, once you have had a chance to review with your committee members.

On another note, I have spoke to the Chris Brown's (Football and Parish) and we were wondering/hoping there could be some funds to carry out pitch repairs again similar to last year. It cost circa £6000 last year and would really benefit from us carrying out the works as soon as possible to take benefit of the April showers and permit great establishment of the grass prior to the football season. Would it be possible to present this to the committee for consideration at the next meeting. I can be available to phone when its being discussed to answer any questions should it be needed.

Sovereign Play quote

Thanks for your email and interest in our inspection service.

We offer an operational safety inspection and maintenance package, which is £399 plus Vat as a one-off onboarding fee to cover you for 5 years. With the package, you will receive 2 inspections per year, 10 in total. Once the inspector has been with you, we put together a full report (example attached) and note everything from low to high risk. We automatically quote for repair works for anything noted medium to high risk. This is just for your pricing guidance; it is not obligatory and depends on what your budget and priorities might be.

We do also offer a single site visit which is £199 plus VAT, for advice on site and quotation only (there is no report produced).

I have also attached the full brochure and order form for the full package and the single site visit.

Please do let me know if you have any questions, would like any further information or would like to arrange either service.

RoSPA

£83 plus VAT for five items, £4 for each additional piece of equipment.

I hope you're well.

Following our recent discussions, I'm pleased to provide a quotation for the pothole repairs at the village hall. This will cover approximately 8 potholes, including one larger area. As this is repeat work, I have ensured the quotation remains as competitive as possible. The total cost for completing all repairs is £875, inclusive of all labour, materials, and waste disposal.

Please let me know if you'd like to proceed, and we can arrange a suitable date for the work.

On behalf of the OUTPOST Horsford Youth Management Committee, I would like to thank Horsford Parish Council for the continued support that you have given to the youth club through your grant funding. Your support has enabled us to provide a safe and welcoming space for young people in the village. We have applied for some grants, but due to us not being a registered Charity we have been turned down.

I am pleased to report that the youth club is going well and continues to be well received by the young people who attend. Our partnership with the YMCA is working very well and they are delivering engaging sessions that support the young people's confidence, wellbeing and social development.

YMCA Costs will go up slightly and so have costs for the Hall hire, this is all within the budget.

I have attached the last 4 reports that YMCA Norfolk produce each month.

As agreed within our funding arrangements, we would like to request the next drawdown of funds in April please to enable us to continue delivering the provision.

If the Parish Council would like any further information about the youth club, attendance levels, or the activities being delivered, we would be very happy to provide this.

Once again, thank you to Horsford Parish Council for your ongoing support of youth provision in the village.

We currently have just over £1000 in the bank ( This is ear marked for an activity day and the next 2 months hall hire).



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

# TT Jones Electrical Ltd

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Horsford Parish Council  
Email [clerk@horsford-pc.gov.uk](mailto:clerk@horsford-pc.gov.uk)

17/03/2026

FAO Sarah Vergette Clerk and RFO

## STREET LIGHTING MAINTENANCE CONTRACT

Contract from 01/04/2026 to 31/03/2029 for a 3-year period.

Total annual cost of 123 no. assets

**£ 615.00 + VAT**

Paid in quarterly payment/s of

**£ 153.75 + VAT**

- 100% LED lanterns
- 100% to be cleaned and checked annually
- LED lanterns to be checked specifically to LED manufacturer's guarantee criteria

TT Jones Electrical Limited will attend to faults within 5 working days of initial report to the Company by the Council's authorized agent(s).

Quotation includes annual check of assets plus detailed written defect report.

Directors – P. T. Jones & R. L. Jones

Company registration no: 4843309 VAT No: 823 6431 41

Incorporated in England registration office- unit 3 c/o Adepta ltd. Kirby road, Kirby Bedon  
EST 1986



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info@ttjones-electrical.co.uk  
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## TT Jones Electrical Ltd

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### Not included:-

1. Shades/bowls/covers
2. Accident, vandalism, impact damage, water ingress or deterioration
3. Obsolescence
4. Upgrading
5. Age related deterioration
6. Columns (including doors)
7. Lanterns
8. Removal of old or damaged stock
9. Time switches
10. Foliage cut back
11. Painting
12. Pole/Wall Brackets
13. Refitting of column doors
14. All other items not listed specifically in the list of inclusions above

Following initial attendance to a fault report, should further works be required, TT Jones Electrical Limited will report via Email any faults or damage to the assets within 5 working days of their discovery and advise what repairs or replacements are necessary, together with an estimate of cost. TT Jones Electrical Limited shall complete any agreed work (where possible) within 28 working days from receipt of the Council's acceptance of the quotation.

TT Jones Electrical Limited shall maintain the lighting stock in accordance with the specification and Good Industry Practice. Where it is necessary to reinstate the highway as a consequence of the maintenance work, TT Jones Electrical Limited will do so in accordance with the provisions of the New Roads & Street Works Act 1991 & Traffic Maintenance Act (TMA) 2004 and all statutory instruments and codes of practice made thereunder.

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All goods and materials used by TT Jones Electrical Limited in carrying out works shall comply with any relevant British Standards Specification as far as possible.

Either party may terminate this agreement if the other party fails in any material respect to perform or comply with any of its obligations under this agreement and (if it is capable of remedy) such default is not remedied within 30 days of recurring, written notice of specifying the default and requiring it to be remedied.

### District Network Operator (UKPN) Reporting

TT Jones Electrical Limited will undertake all reporting of District Network Operator supply faults on behalf of the Council. Council will be informed if a report has been submitted to UKPN. An additional discretionary charge of £28.00 applies for this service to cover UKPN administrative requirements and ordinance survey mapping.

### Contact Details

Address: 33 The Street,  
Poringland,  
Norwich.  
NR14 7RA

Telephone: 01603 747270

Email: info@ttjones-electrical.co.uk our preferred fault reporting method.

Emergency: 07557911132 (24hours/7 days per week/365 days per year)

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Emergency call out provision 24hour 7 days per week. Call out during normal office hours (9.00am – 5.00pm) responding within 4 hours **£120.00 + VAT**

Emergency call out provision 24 hour 7 days per week. Call out outside of normal office hours responding within 4 hours **£240.00 + VAT**

Basic hourly rate (1 man plus hydraulic platform) **£55.00 + VAT ph.** This figure covers works undertaken outside of the scope of this contract.

Prices above increase each year on the anniversary of the contract in line with the RPI published for the proceeding March.

TT Jones Electrical Limited's interpretation of up to 5 working days to attend a reported fault is from the first working day immediately following receipt of the emailed report from the Client's authorized agent. 5 working days is defined as five full working days from first day.

Non-working days are determined to be weekends and Bank Holidays and any further days where weather anomalies prevent the safe operation of maintenance activities, ie. wind speeds exceeding 40mph for 4 or more hours within a working cycle.

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The report shall take the form of an email sent to TT Jones Electrical Limited's recognized email address (info@ttjones-electrical.co.uk) marked FAULTS and must be sent from the Client's authorized email account. The report should detail specifically the asset registration from the Client's asset listing and the asset address and, details of the asset fault condition.

TT Jones Electrical will notify Clerk via email to Council's authorized email account within 3 working days of completion of works detailing date of repair. If no repair possible, then an explanation as to repair costs and estimated delivery time of said repair.

***By agreement of both parties, there is the option to extend this contract under the above terms by a further 2 years. Failure to inform TT Jones Electrical Limited of the cessation of this contract, in writing, on or before 28/02/2029 will result in the automatic initiation of this contract extension.***

Payment will be on production of a quarterly invoice. Works undertaken that do not fall under the scope of the contract will be invoiced separately upon completion of works. Payment will be by cheque or BACS and will be made as directed on invoice.

For and on Behalf of:

TT Jones Electrical Ltd

Signed: Rebecca Jones

Dated: 17/03/2026

For and on Behalf of:

Horsford Parish Council

Signed:

Dated:

Directors – P. T. Jones & R. L. Jones

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## **NPPF Reforms 2026 – Implications for Neighbourhood Planning**

### Summary of NPPF reforms

1. On 16th December 2025, the Government commenced a consultation on a series of proposed reforms to its [National Planning Policy Framework](#), which was last updated in December 2024. The consultation closed on 10th March 2026. The Housing Minister stated in the Commons that these were the “[most significant](#)” since the NPPF was first published in 2012.
2. In brief, the following constitute some of the most significant changes<sup>1</sup> -
  - a. The NPPF has been re-organised into 133 policies across themed chapters.
  - b. Clear separation between decision-making and plan-making policies within each chapter.
  - c. Non-statutory national decision-making policies - PM6 says that plans should not replicate these unless directed by other policies in the framework.
  - d. Presumption in favour of Suitably Located Development – development outside settlement limits if meeting an evidenced, unmet need (provided well-related to settlement), comprises major storage and distribution development, or mixed-use devt. that is within reasonable walking distance to railway stations.
  - e. Urban and suburban densification – encourages redevelopment of corner and other low-density plots through upward extensions and infill devt. Sets minimum residential density standards for locations with high level of connectivity (e.g. train stations).
  - f. Medium Sites are defined as 10-49 homes on land of up to 2.5ha – intention to unlock smaller/medium sites and bolster role of SMEs.
  - g. Stronger focus on sustainable transport and moving away from transport planning that can create unattractive environments dominated by cars.
  - h. Stronger alignment with Local Nature Recovery Strategies. Also emphasises landscape character, GI and nature-based solutions to address flood risk, urban heat and biodiversity loss.
  - i. Diverse mix of homes – stronger support for rural social and affordable housing. New national baseline requiring 40% homes to meet accessible standards.

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<sup>1</sup> Source: [Lambert Smith Hampton – ‘NPPF Update: 10 Major Changes Every Planner Must Know’](#) (04/02/2026)



### Focused role of Neighbourhood Plans

3. Despite withdrawal of Government funding, the draft NPPF confirms that **Neighbourhood Plans will continue to form part of the Development Plan**.
4. This might be considered at odds with the shift towards more strategic planning that is generally embodied in the NPPF reforms, taken as a whole.
5. However, the new NPPF does encourage Neighbourhood Plans to become more focused, proportionate and delivery-oriented, rather than duplicating higher-level policies.
6. There is a strong message that Neighbourhood Plans **can, and should, allocate land and focus on genuinely local matters** such as design, infrastructure, regeneration and environmental improvements.

### Avoiding duplication and focusing on site-specific matters

7. The new NPPF is clearer than before that Neighbourhood Plans should avoid duplicating national/strategic plan policies. PM6: General principles for plan-making, states that plans should -

*‘Only include policies which extend beyond site or location-specific requirements where these are necessary and where plan makers consider there is a clear and justified reason for inclusion;’ and ‘Not duplicate, substantively restate or modify the content of national decision-making policies unless directed by other policies in this Framework’.*

8. PM5 of the draft NPPF states:

*‘Neighbourhood plans allow local communities to plan positively for their areas by identifying and addressing community priorities that can be met or supported through the planning system. They should do this by:*

*a. Allocating land to meet the development needs of their designated area, where it is appropriate to do so; and*

*b. Setting out policies which address particular local issues, these should relate to site-specific matters or, where appropriate, may cover wider issues such as the provision of infrastructure and community facilities, regeneration opportunities, design requirements (including design codes), local environmental improvements and the conservation of local heritage assets.*

*Neighbourhood plans should not promote less development than provided for in other parts of the development plan for the area.’*

### Protection for areas with Neighbourhood Plans

9. The protection set out by former paragraph 14 still applies, although the requirements have been made clearer - where a neighbourhood plan is **less than five years old** and includes **allocations that meet its housing requirement**, the NPPF will continue to provide **additional protection** against speculative development, even where the presumption of sustainable development applies (S6: Neighbourhood plans and the presumption).



## Implementation

10. Annex A of the draft NPPF includes details on implementation for the purposes of plan-making.
11. Paragraph 6 states – *‘Neighbourhood plans that have been submitted to the local planning authority under Regulation 15, on or before the date of publication, should be prepared in accordance with the Framework published in December 2024. Any neighbourhood plans that have not been submitted must comply with this Framework. For neighbourhood plans that have already been submitted, the qualifying body may choose to withdraw the plan and update it to take account of this Framework.’*
12. Although a date has not been set for when the Govt. expects to publish the new NPPF, it has stated that it expects it to be in place by mid-2026.
13. For Neighbourhood Plans currently being produced in Broadland and South Norfolk, and where they are expected to have been submitted by the time of the new NPPF publication, the Council would still advise that, where possible, the Neighbourhood Plan is prepared under the new version of the NPPF. This ensures they are not at risk of breaching this requirement and will ensure that they have longevity within the Development Plan.
14. Clearly, it is important to be aware that there may be some amendments to the draft version of the new NPPF, following the recent consultation, before the final document is published.

## Conclusion

15. In summary, the NPPF strengthens rather than undermines Neighbourhood Plans. It affirms their role as targeted, delivery-led documents with a specific purpose. Neighbourhood Plans are required to align with strategic policies, plan positively for housing, and avoid repeating existing policies by focusing more on location-specific issues rather than broad topics already covered at a strategic level.



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

Ms Sarah Vergette  
Horsford

Tel 01508533745  
planning@southnorfolkandbroadland.gov.uk

Our ref 2026/0371

18 March 2026

Dear Sir/Madam,

**Proposal: Flat to mono pitched roof to the rear and side. Canopy/porch to front. Bay windows to the front and first floor side (South) windows. Associated internal re-modelling. Location: 81 Angela Road Horsford Norfolk NR10 3HF Applicant: Darren Razzell Application Type: Householder**

The above proposal has now been amended copies of the amended plan(s)/additional information can be view online at <https://info.southnorfolkandbroadland.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TA5KLTOQFZZ00>  
The Council has received revised plans

If you have any further comments to make please let me know either by writing, emailing your views to [planning@southnorfolkandbroadland.gov.uk](mailto:planning@southnorfolkandbroadland.gov.uk) or comment online at [www.southnorfolkandbroadland.gov.uk](http://www.southnorfolkandbroadland.gov.uk) before 28 March 2026. It may not be possible to consider any comments received after this date.

If you wish to discuss this matter or request an extension of time to enable your Council to comment on the proposal as amended please contact me.

You should note that any letter will normally become open to public inspection and may be copied by the applicant and members of the public.

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. If the consultation period has not expired when the committee consider the proposal, any decision will be subject to there being no new comments received in conflict with the planning committee's views.

Yours sincerely

**Isabella Nudd**  
**Graduate Planning Officer**



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