



NOTICE OF MEETING AND SUMMONS TO ATTEND

**The Sprowston Town Council meeting to be held Wednesday 28 June 2023 at 7.30pm
in the Council Chamber, Recreation Ground Road, Sprowston NR7 8EW**

AGENDA

Item No.

1. To receive declarations of interest.
2. To receive apologies for absence.
3. To adjourn the meeting to allow members of the public and Councillors with prejudicial interests to speak.
4. To confirm the minutes of the Council meeting held 31 May 2023. Pages 1 - 9
5. To agree action/response arising from the minutes.
6. The Viking Centre Presentation - Jason Menezes Bidwells. Pages 10 - 21
7. Correspondence
 - (1) Consultation on School organization; Falcon Junior School and Sprowston Junior School. Pages 22 - 32
8. To receive any written/verbal reports from Sprowston County and District Councillors.
9. Adjourn the meeting for a short break.
10. To consider proposal to change to monthly Council meetings. Pages 33 - 36
11. To receive any written/verbal reports from the Council's Committees and Working Groups.
12. To receive any written and verbal reports from Councillors representing the Council on or at outside organisations.
13. To consider planning applications to 28 June 2023. Page 37
14. To receive planning decisions week ending:
 - (1) 26 May 2023 Page 38
 - (2) 02 June 2023 Page 39
 - (3) 09 June 2023 Page 40
 - (4) 16 June 2023 Page 41
15. To receive the schedule of direct debits to 28 June 2023. Page 42
16. To confirm the payment of accounts to 28 June 2023.
 - (1) Invoices to Pay. Pages 43 - 45
 - (2) Invoices Payments Made. Page 46
17. To receive the schedule of credit card payments. Pages 47
18. The Chair will move that the press and public be excluded from the meeting for the remaining business because otherwise information prejudicial to the public interests which is exempt by virtue of the Public Bodies (Admission to Meetings Act) 1960 Section 1 (2) would be disclosed to them.

19. Planning Enforcements

- (i) Closed
- (ii) Outstanding

Page 48
Pages 49 - 51



Guy Ranaweera
Town Clerk

22 June 2023

Council Office. Sprowston Recreation Ground . Recreation Ground Road Sprowston .
Norwich.NR7 8EW

Tel: 01603 408063 Email: townclerk@sprowston-tc.gov.uk

Footnote:

¹ Councillors have a statutory legal duty under the Local Government Act 2000, to declare any personal or prejudicial interest they have in items contained in the above agenda. Failure to do so may result in the individual Councillor being reported to the Standards Board for England.

Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

Planning Applications listed above are those in the office at the time of publication of the Agenda. The Council may consider others received up to the date of the meeting if appropriate. Plans may be viewed in the Council office during office hours, and are available from 7 pm on the date of the meeting. Alternatively, to view on line please go to www.broadland.gov.uk and follow the links through to planning.

It should be noted that Councillors B Baby and K Vincent will or could be making comments on the planning applications at this meeting as a non-statutory consultee on behalf of the Town Council. However, as all three Councillors are on the Planning Committee of Broadland District Council, they would like it made clear that their views could change at those meetings when more information could lead them to a differing view than that expressed at this meeting. To this end they will be abstaining from voting on planning matters.

This Meeting is open to the Public and the Press. Copies of this Agenda and Draft Minutes referred to above are available from the Council Office. Signed copies of the Minutes may also be downloaded from the Council's website www.sprowston-tc.gov.uk (go to Agenda and Minutes page). They are available (unless marked confidential) for public inspection at the Council Offices during public opening hours.

In the interests of openness and transparency, Councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council. The Council request that anyone wishing to record the meeting lets the Council know beforehand so appropriate arrangements can be made to facilitate the recording.



**Minutes of the Sprowston Town Council meeting held Wednesday 31 May 2023
at the Council Chamber, Recreation Ground Road, Sprowston.**

Councillors (Cllrs.) Present: W F Couzens (Chair),
J Leggett (Vice-Chair)

B Baby	-	A L Parker
M A Booth	-	E H Tovell
S D Booth	-	R H Tovell
M G Callam	-	H W Tarlton
D Coleman	-	J Vasco
J H Mallen	-	K Vincent

Officers: G Ranaweera (Town Clerk and Responsible Financial Officer)

Members of the Public: Three members of the public were present

23/162. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

Councillor	Minute No. and Heading	Nature of Interest
Cllr. B Baby	23/178 - Planning Applications	Member of Broadland District Council's Planning Committee
Cllr. M G Callam	Minute 23/170 - To Appoint a Representative to Sprowston Youth Engagement Project	Trustee of Sprowston Youth Engagement Project
Cllr. J Leggett	Minute 23/170 - To Appoint a Representative to Sprowston Youth Engagement Project	Trustee of Sprowston Youth Engagement Project
Cllr. K Vincent	23/178 - Planning Applications	Member of Broadland District Council's Planning Committee

23/163. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Cllr. A R Tipple.

23/164. RESIDENTS' QUESTIONS

On the motion of Cllr. W F Couzens, seconded by Cllr. M G Callam it was **RESOLVED**, that the meeting be adjourned to receive residents' and councillors' questions on

23/164. RESIDENTS' QUESTIONS (CONTINUED)

matters concerning the town. Residents and councillors were reminded that their questions should be addressed to the Chairman who would, assisted by the Town Clerk, reply.

Mr G Bailey of School Lane objected to the Norfolk Trucks planning application 2023/1204 on the following grounds: Since the screen of trees had been removed from the School Lane boundary of Norfolk Truck's site, his home had been suffering light pollution from about 30 lights. He had already had to purchase blackout blinds. The proposed illuminated signs, being 6.5 metres in height would make the light pollution worse by virtue of being tall enough to shine into his first-floor bedroom. Furthermore, there is no passing potential trade to warrant such a sign.

Mr I Limeburner of School Lane described how since he had moved in to his home 18 months ago, he had had to put up with noise and light disturbance from the Norfolk Trucks site from 6.00am to midnight. In addition, HGVs associated with the business were frequently parking or waiting in a dangerous and obstructive fashion on School Lane, outside the site. He objected to the Norfolk Trucks planning application 2023/1204 on the following grounds: The totem sign is unnecessary and disrespectful to residents as it is in not in keeping with the residential area.

Mr K Lashley of Neville Road noted that the Town Council had for many years received numerous complaints about the businesses on the Lushers site and Norfolk Trucks etc. and that the Sprowston Neighbourhood plan allocated that area for residential. He asked the Town Council to try to bring this to fruition by gathering all parties around the table to see if agreement could be reached to develop the whole site.

At this point in the meeting the Chairman brought forward consideration of Norfolk Truck's planning application 2023/1204 from agenda item 17 (To consider planning applications to 31 May 2023).

The Chairman asked Councillors for their comments on application 2023/1204.

Councillors made the following observations:

Cllr. M G Callam felt the application was the definition of unneighbourly development. It was out of character with the area and there was no need for it in a residential area as there was no passing trade.

Cllr. M A Booth advised that Broadland District Council's Councillor Natasha Harpley had 'called in' this application.

Cllr. D Coleman, having visited the site, observed the existing signs could already be clearly seen from the road, hence there was no need for additional signage.

Cllr H W Tarlton noted the proposed signage was not for Norfolk Trucks itself but for a supplier/brand with which Norfolk Trucks presumably has a business relationship.

Cllr. M G Callam proposed, seconded by Cllr. D Coleman that Council opposes the granting of planning application 2023/1204 on the following grounds:

1. Un-neighbourly form of development.

23/164. RESIDENTS' QUESTIONS (CONTINUED)

2. A 6.5m totem sign (whether illuminated or not) is not in keeping with the residential character of the area.

3. The development contradicts Sprowston Neighbourhood Plan Policy 18 ("An area of approximately 2.4 hectares at School Lane is identified for redevelopment for residential, community and other uses appropriate to the area"); and is in opposition to the aim of Policy 20 ("Traffic management measures at School Lane to improve the environment for pedestrians and cyclists. Planting should be used as part of this approach, to enhance the aesthetic look of the area").

4. The signage is not for Norfolk Trucks itself. The signs advertise another company with which Norfolk Trucks has a business relationship. Town Council views the signage as unnecessary and the illumination times as unreasonable within a residential area as there is no 'passing trade' to which to advertise.

5. Town Council is concerned that light pollution from the illuminated signage will blight the residential properties opposite the installation site, preventing the quiet and peaceful enjoyment of those residents' homes. Some residential properties (opposite the site) are built on a ground level lower than the Norfolk Trucks site. Since the tall 'barrier' hedges have been removed from the School Lane boundary of the Norfolk Trucks site, there will be nothing to prevent the illuminated signs shining light into the upper storeys (usually bedrooms) of these 'lower' properties

On being put to the vote the motion was CARRIED.

23/165. MINUTES

The Minutes of the Council's Annual meeting held on 17 May 2023, having previously been circulated to all Councillors were subject to the following amendments

Insert Cllr. K Vincent as present.

confirmed and signed by the Chair of the Council.

It was agreed that future Agendas include the start time of meetings.

23/166. ACTION FROM MINUTES

The Town Clerk confirmed that all Councillors had signed their Declaration of Acceptance of Office forms prior to commencement of the meeting on 17 May 2023.

Training for new Councillors was being arranged through the Norfolk Association of Local Councils.

23/167. CORRESPONDENCE

(1) Consultation on Green spaces in Greater Norwich

After discussion on the matter, the Chair invited Councillors to respond to the consultation on an individual basis.

23/168. WHITE HOUSE FARM ESTATE UPDATE (PERSIMMON HOMES)

The Chair advised that no representative from Persimmon Homes had been available to attend tonight's Council meeting.

The Chair read out an email from Persimmon Homes stating the time table for preparation and opening of the public open spaces on the White House Farm (WHF) estate.

L5/L15 - Footpath works underway, play equipment works and landscape contractor due on-site next week. Completion due end of June

L6/L7 - These areas are due to be planning approved shortly, at which point the works will be scheduled to closely follow after the L5/L15 areas. Aiming for delivery late summer

L18 - We have quotations to clear this area and segregate the skate park area, ready to hand over to the Town Council. Aiming for Late Summer

L17 - This area has been cleared and topsoiled recently, landscape contractor due to seed and plant this month (May)

The Chair and several Cllrs. had recently visited the sites and observed that it was unlikely the grassed areas would be ready in time for the school summer holidays.

A site visit and tour of the WHF open spaces, with Persimmon Homes, had been arranged for Cllrs. on 14 July. Time to be confirmed. Cllrs. are requested to notify the Clerk of their availability to attend.

23/169. CONSULTATION ON PROPOSED AMENDMENTS TO WOODLAND PLAY AREA ON BARRAT DAVID WILSON HOMES DEVELOPMENT - SALHOUSE ROAD, SPROWSTON

After lengthy discussion on the matter, Cllr. J Vasco proposed, seconded by Cllr. H W Tarlton that Council responds as follows:

1. Council has no objection to relocation of the play area as long as BDW Homes is able to guarantee that no public amenity space is lost as a result of the move (i.e.: the new play area is at least as big as the old play area).
2. On face value, there seems to be less play equipment proposed at the new play site than was designated for the old site. Can BDW Homes guarantee that the new play site will contain the same amount of play equipment as was proposed for the old site? Similarly, the proposed play equipment looks less 'challenging' than the original equipment. Is this correct, and if so, what is the reasoning behind the change, please?
3. Due to the new site's proximity to a road, Council requests the entire play area be completely enclosed within safety fencing (if not already planned to be so).
4. It is Council's practice to stipulate at least one item of fully wheelchair-accessible play equipment (such as an inclusive roundabout or similar equipment) in all of its new play areas. Please could at least one wheel-chair accessible item (or more) be included here?

23/169. CONSULTATION ON PROPOSED AMENDMENTS TO WOODLAND PLAY AREA ON BARRAT DAVID WILSON HOMES DEVELOPMENT - SALHOUSE ROAD, SPROWSTON (CONTINUED)

5. Whilst significantly less secluded than the previous location, the proposed new site is very close to the treeline of the nearby woods. Can BDW Homes give assurances that child safeguarding has been taken into consideration and that the new site has adequate visibility from the road and nearby homes?
6. Regarding the potential dangers in the woodland walk (overhanging trees, trip hazards) necessitating the relocation of the play area; what measures will be taken to reduce or eliminate these dangers for other users of the walk?

On being put to the vote, the proposal was **CARRIED**.

23/170. TO APPOINT A REPRESENTATIVE TO SPROWSTON YOUTH ENGAGEMENT PROJECT (SYEP)

Cllr. M A Booth proposed, seconded by Cllr. J Vasco the appointment of Cllr. K Vincent as Sprowston Town Council's representative to SYEP.

On being put to the vote, the proposal was **CARRIED**.

23/171. SPROWSTON DIAMOND FIELD

(1) Rewilding area at rear of field, behind car park

Cllr. D Coleman proposed, seconded by Cllr. J Vasco the rewilding of an area at the rear of the Diamond field, behind the overflow car park.

On being put to the vote, the motion was **CARRIED**.

(2) A community event to weed and re-mulch the first hedgerow

Cllr. D Coleman proposed, seconded by Cllr. B Baby a community event to weed and re-mulch the first hedgerow.

On being put to the vote, the motion was **CARRIED**.

23/172. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Cllr. J M Ward (Norfolk County Councillor for Sprowston Central and North East).

Cllr. J M Ward also verbally reported:

This afternoon I attended the Transport for Norwich Advisory Committee, of which I am Vice-Chairman. There were two important agenda items, the Heartsease Roundabout and new bus/cycle road from Industrial Estate to the Airport. The meeting lasted eight minutes.

Cllr. Ian Stutley raised a point of order saying that for the meeting to go ahead, the Cabinet Member Cllr. Graham Plant must be present. (He was absent due to a family funeral). The meeting was to be chaired by the Deputy Cabinet Member Cllr. Lana Hemsall. The Monitoring Officer was happy for the meeting to go ahead on this basis but Cllr. Stutley along with Cllrs. Harpley, Sands and Birmingham walked out. The meeting was no longer quorate so closed.

23/172. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)

Cllr. M A Booth (Broadland District Councillor for Sprowston East) reported that following the May elections, Broadland District Council (BDC) was now under no overall control. However, the Labour, Liberal Democrat and Green parties were working together to run the Council.

Cllr. Booth had been appointed as portfolio holder for economic development. He advised that the food innovation centre was up for an award. Cllr. Booth also confirmed BDC had now completed its move to its new offices at the Horizon Centre, Broadland Business Park.

23/173. MEETING ADJOURNMENT

On the motion of Cllr. W F Couzens, seconded by Cllr. M G Callam it was **RESOLVED** to adjourn the meeting for a short break.
The meeting was reconvened.

23/174. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Requests for New Dog Waste Bins

Cllr. J Vasco remarked he had no problem with Sprowston Town Council providing dog waste bins.

Cllr. J Leggett noted that dog waste bins should not reach more than 90% full. Any that do should be reported to Broadland District Council (BDC).

Cllr. W F Couzens felt a dog waste bin at a bus stop would not be pleasant for people waiting at the stop. Catton Vets should provide a dog waste bin on their premises at their own cost.

Cllr. W F Couzens proposed, seconded by Cllr. M G Callam Council to:

1. Write to Catton Vets to request they provide a dog waste bin on their premises; to help alleviate dog waste being disposed of in the litter bin at the bus stop;
2. Ask BDC to empty Cannerby Lane dog waste bins;
3. Obtain costs for new dog waste bin;
4. Monitor proposals 1 to 3;
5. Install 'No dog fouling' signs at the entrance to the ally way between Wroxham Road and Coughtrey Close.
6. Include an article in the next edition of Sprowston Matters advising dog walkers that they can take their dog waste home and dispose of it in their general waste (green) bin.

On being put to the vote, the motion was CARRIED.

1.2 Dog Nuisance on Open Spaces

Council noted additional signage had been installed at:

- (1) Sparhawk Park following reports of people walking their dogs in this no-dog park.

23/174. REPORT OF THE TOWN CLERK (CONTINUED)

- (2) On gates of the fenced off basketball court and bike track at Sprowston Recreation Ground following reports of people exercising their dogs in this no-dog area.

1.3 Repairs to Flint and Lime Wall at St Mary and St Margaret's Church

Council discussed the merits of the available options. Council decided it wished to retain the wall and the trees.

Cllr. M A Booth proposed, seconded by Cllr. R H Tovell acceptance of options E and F

On being put to the vote, the motion was CARRIED.

STREET LIGHTING

3.1 Barkers Lane

Council noted three of the four non-functioning street lights on Barkers Lane were now working. The fourth light had been removed and replaced with a completely new column awaiting connection by UK Power Networks.

ATTACHMENTS

4.1 Quotation for Repairs to Flint and Lime Wall at St. Mary and St. Margarets Church

ENCLOSURES

5.1 Surveyor's Condition Report - St. Mary and St. Margarets Church Yard Walls.

23/175. TO AGREE TERMS OF REFERENCE FOR THE RECREATIONAL FACILITIES WORKING GROUP (RFGW)

The Chair of the working group, Cllr. J Leggett, explained it was practice to review Terms of Reference.

Cllr. E H Tovell proposed, seconded by Cllr. K Vincent acceptance of the Terms of Reference for the RFGW.

On being put to the vote, the motion was CARRIED.

23/176. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

Cllr. H W Tarlton reported that he and Cllrs. B Baby and W F Couzens had met and reviewed the contents of the Heritage Group's storage boxes. Many documents are low resolution photocopies. The contents of Heritage's old PC needs to be ascertained. Cllr. B Baby has suggested an exhibition of items in future. It remains to be decided how to digitize paper materials - find a suitable volunteer interested in history?

Cllr. J Leggett reported the Recreational Facilities Working Group (RFGW) meeting on 23 May 2023 discussed: A possible expansion of the verge rewilding project; Confirmed

23/176. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS (CONTINUED)

that updated plans for the Viking Centre would be required for the Full Council meeting on 28 June 2023; Volunteers would be needed for the Summer Fete and that Cllrs. W F Couzens, B Baby, S Booth, M Booth and M Callam (morning) had kindly put themselves forwards. Any further volunteers should please make themselves known to the Town Clerk. The group was also considering looking for external funding to purchase trees to be planted in commemoration of the fallen of both World Wars, but this would require agreement from full Council to proceed.

Cllr. W F Couzens proposed, seconded by Cllr. J Leggett that the RFWG search for external funding to purchase trees to be planted in commemoration of the fallen of both World Wars.

On being put to the vote, the motion was **CARRIED**.

23/177. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

No verbal or written reports were received.

23/178. PLANNING

The Town Clerk reported that observations had been requested by the District Council's Head of Planning on applications received since the last meeting.

Having considered each application and the accompanying plans the Council

RESOLVED

(a) to raise no objection to the following applications:

20230110 - two-storey rear extension at 150, Wroxham Road, Sprowston

20230162 - rear extension and removal of roof, reconfigure and rebuild with loft extension at 67, Russell Avenue, Sprowston

20230244 - extension to ground floor and first floor at 2B, Edwards Road, Sprowston

20231333 - single storey extension and alterations at 117, Salhouse Road, Sprowston

20231349 - proposed single store rear extension at 11A, Blithewood Gardens, Sprowston

23/179. PLANNING DECISIONS

Council noted Broadland District Council's planning decisions for weeks ending 12 May 2023 and 19 May 2023.

23/179. PLANNING DECISIONS (CONTINUED)

Councillors expressed their disappointment at the approval of 2022/0957 1B, Cannerby Lane, to which Town Council had strongly objected.

23/180. SCHEDULE OF DIRECT DEBIT PAYMENTS

The schedule of direct debit payments to 31 May 2023 totalling £2,055.76 was approved and noted.

23/181. PAYMENT OF ACCOUNTS - INVOICES TO PAY 31 MAY 2023

The Town Clerk and Responsible Financial Officer presented the schedule of invoices to 31 May 2023 totalling £16,660.75.

On the motion of Cllr. M G Callam, seconded by Cllr. M A Booth it was **RESOLVED** that payment of the schedule of invoices to 31 May 2023 totalling £16,660.75 be approved and the schedule authorising payment signed by Cllr. W F Couzens and Cllr. J Leggett.

23/182. PAYMENT OF ACCOUNTS - INVOICES PAID 31 MAY 2023

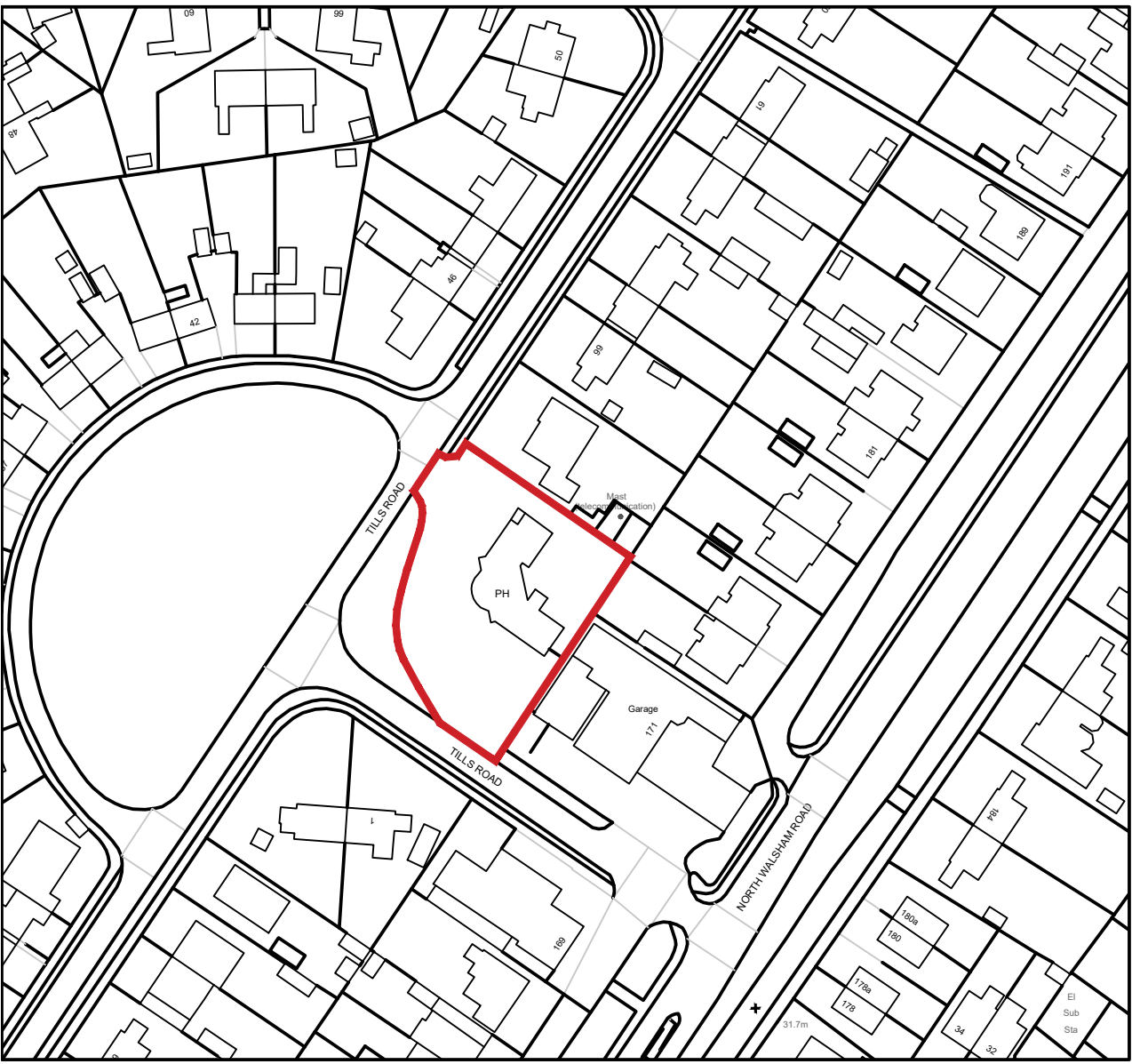
The Town Clerk and Responsible Financial Officer presented the schedule of invoices paid to 31 May 2023 totalling £20.00.

On the motion of Cllr. J Vasco, seconded by Cllr. B Baby it was **RESOLVED** that payment of the schedule of invoices paid to 31 May 2023 totalling £20.00 be approved and the schedule authorising payment signed by Cllr. W F Couzens and Cllr J Leggett.

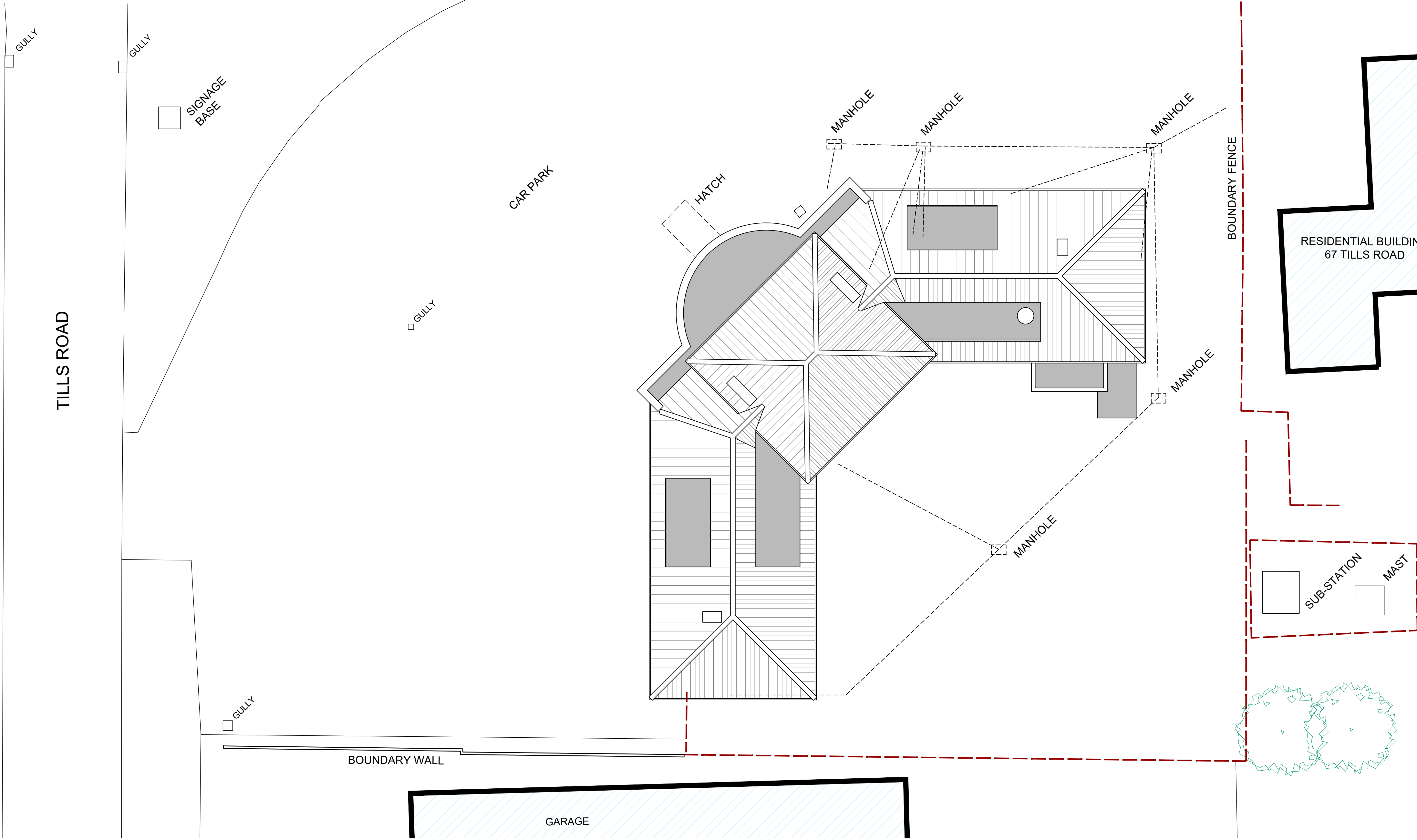
There being no other necessary business the Chair of the Council thanked Councillors for their participation and declared the meeting closed at 9.35pm.

28 June 2023

Chair



Site Location Plan
Scale - 1:1250



Existing Site Plan
Scale - 1:100

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rev:	date:	description:	by:



Paul Robinson
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ARCHITECTURE + SURVEYING

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tel: 01603 397057
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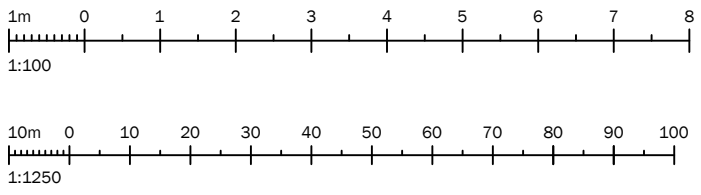
client:
**Bidwells LLP on behalf of
Sprowston Town Council**

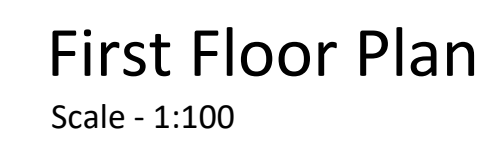
location:
**Former Viking Pub, Tills Road,
Norwich, NR6 7QZ**

title:
Existing Site Layout Plan

scale @ A1: 1:100, 1:1250	drawn by: MR	revision:
date: April '23	approved: SDL	
project no: 8341	dwg no: B01	

BUILDING REGS





date:	description:	by:
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-mail: design@prparchitecture.com
: www.paulrobinsonpartnership.co.uk

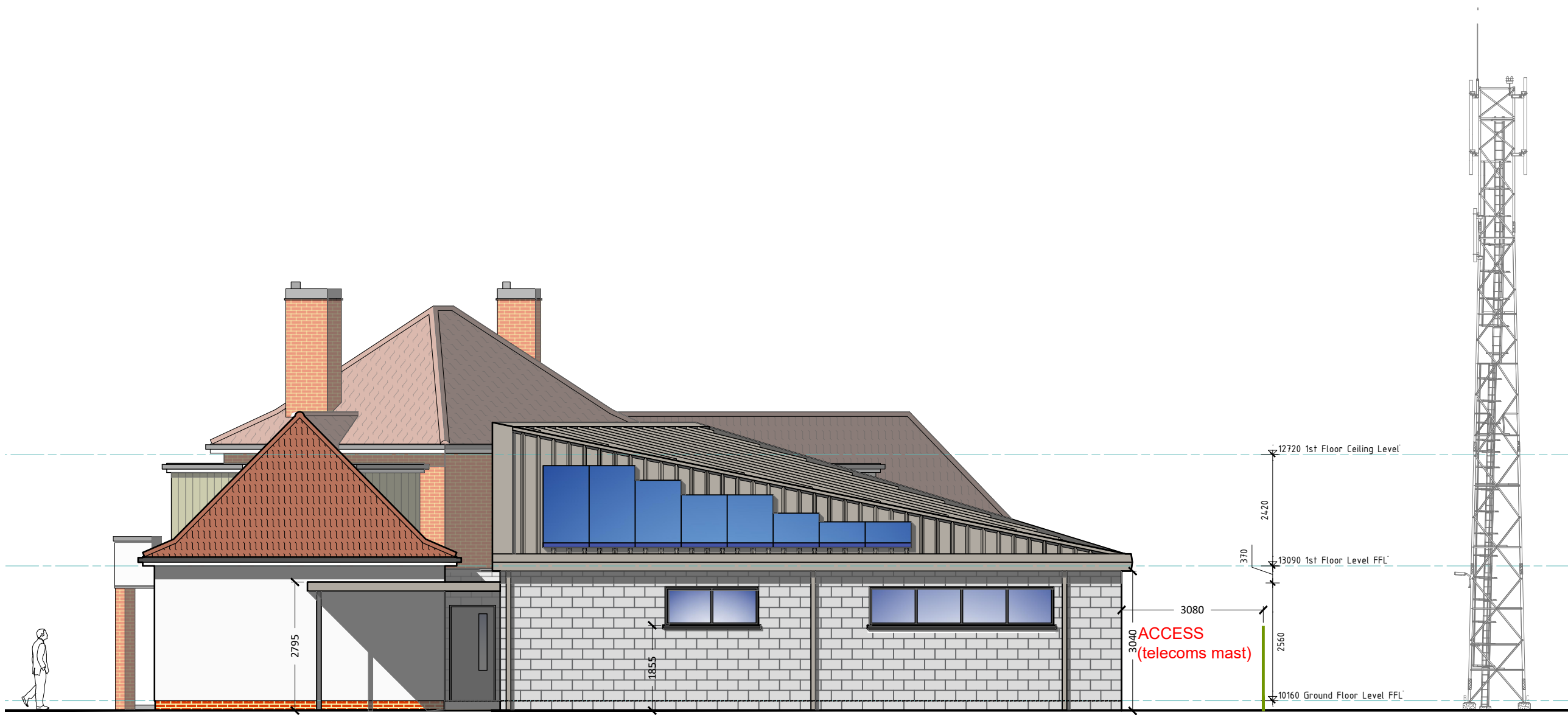
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Existing Building Plan

date:
April '23

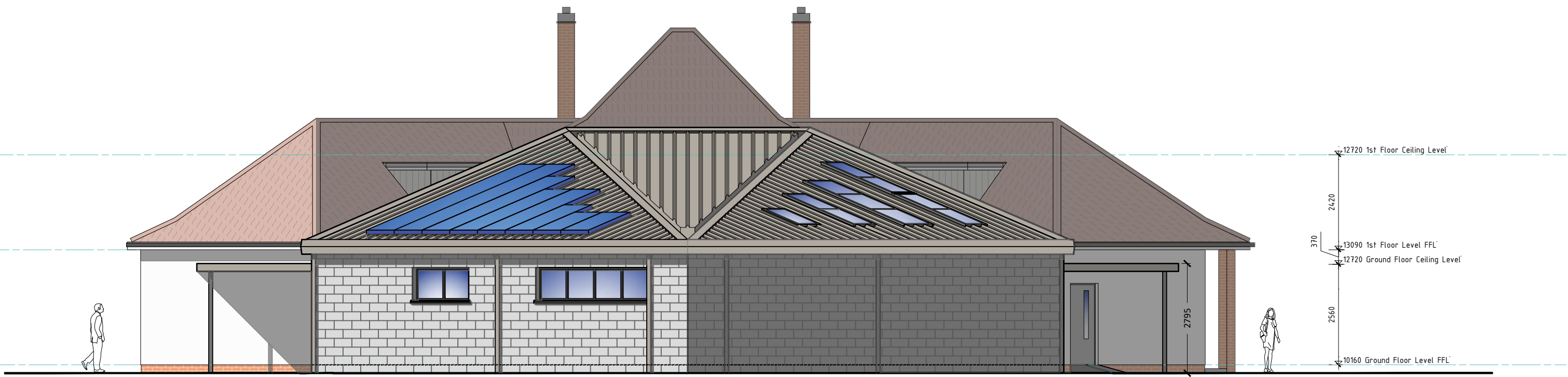
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8341

Approved:
IDL
wg no:
302

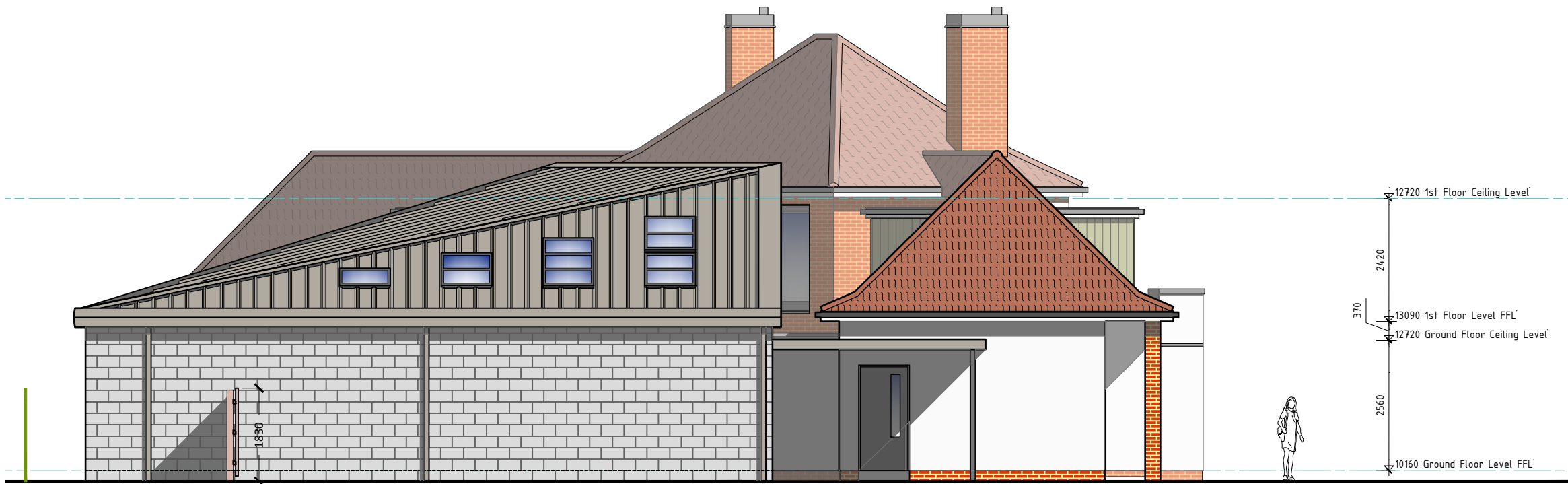
Conclusion:



North-East Elevation
Scale - 1:100



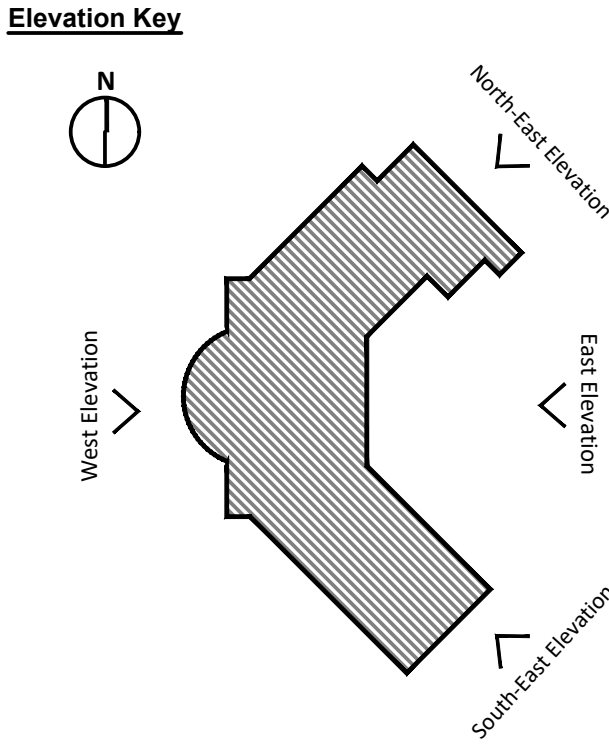
East Elevation
Scale - 1:100



South-East Elevation
Scale - 1:100



West Elevation
Scale - 1:100



External Finishes

Existing Building
Roof
As existing, minor repair and replacement work to match existing.

External Walls
K Rend - pure white render

Dormer Roof
Single ply - light grey
See drawing 8341/B11 for specification

Dormer Cheeks
Vertical timber cladding
See drawing 8341/B11 for specification

Fenestration
UPVC dark grey

Doors
Solid: metal powder coated - dark grey
Glazed: aluminum framed powder coated - dark grey
See drawing 8341/B18 for specification

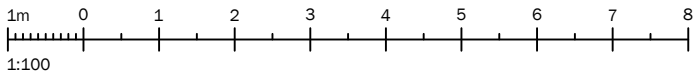
Windows
Aluminum framed powder coated - dark grey
See drawing 8341/B20 for specification

New-Build Extension
Pitched Roof
Trapezoidal, metal cladding - goosewing grey
See drawing 8341/B5 for specification and 8341/B21 for roof build up

Walls
Facing concrete blockwork
See drawing 8341/B10 for specification and 8341/B21 for build up

Fenestration
Concealed guttering - matching cladding finish
Aluminium downpipe - matching cladding finish
See drawing 8341/B21 for build up

Roof Lights
Modular venting rooflight - dark grey
See drawing 8341/B05 for specification



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A	12.05.23	Rooflights changed as per client request	MR
rev:	date:	description:	by:



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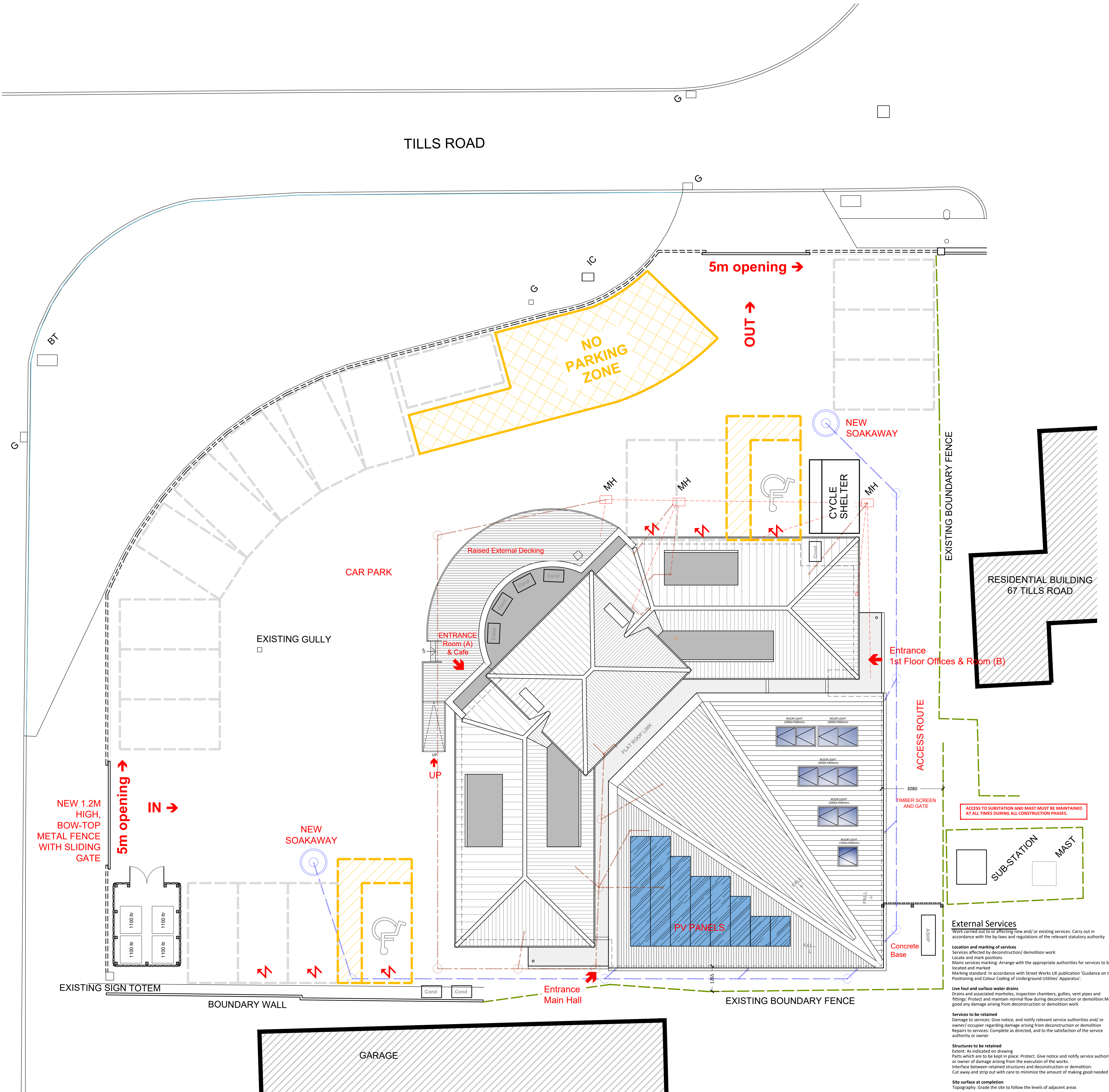
BUILDING REGS

client:
**Bidwells LLP on behalf of
Sprowston Town Council**
location:
**Former Viking Pub, Tills Road,
Norwich, NR6 7QZ**
title:
Proposed Elevations

scale @ A1:
1:100
date:
May '23
project no:
8341

drawn by:
SDL
approved:
SDL
dwg no:
B08

revision:
A



Proposed Site Plan
Scale - 1:100

Existing Building Roof

- Tiled Roof**
Remove all damaged roof tiled, substructure, associated flashing details and ridge tiles to be replaced if required. replace with matching.
 - Flat Roof and Dormers (incl. cheeks)**
Sika - Sarnafil, Single ply PVC membrane in Lead Grey (Sika colour no. 9500)
Dormer Cheeks to be clad in Sika Select, Siberian Larch vertical timber cladding.
See drawing B341/B21 for more details of flat roof
See drawing B341/B21 for more details of dormer cheeks
 - Guttering, Downpipes and Hoppers.**
All existing guttering, downpipes and hoppers replaced with new PVC fixtures and fitting in anthracite grey.
 - Fascia and Soffit boards**
Replace all fascia and soffit boards, with new timber painted in white finish.
- Structural engineer to assess existing roof structure prior to installation of proposed roof buildups.

Proposed Extension Roof

- Flat Roof**
Sika - Sarnafil, Single ply PVC membrane in Lead Grey (Sika colour no. 9500)
See drawing B341/B21 for more details
- Pitched Roof**
Kingspan K5100RW Trapezoidal Roof Panels - 155mm
Concealed guttering - Kingspan Industrial Highline Gutters or similar. Downpipes in matching finish.
Kingspan Day-Lite Trapezoidal Rooflights
See drawing B341/B21 for more details

Roofing General

Fittings and accessories: As recommended by tile manufacturer. Do not improvise.
Exposed fittings and accessories: To match tile colour and finish.
Cut tiles: Cut only where necessary, to give straight, clean edges.
Flashing: Fix with or immediately after tiling. Form neatly.

Removing existing tiling
General: Carefully remove tiles, battens, underlay, etc. with minimum disturbance of adjacent retained tiling.
Undamaged tiles: Set aside for reuse.

Basic workmanship
General: Fix tiling and accessories to make the whole sound and weathertight at earliest opportunity.
Setting out: To true lines and regular appearance, with neat fill at edges, junctions and features.
Fittings for accessories: As recommended by tile manufacturer.
Gutters and pipes: Keep free of debris. Clean out at completion.

Local and general fixing areas
Local areas: Bands of tiling around edges or obstructions of each plane of the roof. Calculate extent of each band in accordance with BS 5534.
General areas: Remaining areas of roof tiling.

Tile Fixing

Setting out: Lay each course with tails aligned.
Ends of courses: Use special tiles to maintain bond and to ensure that cut tiles are as large as possible.
Fixing: Mechanically fix all tiles.
Nail-fixed tiles: Use nails recommended by tile manufacturer. Fix through every hole.
Clip-fixed tiles: Use clips recommended by tile manufacturer.

Battens/ counter battens (if required)
Timber: Sawn softwood.
Species: In accordance with BS 5534
Permissible characteristics and defects: Not to exceed limits in BS 5534
Grading: Contractor's choice
Moisture content at time of fixing and covering (maximum): 22%
Preservative treatment: Wood Protection Association Commodity Specification C8.
Type: Contractor's choice
Fixing: Into rafters at not more than 300 mm centres.

Batten fixing
Setting out: Align parallel to ridge in straight horizontal lines to gauge of the tile. Align on adjacent areas.
Batten length (minimum): Sufficient to span over three supports.
Joints in length: Square cut. Butt centrally on supports. Joints must not occur more than once in any group of four battens on one support.
Additional battens: Provide where unsupported laps in underlay occur between battens.
Fixing: Each batten to each support. Splay fix at joints in length.

Mortar bedding/ pointing

Mortar: 1:3 cement:sand, with plasticising admixtures permitted.
Bond strength providing resistance to uplift: In accordance with BS 5534.
Weather: Do not use in wet or frosty conditions or when imminent.
Preparation of tiles and accessories to be bedded: Wet and drain surface water before fixing.
Appearance: Finish neatly as work proceeds and remove residue.

Fire-separating walls

Separating walls: Completely fill space between top of wall and underside of tiles with mineral wool quilt to provide fire-stopping.
Boxed eaves: Boxed eaves: Completely seal air paths in plane of separating wall with wire-reinforced mineral wool, not less than 50 mm thick, and fire-resisting board carefully cut to shape, fixed and sealed to rafters to provide fire-stopping.

Roof Lights

VELUX Commercial
Woodside Way, Glenrothes, Fife, KY7 4ND
+44 (0) 1592 778916, sales@veluxcommercial.co.uk

Product Reference: **Velux Modular Rooflights - Linearlight**
Fire performance
Reaction to fire: To EN 13501-1 Class B, S1 d0
Whole window U-value: 1.6 W/m²K. (minimum)
Egress
Material: Aluminium
Coating: Powder coated
Colour: Traffic grey RAL 7043
Glazing
Type: Toughened outer glass and laminated inner safety glass solution.
Construction: Double glazed
Coating: Low E coating.
Integral kerb: Prefabricated, insulated timber upstand.
Operation
Type: Venting - Powered, electric (chain actuator).
Control: Building Management System.
Accessories: Rain Sensor (WLA 331), Control Unit (WCC103, WCC 310/320), Control Switch (WSX 102/103).
Blinds: Grey RRM 8805.
Operation: Blinds: Open System
Control switch: Blinds: KU 312 - Wall switch.
Air permeability: To EN 12207 and EN 10236, Class 4
Light Transmittance (TV): Manufactures recommendation
Glass unit: / panels and whole product U-values/G-value:
Manufactures recommendation
Wind load resistance: To EN 12210 and EN 12211, Class C5.
Waterproofness: To EN 12098 and EN 1037, Class 4/200.
Impact resistance: To EN 13049 and EN 13050, Class 4.

Fencing

Perimeter fencing
1.2m high low-top metal fencing with coated black finish. 2no. double leaf entrance gates.
Replace to match existing where necessary.

Screening
Timber screening to the bin store and air source heat pump (ASHP).
See drawing B341/C16 for details.

Cycle Shelter
Bi-store cycle shelter with cycle rings (5 place rings), RG65 Clear thermoplastic finish. Open end panels.

External Decking

Timber decking and slip composite decking - Golden Oak Finish.
Utilise decking suppliers subframe.

External works

Old foundations, slabs and like: Break out in locations and to the extents stated.
Contaminated material: Remove and dispose of contaminated material to appropriate site
Removal of deleterious material: Remove rubbish, concrete, metal, glass, decayed vegetation and contaminated topsoil
Ancillary items: Voids to level of surrounding site

Laying generally
Preparation: Remove all loose material, rubbish and standing water.
Adjacent work: Form neat junctions. Do not damage.
Channels, kerbs, inspection covers etc: Keep clean.

Adverse weather
Frozen materials: Do not use.
Suspending laying
During freezing conditions: If the air temperature reaches 0°C, or in calm dry conditions -3°C, on a falling thermometer.
Hot rolled asphalt: During periods of continuous or heavy rain or if there is standing water on the base.
Do not
Permissible deviation from the required levels, falls and cambers (maximum): in accordance with BS 5948B7

New paving
Keep traffic free until it has cooled to prevailing atmospheric temperature.
Do not allow rollers to stand at any time.
Prevent damage.
Lines and levels: With regular falls to prevent ponding.
Overall texture: Smooth, even and free from dragging, tearing or segregation.
State on completion: Clean.

Abutments
Vertical edges of manholes, gullies, kerbs and other abutments: Clean and paint with a thin uniform coating of cold applied theotropic bitumen emulsion.
Finishing: Tamp surface around projections.
Level: Flush or not more than 3 mm above projections.

Acceptance of surfaces
Surface: Sound, clean and suitably close textured.
Level tolerances: To BS 5948B7.
Kerbs and edgings: Complete, adequately bedded and haunched and to the required levels.

Road marking (thermoplastic)
Standard: Road Safety Markings Association standard specification document for road marking and road studs (StanSpec).
Manufacturer: Contractor's choice
Product reference: Contractor's choice
Colour: White - standard parking spaces and yellow - accessible parking spaces (including wheelchair 'symbol') and hatched zone.
Retroreflectivity to BS EN 1436: Not required

External Services

Work carried out to or affecting new and/ or existing services: Carry out in accordance with the by-laws and regulations of the relevant statutory authority

Location and marking of services
Services affected by deconstruction/ demolition work:
Locate and mark positions
Mains services marking: Arrange with the appropriate authorities for services to be located and marked
Marking standard: In accordance with Street Works UK publication 'Guidance on the Positioning and Colour Coding of Underground Utilities' Apparatus'.

Live foul and surface water drains
Drains and associated manholes, inspection chambers, gullies, vent pipes and fittings: Protect and maintain normal flow during deconstruction or demolition. Make good any damage arising from deconstruction or demolition work

Services to be retained
Damage to services: Give notice, and notify relevant service authorities and/ or owner/ occupier regarding damage arising from deconstruction or demolition
Repairs to services: Complete as directed, and to the satisfaction of the service authority or owner

Structures to be retained
Extent: As indicated on drawing
Parts which are to be kept in place: Protect. Give notice and notify service authority or owner of damage arising from the execution of the works
Interface between retained structures and deconstruction or demolition: Cut away and strip out with care to minimize the amount of making good needed

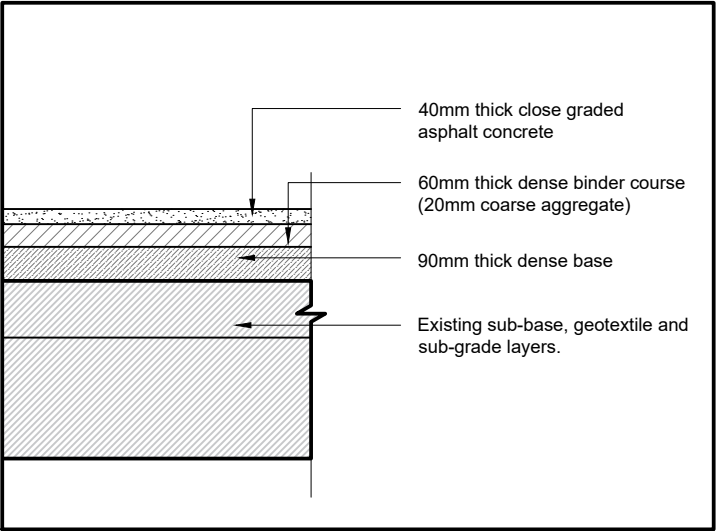
Site surface at completion
Topography: Grade the site to follow the levels of adjacent areas

PV Panels (future provision)

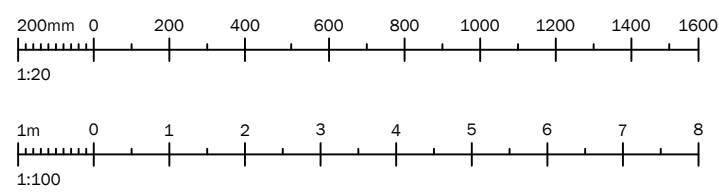
16no. 4kW PV panels (approx.) - Electrical engineer to confirm exact quantity.

Site Plan Key

- Proposed Surface Water Drainage
- Proposed Foul Water Drainage
- Existing Foul Water Drainage
- Parking space demarcation
- Accessible Parking Spaces
- Keep Clear Zone
- Proposed Fencing
- Wall Mounted Car Charging Point
- 7kW (Minimum)
- Mode 3 charging, smart enabled charging
- Untethered connections (i.e., type 2 socket, no built-in cable).



Car Park Surface build up
Scale - 1:20



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C	15.05.23	Bin store and cycle shelter relocated	MR
B	12.05.23	Rooflights changed as per client request	MR
A	21.04.23	Amended inline with Council comments. MR Parking arrangement and entrance gates updated.	MR
rev:	date:	description:	by:



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client:
**Bidwells LLP on behalf of
Sprowston Town Council**

location:
**Former Viking Pub, Tills Road,
Norwich, NR6 7QZ**

title:
Proposed Site Layout Plan

scale @ A1:
1:20, 1:100

date:
May '23

project no:
8341

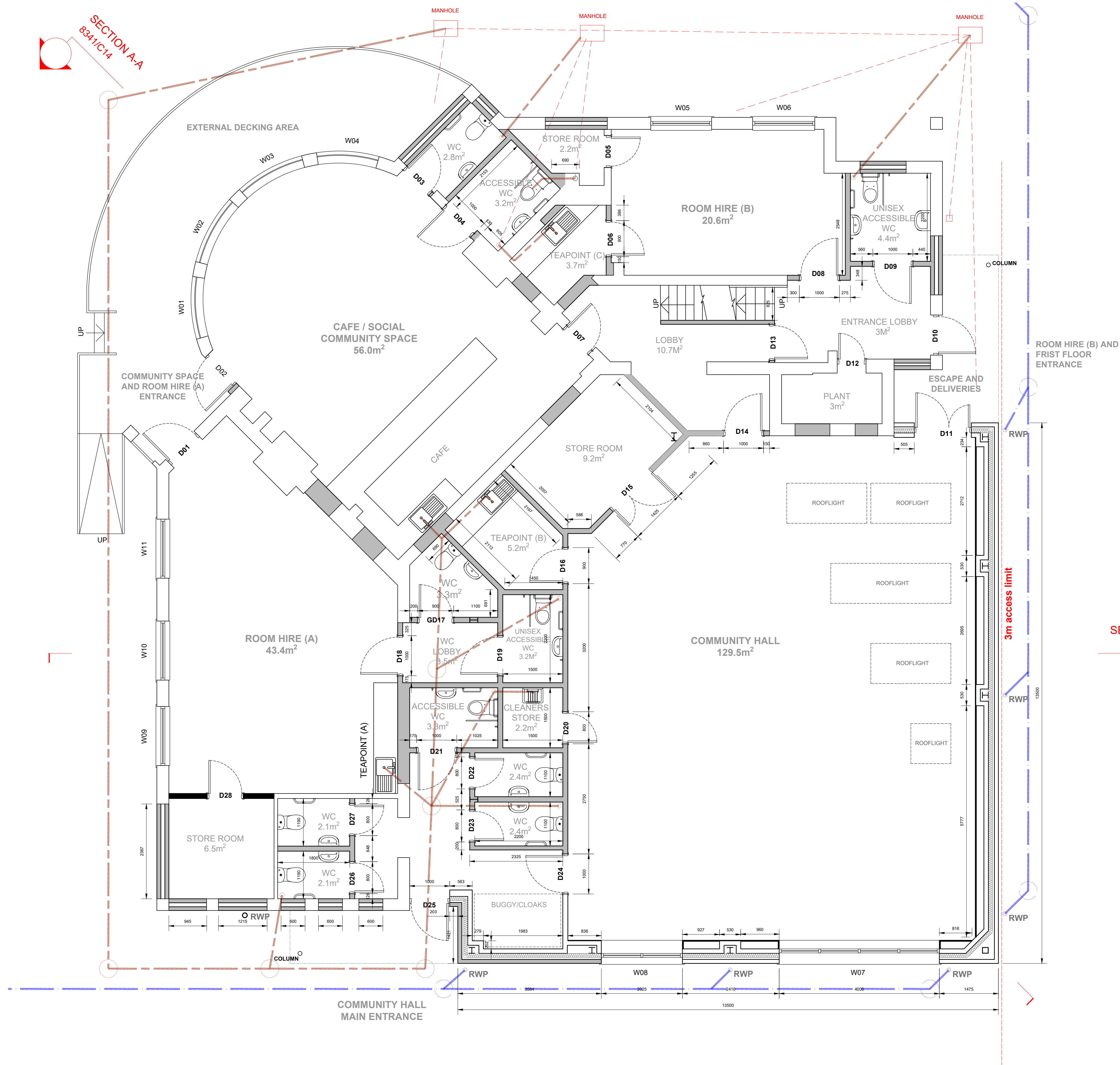
drawn by:
MR

approved:
SDL

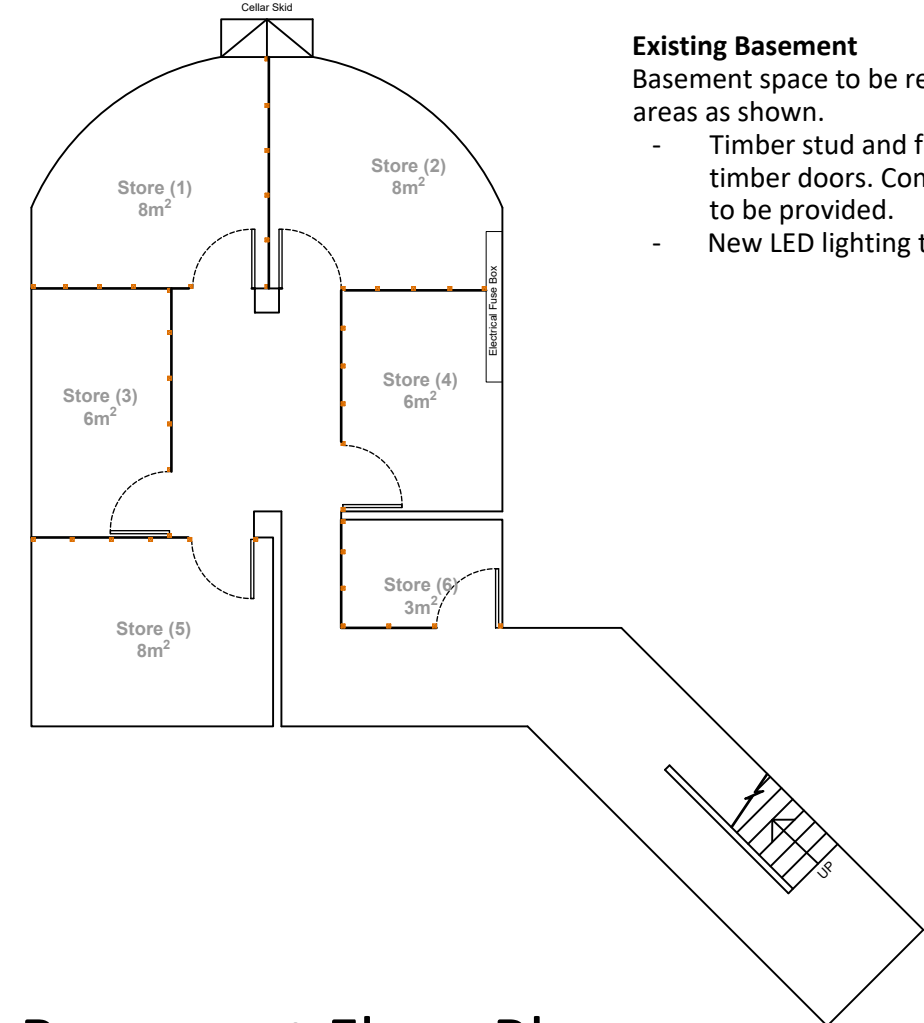
dwg no:
B05

revision:
C

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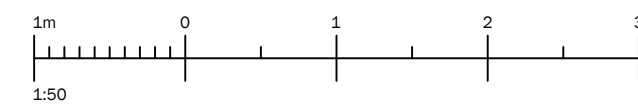
Ground Floor Plan
Scale - 1:50



Basement Floor Plan
Scale - 1:50

- Existing Basement**
Basement space to be refurbished divided up into storage areas as shown.
- Timber stud and full height mesh fencing cages with timber doors. Combination locks and door signage to be provided.
 - New LED lighting throughout.

- Plan Key**
- Proposed Foul Water Drainage
 - Existing Foul Water Drainage
 - Proposed Surface Water Drainage
 - Setting Out Grid
 - RWP Rain Water Pipe



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A	21.04.23	Amended inline with structural design. Addition of Basement layout.	MR
rev:	date:	description:	by:



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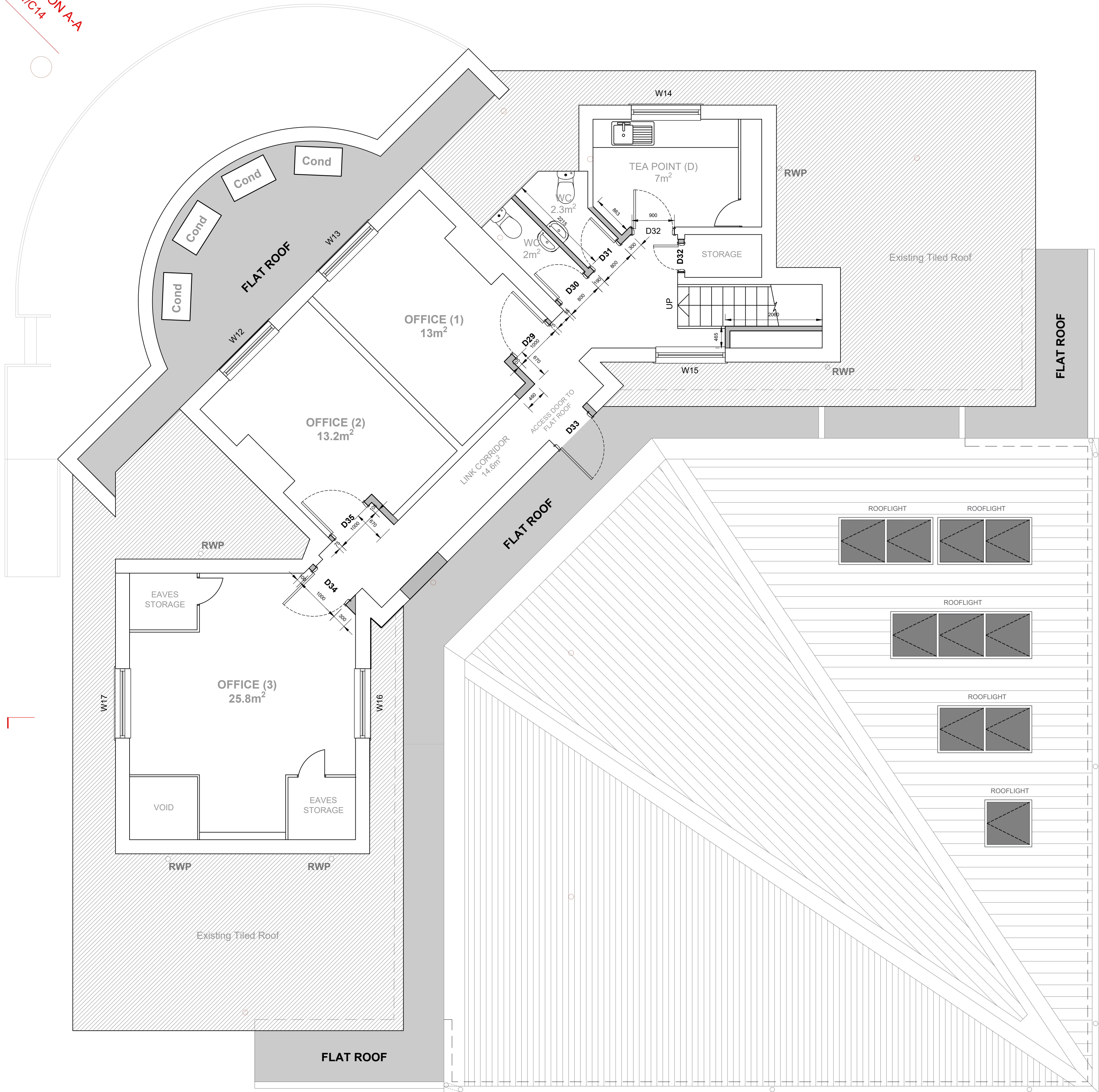
location:
**Former Viking Pub, Tills Road,
Norwich, NR6 7QZ**

title:
**Proposed Ground and Basement
Floor Plans**

scale @ A1: 1:50	drawn by: MR
date: April '23	approved: SDL
project no: 8341	dwg no: B06
	revision: A

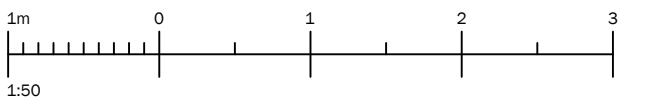
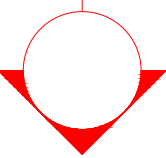
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SECTION A-A
8341/C14



First Floor Plan
Scale - 1:50

SECTION B-B
8341/C14



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A	12.05.23	Rooflights changed as per client request	MR



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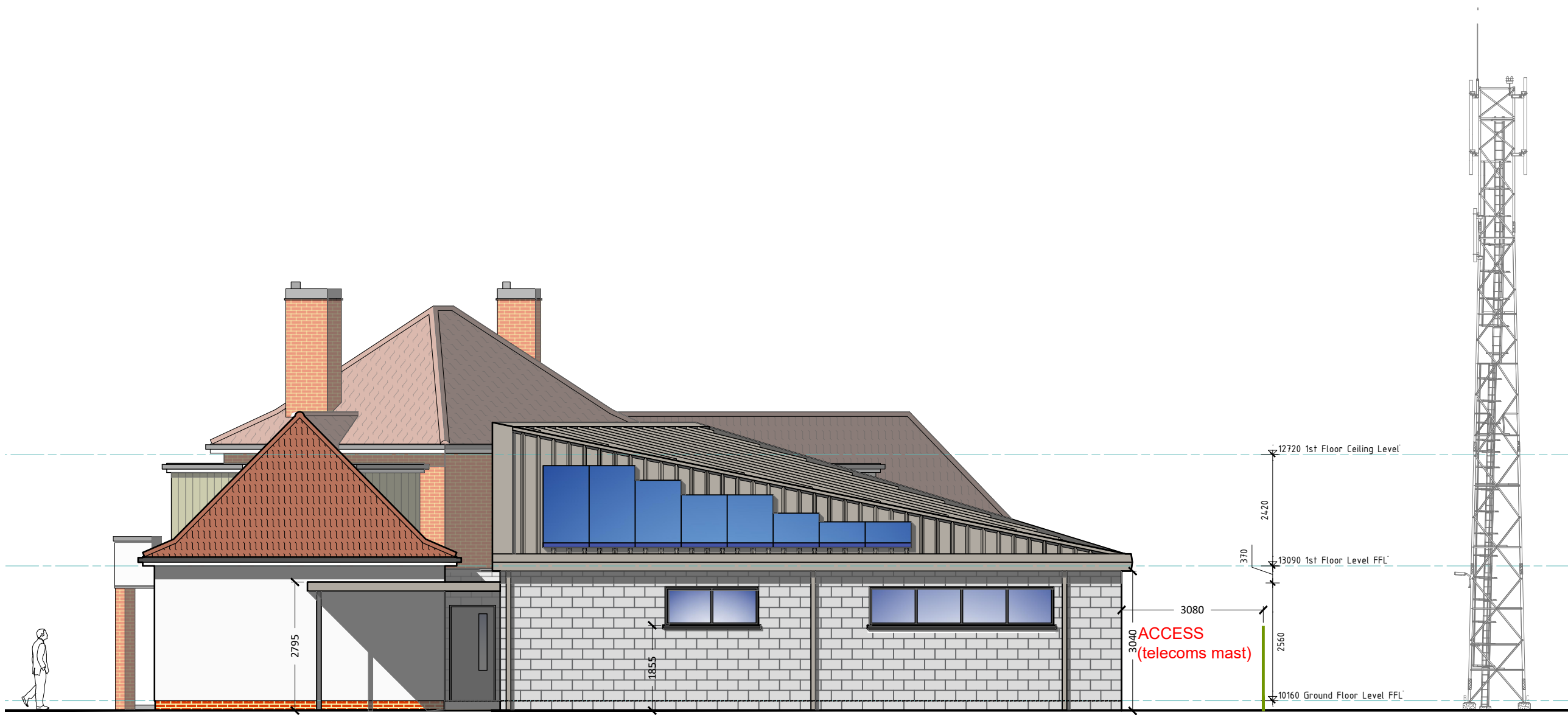
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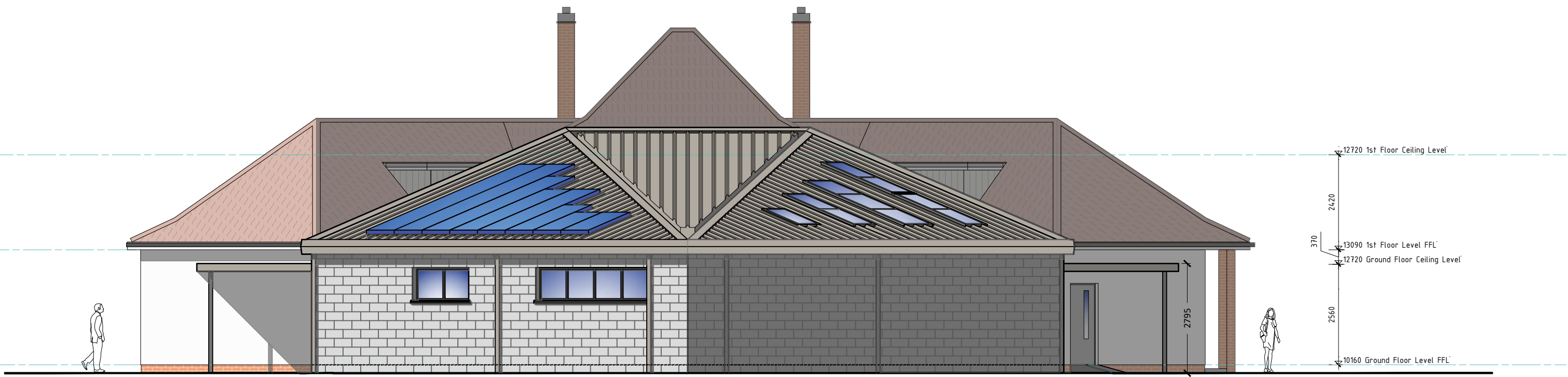
location:
**Former Viking Pub, Tills Road,
Norwich, NR6 7QZ**

title:
Proposed First Floor Plan

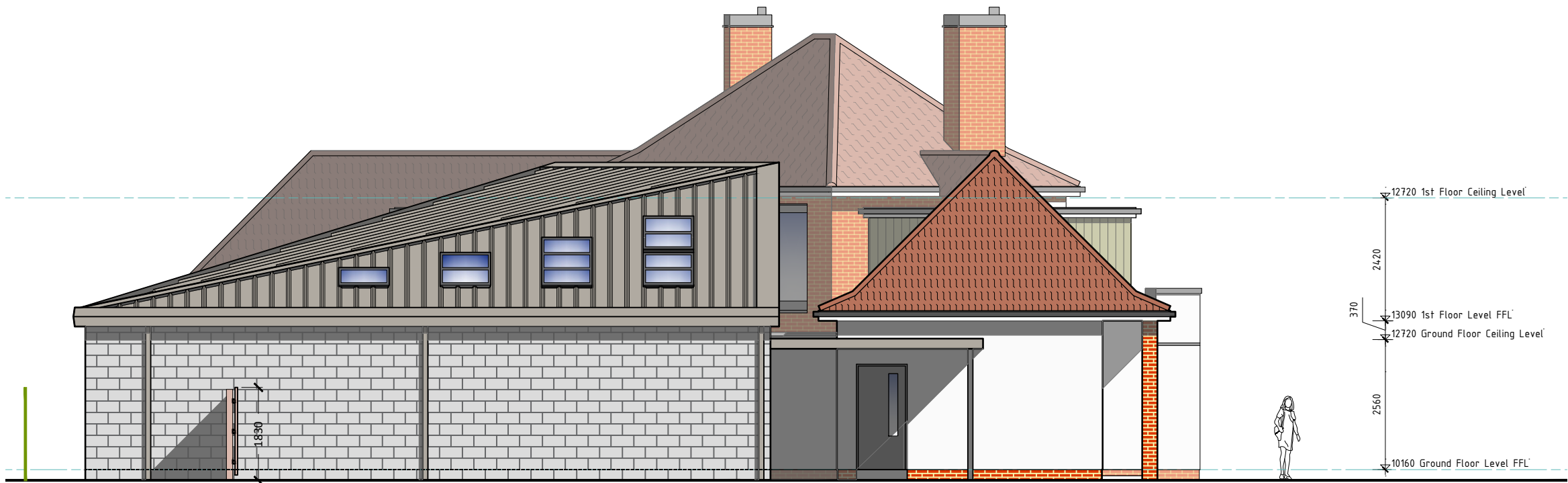
scale @ A1: 1:50	drawn by: MR	
date: May '23	approved: SDL	
project no: 8341	dwg no: B07	revision: A



North-East Elevation
Scale - 1:100



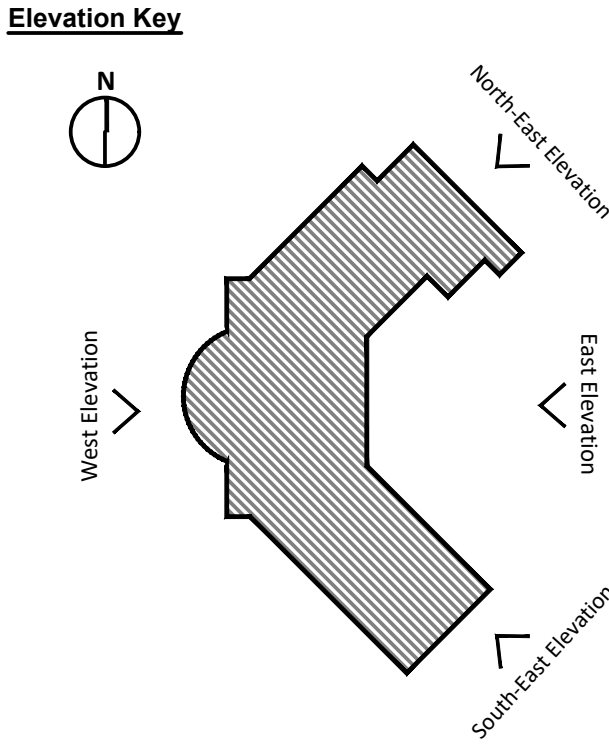
East Elevation
Scale - 1:100



South-East Elevation
Scale - 1:100



West Elevation
Scale - 1:100



External Finishes

Existing Building
Roof
As existing, minor repair and replacement work to match existing.

External Walls
K Rend - pure white render

Dormer Roof
Single ply - light grey
See drawing 8341/B11 for specification

Dormer Cheeks
Vertical timber cladding
See drawing 8341/B11 for specification

Fenestration
UPVC dark grey

Doors
Solid: metal powder coated - dark grey
Glazed: aluminum framed powder coated - dark grey
See drawing 8341/B18 for specification

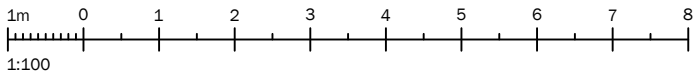
Windows
Aluminum framed powder coated - dark grey
See drawing 8341/B20 for specification

New-Build Extension
Pitched Roof
Trapezoidal, metal cladding - goosewing grey
See drawing 8341/B5 for specification and 8341/B21 for roof build up

Walls
Facing concrete blockwork
See drawing 8341/B10 for specification and 8341/B21 for build up

Fenestration
Concealed guttering - matching cladding finish
Aluminium downpipe - matching cladding finish
See drawing 8341/B21 for build up

Roof Lights
Modular venting rooflight - dark grey
See drawing 8341/B05 for specification



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client:
**Bidwells LLP on behalf of
Sprowston Town Council**
location:
**Former Viking Pub, Tills Road,
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title:
Proposed Elevations

scale @ A1:
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May '23
project no:
8341

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SDL
approved:
SDL
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B08

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