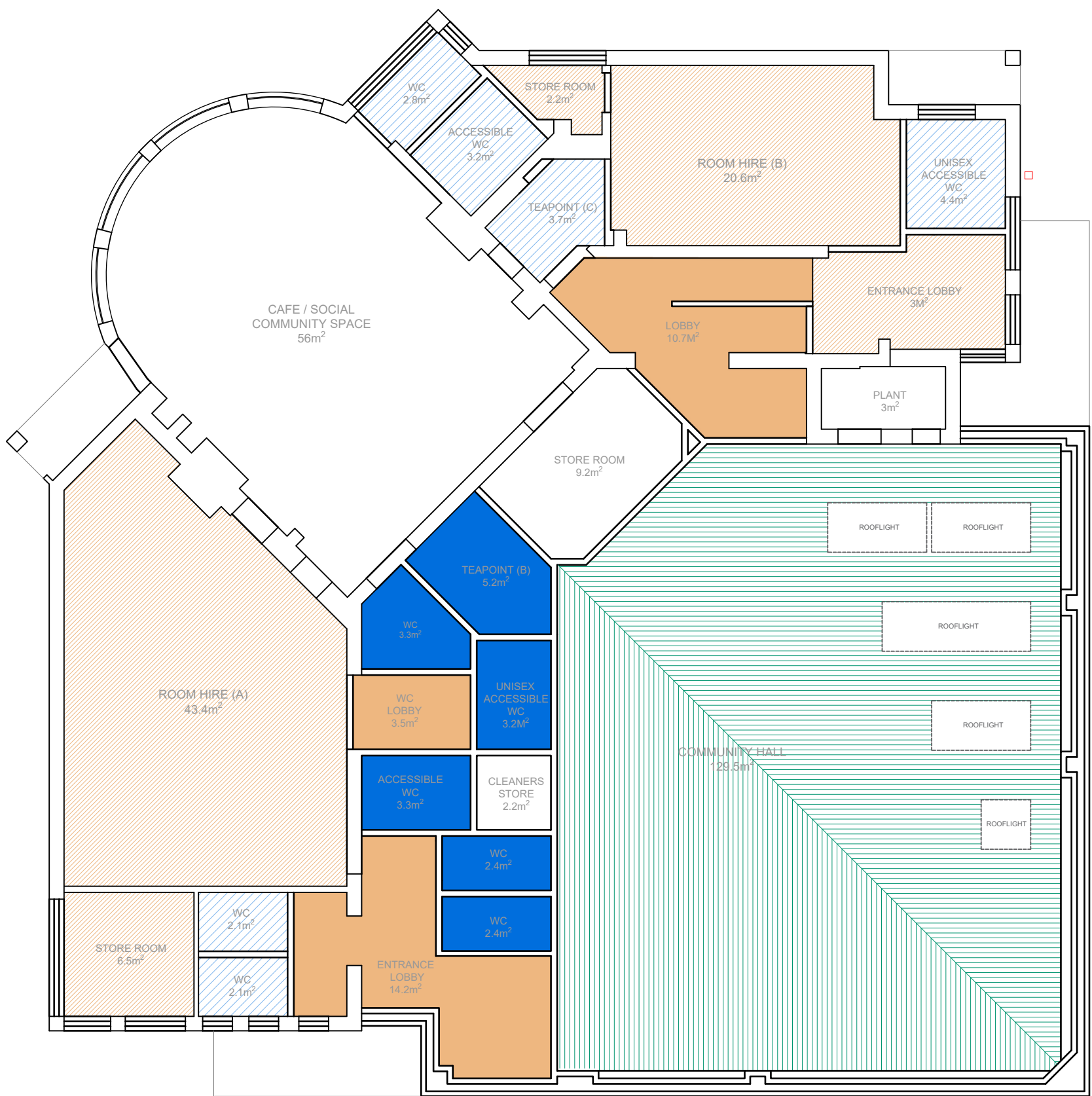


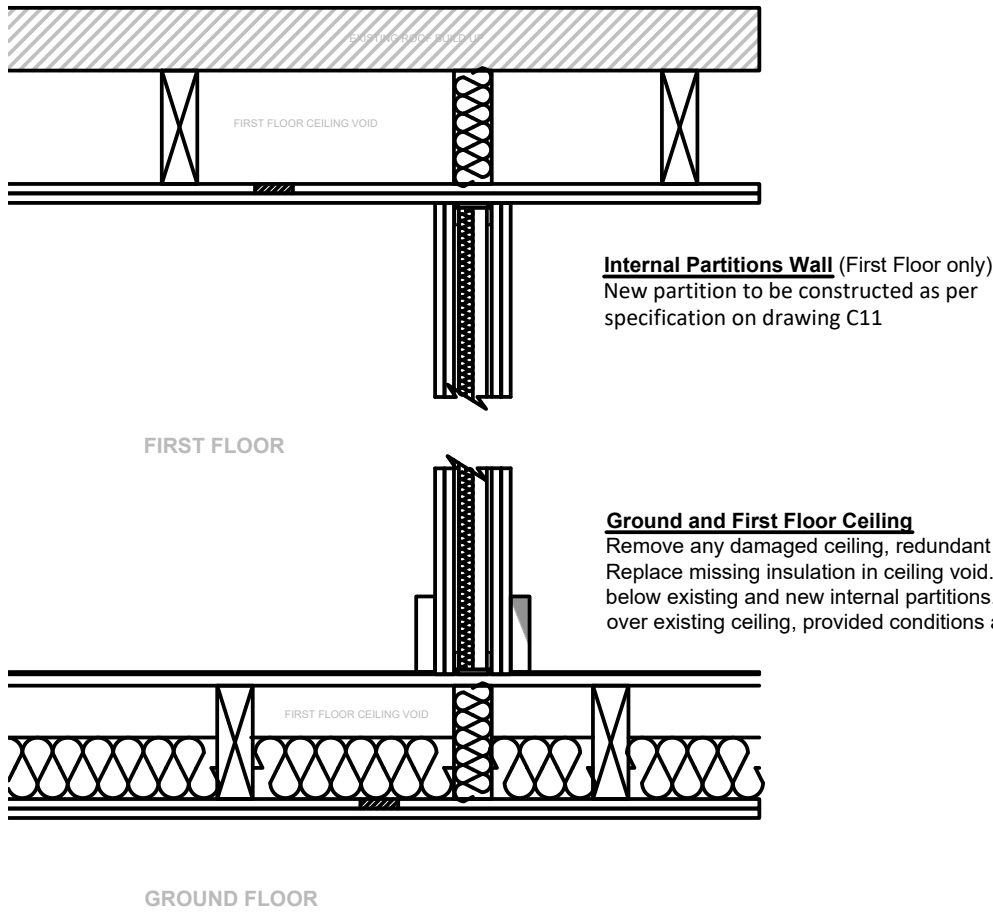
First Floor Reflected Plan

Scale - 1:100



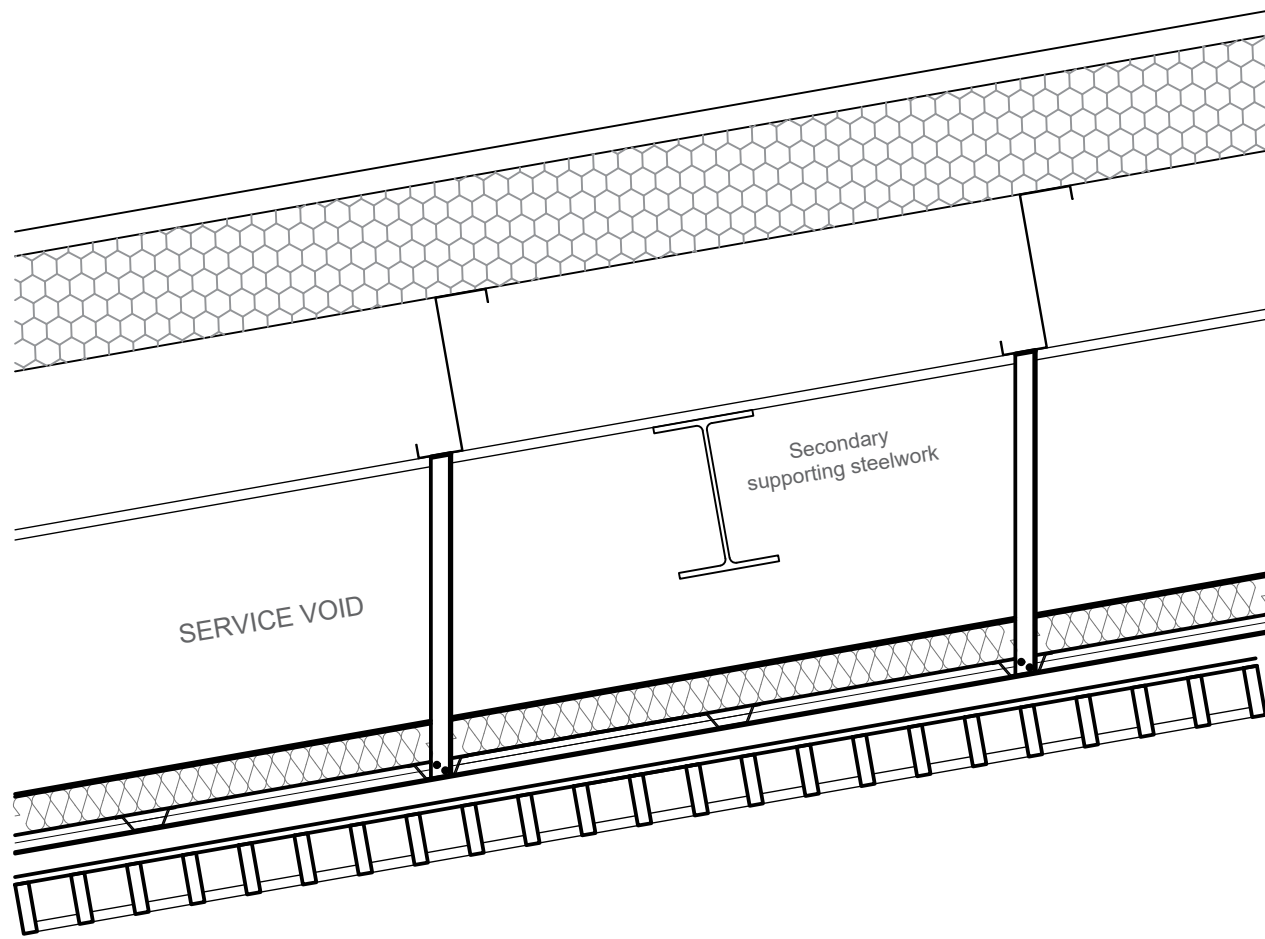
Ground Floor Reflected Plan

Scale - 1:100



Typical Ceiling Detail - Existing Areas

Scale - 1:20



Feature Ceiling Detail - Proposed Extension

Scale - 1:20

Ceiling Finish			
CEILING TYPE	DESCRIPTION	AREA (m <sup>2</sup> )	NOTES
MF Ceiling	GYPSUM CASOLINE MF CEILING SYSTEM. 1 LAYERS OF 12.5mm PLASTERBOARD AND 3mm SKIM 2NO. COATS OF DULUX TRADE PAINT - BASICALLY BLACK - 42BB 09/032 TO COMMUNITY HALL. ALL OTHER AREAS TO BE DULUX TRADE OFF WHITE - 30GG 72/008.	167.1	
Plasterboard Ceiling	OVER BOARD EXISTING PLASTERBOARD CEILING THE IT REMAINS IN ADEQUATE CONDITION. REMOVE DAMAGED CEILING AND REPAIR/REPLACE WITH NEW.	198.3	EXISTING CEILING TO REMAIN PROVIDED THE IT REMAINS IN ADEQUATE CONDITION. REMOVE DAMAGED CEILING AND REPAIR/REPLACE WITH NEW.
MF Ceiling Moisture Resistant	GYPSUM CASOLINE MF CEILING SYSTEM 1 LAYERS OF 12.5mm PLASTERBOARD AND 3mm SKIM 2NO. COATS OF DULUX TRADE DIAMOND EGGSHELL - OFF WHITE - 30GG 72/008.	23.3	
Moisture Resistant Plasterboard	OVER BOARD EXISTING PLASTERBOARD CEILING WHIT 1 LAYERS OF 12.5mm MOISTURE RESISTANT PLASTERBOARD AND 3mm SKIM 2NO. COATS OF 2NO. COATS OF DULUX TRADE DIAMOND EGGSHELL IN OFF WHITE - 30GG 72/008.	25.4	EXISTING CEILING TO REMAIN PROVIDED CONDITION. REMOVE DAMAGED CEILING AND REPAIR/REPLACE WITH NEW.
Timber Slat Feature Ceiling	SUPAWOOD - SUPASLAT 3 STANDARD RANGE FINISH IN SUPACOLOUR - BLACK SF MF CEILING SUBFRAME SUPPORTED OF PROPOSED STEELWORK.	129.5	STRIP LIGHTING TO BE INTEGRATED INTO FEATURE CEILING AS PER VISUAL.
Exposed/ to remain	EXISTING CEILING TO REMAIN OR EXPOSED.	-	EXISTING CEILING TO REMAIN PROVIDED THE IT REMAINS IN ADEQUATE CONDITION. REMOVE DAMAGED CEILING AND REPAIR/REPLACE WITH NEW.



Internal Visual - Community Hall

Not to Scale

FINISHES SUBJECT TO CLIENT SUBJECT APPROVAL

Ceilings General

Sequence fix boards to ceilings before installing dry lined walls and partitions.  
Orientation of boards: Fix with bound edges at right angles to supports and with ends staggered in adjacent rows.  
Two layer boarding: Stagger joints between layers.

**Repairs to existing gypsum board**  
Performance of repairs must match original specified performances.  
Filling small areas with broken cores:  
Cut away paper facing, remove loose core material and fill with jointing compound.  
Finish: Flush, smooth surface suitable for redecoration.  
Large patch repairs: Cut out damaged area and form neat hole with rectangular sides.  
Replace with matching gypsum board.  
Filling: Use methods to suit type of dry lining, ensuring full support to all edges of existing and new gypsum board.  
Finishing: Fill joints, tape and apply jointing compound to give a flush, smooth surface suitable for redecoration.

Ceiling Lining on Timber

**Background/ existing ceiling joints**  
Metal resilient (acoustic) bars: Not required  
Reaction to fire: To BS EN 13501-1, class B-s3, d2 or better  
Fire resistance of complete ceiling lining assembly: To BS EN 13501-2: REI 30 or better  
Lining: 12.5 mm plasterboard (overboard existing plasterboard)  
Fittings: Contractor's choice  
Finishing: Skim coat plaster  
Primer/ Sealer: As recommended by board manufacturer for vapour control  
Accessories: Metal beads/ stops recommended by board manufacturer  
Other requirements: Fire-stopping around service penetrations

Board Ceiling Systems

**Cut boards:** Neat and accurate.  
**Fixing to grid:**  
**Board edges:** Fully support. Screw to grid members. Set heads of screws below surface of boards and fill flush with surface.  
Boards applied in two or more layers: Stagger joints.  
Movement joints: Provide as appropriate for the area of ceiling system and/ or to coincide with movement joints in surrounding structure.

**Installing infill units**  
Perimeter infill units: Trimmed, as necessary, to fully fill space between last grid member and perimeter trim. Prevent subsequent movement.  
Deeply textured infill units: Minimize variations in apparent texture and colour. In particular, avoid patchiness.  
Concealed grids: Install infill units uniformly, straight and aligned. Avoid dimension creep.  
Infill units around recessed luminaires and similar openings: Prevent movement and displacement.

**Upstands and bulkheads**  
Vertical ceiling systems: Support and brace to provide alignment and stability.  
High upstands: Provide support at base of upstand.  
**User instructions**  
Include the following: warranties, data sheets, fire certificates and all relevant manufacture documentation  
Correct methods for removing and replacing infill units and other components.  
Cleaning methods and materials.  
Recommendations for redecoration.  
Ceiling systems intended for fire protection:  
Limitations placed on subsequent alterations and maintenance procedures, to ensure that their fire performance is not impaired.  
Maximum number, position and value of point loads that can be applied to ceiling system after installation.

Plasterboard

**Gypcric Wallboard**  
Type: To BS EN 520, type R  
Core density (minimum): 650 kg/m<sup>3</sup>  
Reaction to fire: Manufacturer's standard  
Thermal conductivity: Manufacturer's standard  
Recycled content: Contractor's choice  
Exposed surface and edge profiles: Clean and undamaged

**Gypcric Moisture Resistant plasterboard**  
Type: To BS EN 520, type H1 and F  
Core: Moisture-resistant and including fibres and/ or other additives for improved cohesion  
Width: 12.5mm  
Density (minimum): 800 kg/m<sup>3</sup>  
Paper facing: Moisture-resistant.  
Reaction to fire: Manufacturer's standard  
Water vapour resistance factor: Manufacturer's standard  
Thermal conductivity: Manufacturer's standard  
Recycled content: Contractor's choice  
Exposed surface and edge profiles: Clean and undamaged

**Joints between boards**  
Tapered edged gypsum boards  
Bound edges: Lightly buttered  
Cut/ unbound edges: 3 mm gap.  
Square edged plasterboards: 3 mm gap.  
Square edged gypsum fibre boards: 5 mm gap.

**Vertical joints**  
Joints: Centre on studs.  
Partitions: Stagger joints on opposite sides of studs.  
Two layer boarding: Stagger joints between layers.

**Horizontal joints**  
Surfaces exposed to view: Horizontal joints not permitted. Seek instructions where height of partition/ lining exceeds maximum available length of board.  
Two layer boarding: Stagger joints between layers by at least 600 mm.  
Edges of boards: Support using additional framing.  
Two layer boarding: Support edges of outer layer.

**Skim coat plaster finish**  
Plaster type As recommended by board manufacturer.  
Thickness: 2.5 mm  
Joints: Fill and tape except where coincident with metal beads.  
Finish: Tight, matt, smooth surface with no hollow, abrupt changes of level or trowel marks.

**Rigid beads/stops**  
Internal: To BS EN 13658-1.  
External: To BS EN 13658-2.

**Installing beads/ stops**  
Cutting: Neatly using mitres at return angles.  
Fixing: Securely using longest possible lengths, plumb, square and true to line and level, ensuring full contact of wings with substrate.  
Finishing: After joint compound/ plasters have been applied, remove surplus material while still wet from surfaces of beads exposed to view.

Suspended Ceiling System

To be fixed above the primary steelwork to roof purlins.  
Gypceiling MF suspended ceiling framework.  
Gypframe:  
MF5 - Ceiling section at 600mm centres  
MF7 - Primary supports at 400mm centres  
MFEA1 - Steel angles.  
150mm - Stone mineral wool

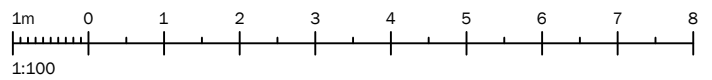
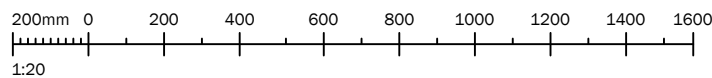
Fixing straps and perimeter channels to suite.

Services Void

To be adjusted to suite proposed M&E services, depth to be confirmed by M&E engineer.

Feature Timber Slat Ceiling

To be installed between primary steel beams, as per manufactures details.



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



**Paul Robinson**  
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ARCHITECTURE + SURVEYING

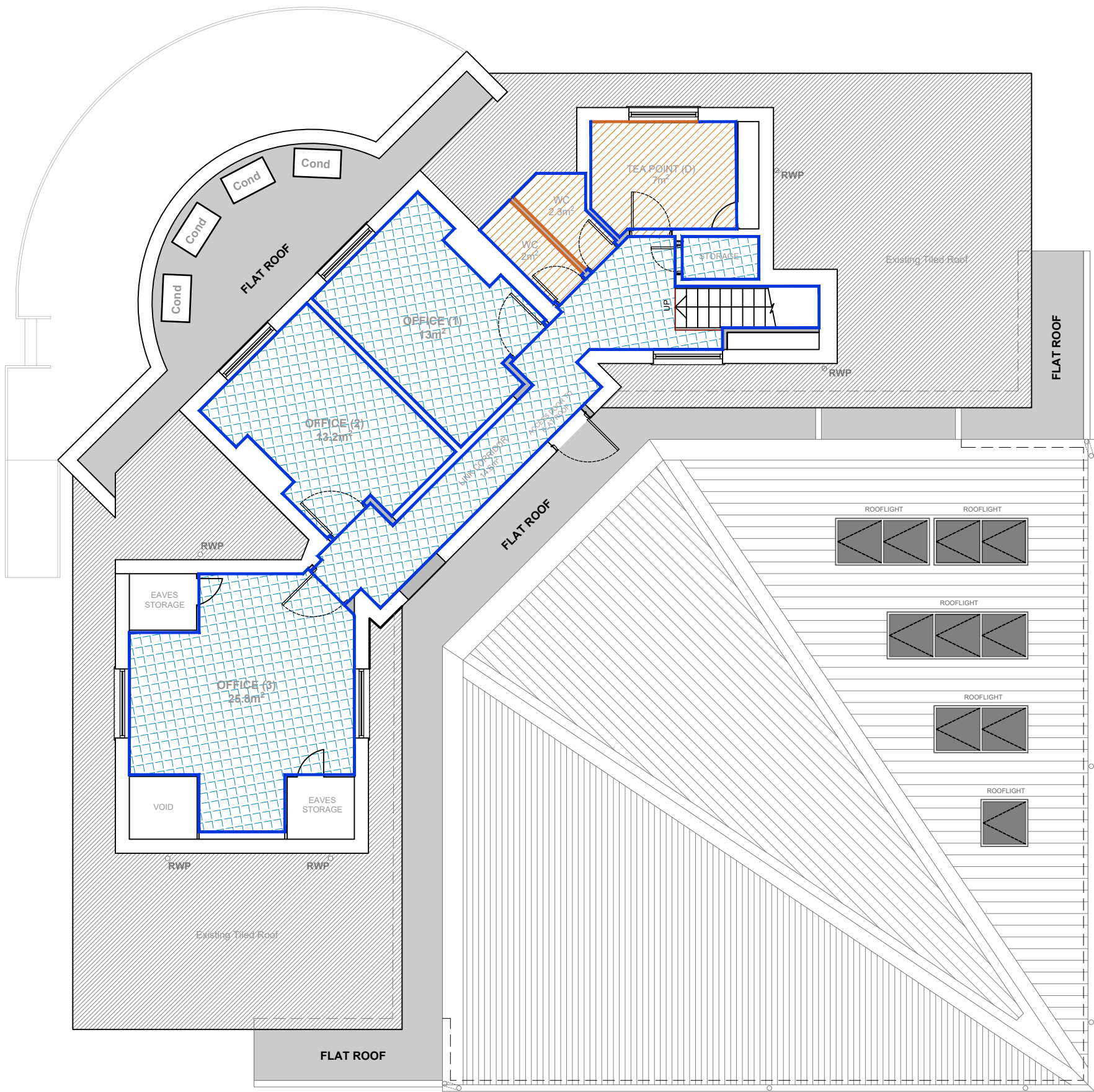
6 Octagon Business Park,  
Hospital Road, Little Plumstead,  
Norwich, NR13 5FH  
tel: 01603 397057  
e-mail: design@prpartnership.co.uk  
web: www.paulrobinsonpartnership.co.uk

BUILDING REGS

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

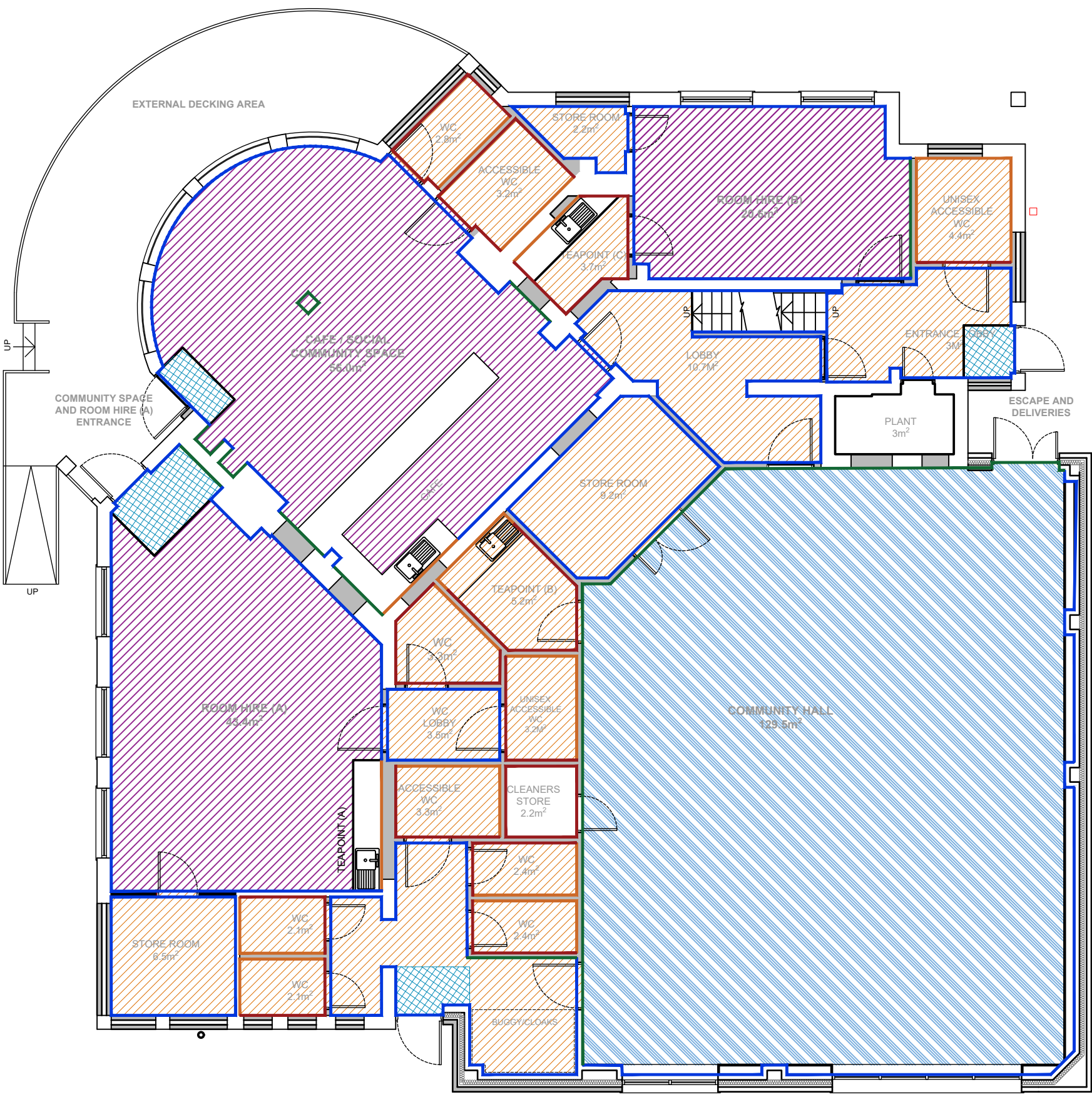
scale @ A1:  
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date:  
May '23  
project no:  
8341  
drawn by:  
MR  
approved:  
SDL  
dwg no:  
B12  
revision:  
A





## First Floor Finishes Plan

Scale - 1:100

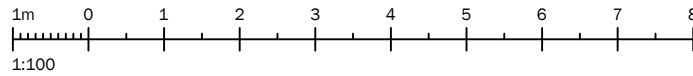


## Ground Floor Finishes Plan

Scale - 1:100

WALL FINISHES				
FINISH TYPE	DESCRIPTION	LOCATIONS	REF IMAGE	Notes
WALL FINISH 1	2NO. Coats of Dulux Trade diamond emulsion in White Cotton (off white)	ALL AREAS		
WALL FINISH 3	2NO. Coats of Dulux Trade Emulsion Green - 40GY 18/372	CANTEEN, BOOT ROOM AND TOILET		
Wall Finish 4	2NO. Coats of Dulux Trade Diamond Eggshell White Cotton	WC'S, TEA POINTS, CLEANERS STORE		
Wall Finish 4	Altro Whiterock - Rigid PVC Wall Sheeting Echo - Satin	WC'S, TEA POINTS, COMMUNITY SPACE		150mm (minimum) height coving to all wc's, cleaners store and tea point with aluminum skirting cap.
SKIRTING, DOOR FRAMES & ARCHITRAVES	2no. Coats Dulux Trade Diamond Satinwood Almost Black 09BB/008	TO ALL INTERNAL AREAS		

FLOOR FINISHES					
FINISH TYPE	DESCRIPTION	LOCATIONS	FLOOR AREA (m <sup>2</sup> )	REF IMAGE	Notes
FLOOR FINISH 1 ENTRANCE FLOORING	2050x3000mm - ROLL FORBO CORAL CLASSIC 4751 SILVER GREY	COMMUNITY HALL LOBBY, ROOM HIRE (A), ROOM HIRE (B) AND FIRST FLOOR LOBBY	3		
FLOOR FINISH 2 CARPET	500x500x6.7mm FORBO, TESSERA INFUSED CARPET TILE 4500 MAGIC MOOD (GREY)	FIRST FLOOR OFFICES 1,2 & 3	175		
FLOOR FINISH 3 VINYL	FORBO, LAGUNA SURESTEP 181922 CONCRETE	ROOM HIRE (A) WC'S & LOBBIES, STORE ROOMS, TEA POINTS	84		150mm (MINIMUM) HEIGHT COVING TO ALL VINYL FLOOR FINISHES WITH ALUMINUM SKIRTING CAP.
FLOOR FINISH 4 VINYL	FORBO, SURESTEP WOOD 18952 DARK GREY OAK	COMMUNITY SPACE, ROOM HIRE (A), ROOM HIRE (B),	7		
FLOOR FINISH 5 HARDWOOD WOOD	BOEN BOFLEX OLYMPIA (SPRUNG) TIMBER FLOOR BEECH FINISH	COMMUNITY HALL	124		



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A	12.05.23	Rooflights changed and floor finish to community hall as per client request.	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 Finishes Plan**

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

drawn by:  
MR  
approved:  
SDL  
dwg no:  
B15  
revision:  
A

### Self Leveling Screed

#### Ground floor only

#### Proprietary self smoothing levelling screeds

**Sika Limited**  
Watchmead, Welwyn Garden City,  
Hertfordshire, AL7 1BQ  
+44 (0)1707 394444  
www.sika.co.uk  
enquiries@uk.sika.com  
Product reference: Sikafloor Level-30

#### Design life of screeds

Duration: Subject to reasonable wear and tear.  
Condition of use: Subject to correct loading and traffic usage throughout duration.

#### Suitability of substrates

Suitable for specified levels and flatness/regularity of finished surfaces. Consider permissible minimum and maximum thicknesses of screeds.  
Sound and free from significant cracks and gaps.  
Concrete strength: In accordance with BS 8204-1, Table 2.  
Cleanliness: Remove plaster, debris and dirt.  
Moisture content: To suit screed type. New concrete slabs to receive fully or partially bonded construction must be dried out by exposure to the air for minimum six weeks.

#### Mixing

Water content: Minimum necessary to achieve full compaction, low enough to prevent excessive water being brought to surface during compaction.  
Mixing: Mix materials thoroughly to uniform consistency. Mixes other than no-fines must be mixed in a suitable forced action mechanical mixer. Do not use a free fall drum type mixer.  
Consistency: Use while sufficiently plastic for full compaction.  
Ready-mixed retarded screed mortar: Use within working time and site temperatures recommended by manufacturer. Do not retemper.

Flatness/ Surface regularity of floor screeds  
Standard: In accordance with BS 8204-1, Table 5.  
Test: In accordance with BS 8204-1, Annex C.  
Sudden irregularities: Not permitted.

### Finishes General

#### Preparation

Standard: In accordance with BS 6150.  
Refer to any pre-existing CDM Health and Safety File.  
Refer to CDM Construction Phase Plan where applicable.  
Suspected existing hazardous materials: Prepare risk assessments and method statements covering operations, disposal of waste, containment and reoccupation, and obtain approval before commencing work.  
Preparation materials: Types recommended by their manufacturers and the coating manufacturer for the situation and surfaces being prepared.  
Substrates: Sufficiently dry in depth to suit coating.

Efflorescence salts: Remove.  
Dirt, grease and oil: Remove. Give notice if contamination of surfaces/ substrates has occurred.

Surface irregularities: Remove.  
Joints, cracks, holes and other depressions: Fill flush with surface, to provide smooth finish.  
Dust, particles and residues from preparation: Remove and dispose of safely.  
Water based stoppers and fillers: Apply before priming unless recommended otherwise by manufacturer.  
If applied after priming: Patch prime.  
Oil based stoppers and fillers: Apply after priming.  
Doors, opening windows and other moving parts: Ease, if necessary, before coating.  
Prime resulting bare areas.

Application standard: In accordance with BS 6150  
Conditions: Maintain suitable temperature, humidity and air quality during application and drying.  
Surfaces: Clean and dry at time of application.  
Thinning and intermixing of coatings: Not permitted unless recommended by manufacturer.  
Overpainting: Do not paint over intumescent strips or silicone mastics.  
Priming coats  
Thickness: To suit surface porosity.  
Application: As soon as possible on same day as preparation is completed.  
Finish  
Even, smooth and of uniform colour.  
Free from brush marks, sags, runs and other defects. Cut in neatly. Doors, opening windows and other moving parts: Ease before coating and between coats.

Previously painted window frames  
Paint encroaching beyond glass sight line: Remove.  
Loose and defective putty: Remove.  
Putty cavities and junctions between previously painted surfaces and glass: Clean thoroughly.

#### Finishing

Patch prime, reputty as necessary, and allow to set. Seal and coat as soon as fully set.

#### Uncoated plasterboard

Depressions around fixings: Fill with stoppers/ fillers  
Joints: Fill, tape and feather out with materials recommended by textured coating manufacturer.

#### Existing Wall coverings

Retained wall coverings: Check that they are in good condition and well adhered to substrate.  
Previously covered walls: Wash down to remove paper residues, adhesive and size coating.

#### Previously coated wood

Degraded or weathered surface wood: Take back to provide suitable substrate.  
Degraded substrate wood: Repair with sound material of same species.  
Exposed resinous areas and knots: Apply two coats of knotting.

### Flooring and Wall Finish

Existing floor covering removed  
Substrate: Clear of covering and as much adhesive as possible. Skim with smoothing compound to give smooth, even surface.

#### Carpet tiling

Base: Existing concrete floor (ground floor), timber floor (first floor)  
Preparation: Remove existing floor finish  
Fabricated underlay: Carpet tiles to BS EN 14041 and BS EN 1307  
Evidence of compliance: Submit.  
Reaction to fire classification: Class A1fl or better  
Manufacturer: See floor finishes table  
Product reference: See floor finishes table  
Recycled content: Contractor's choice  
Colour/ pattern: See floor finishes table  
Method of laying: Fully adhere all tiles with release adhesive recommended by tile manufacturer.

#### Vinyl Floor Tiles

Description: To office area  
Base: Existing concrete floor  
Preparation: Clean and repair base  
Fabricated underlay: Tiles  
Standard: To BS EN 14041.  
Evidence of compliance: Submit.  
Reaction to fire classification to BS EB 13501-1:  
Material: See finishes table  
Manufacturer: See finishes table  
Product reference: See finishes table  
BS EN ISO 10874 class: 21  
Slip resistance value (SRV) (minimum)/ Pendulum test value (PTV) (minimum) to BS 7976-1, -2 and -3: 36 dry  
Recycled content: Contractor's choice  
Size: 101x914mm  
Thickness: 2mm  
Colour/ pattern: See finishes table  
Adhesive: As recommended by manufacturer

#### Setting out tiles

Method: Set out from centre of area/ room so that wherever possible:  
Tiles along opposite edges are of equal size.  
Edge tiles are more than 50% of full tile width.

#### Vinyl Sheetting

Description: To canteen, toilets and boot room  
Base: Existing concrete floor  
Preparation: Clean and repair base, ready for self levelling compound  
Fabricated underlay: Flooring roll  
Standard: To BS EN 14041.  
Evidence of compliance: Submit.  
Reaction to fire classification: Class A1fl or better  
Material: See finishes table  
Manufacturer: See finishes table  
Product reference: See finishes table  
BS EN ISO 10874 class: 21  
Slip resistance value (SRV) (minimum)/ Pendulum test value (PTV) (minimum) to BS 7976-1, -2 and -3: 36 dry  
Recycled content: Contractor's choice  
Width: 2000 mm  
Thickness: 2-2.5mm  
Colour/ pattern: See finishes table  
Adhesive (and primer if recommended by manufacturer): As recommended by manufacturer  
Seam welding: Hot welding with complimentary coloured rod  
Accessories: 100mm cover former

#### Laying coverings

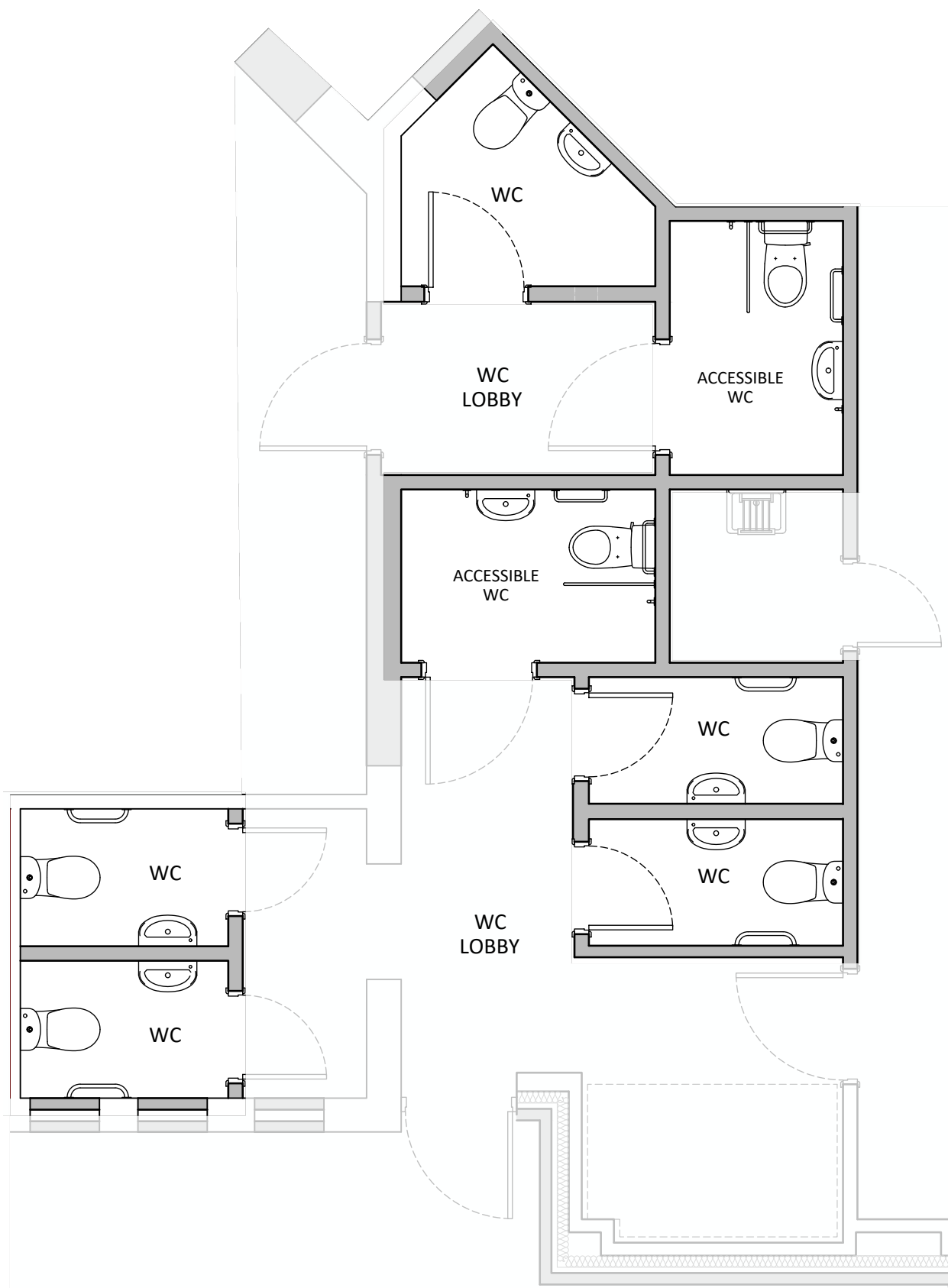
Base/ substrate condition: Rigid, dry, smooth, free from grease, dirt and other contaminants.  
Use a primer where recommended by adhesive manufacturer. Allow to dry thoroughly.  
Adhesive: As specified, as recommended by covering manufacturer or, as approved.  
Conditioning of materials prior to laying: As recommended by manufacturer.  
Environment: Before, during and after laying, provide adequate ventilation and maintain temperature and humidity approximately at levels which will prevail after building is occupied.  
Finished coverings: Accurately fitted, tightly jointed, securely bonded, smooth and free from air bubbles, rippling, adhesive marks, stains, trowel ridges and high spots.

#### Waste

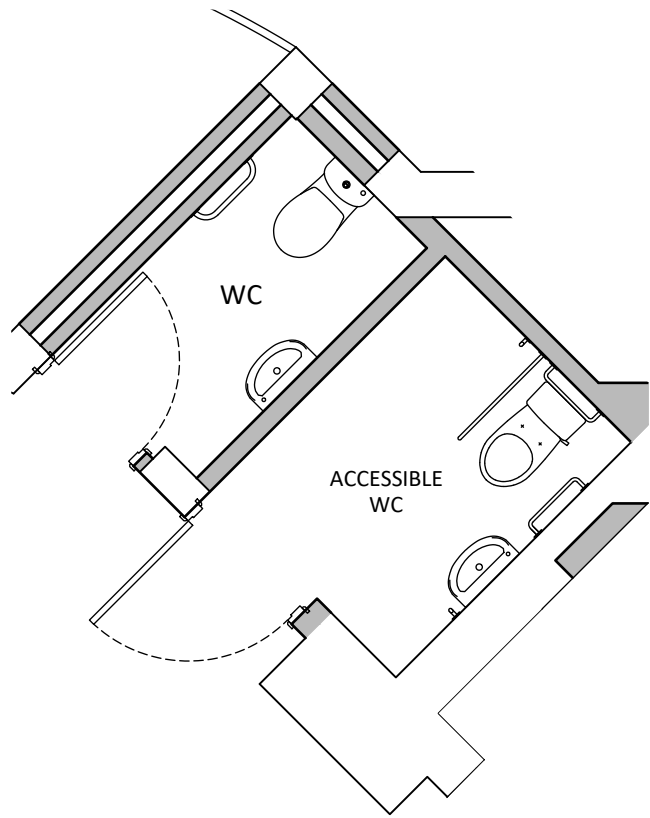
Spare covering material: Retain suitable material for patching. On completion submit pieces for selection. Hand over selected pieces to Employer.

COLOUR SCHEME AND FINISHES SUBJECT TO CLIENT SUBJECT APPROVAL

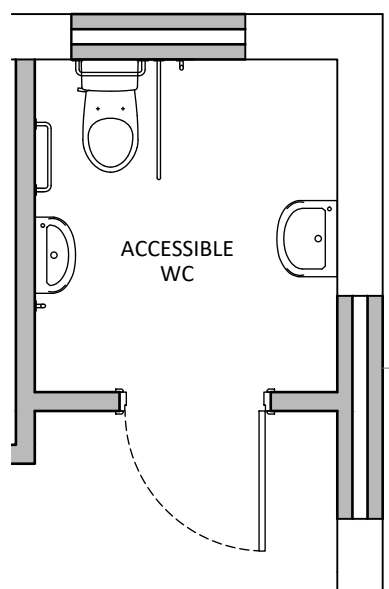




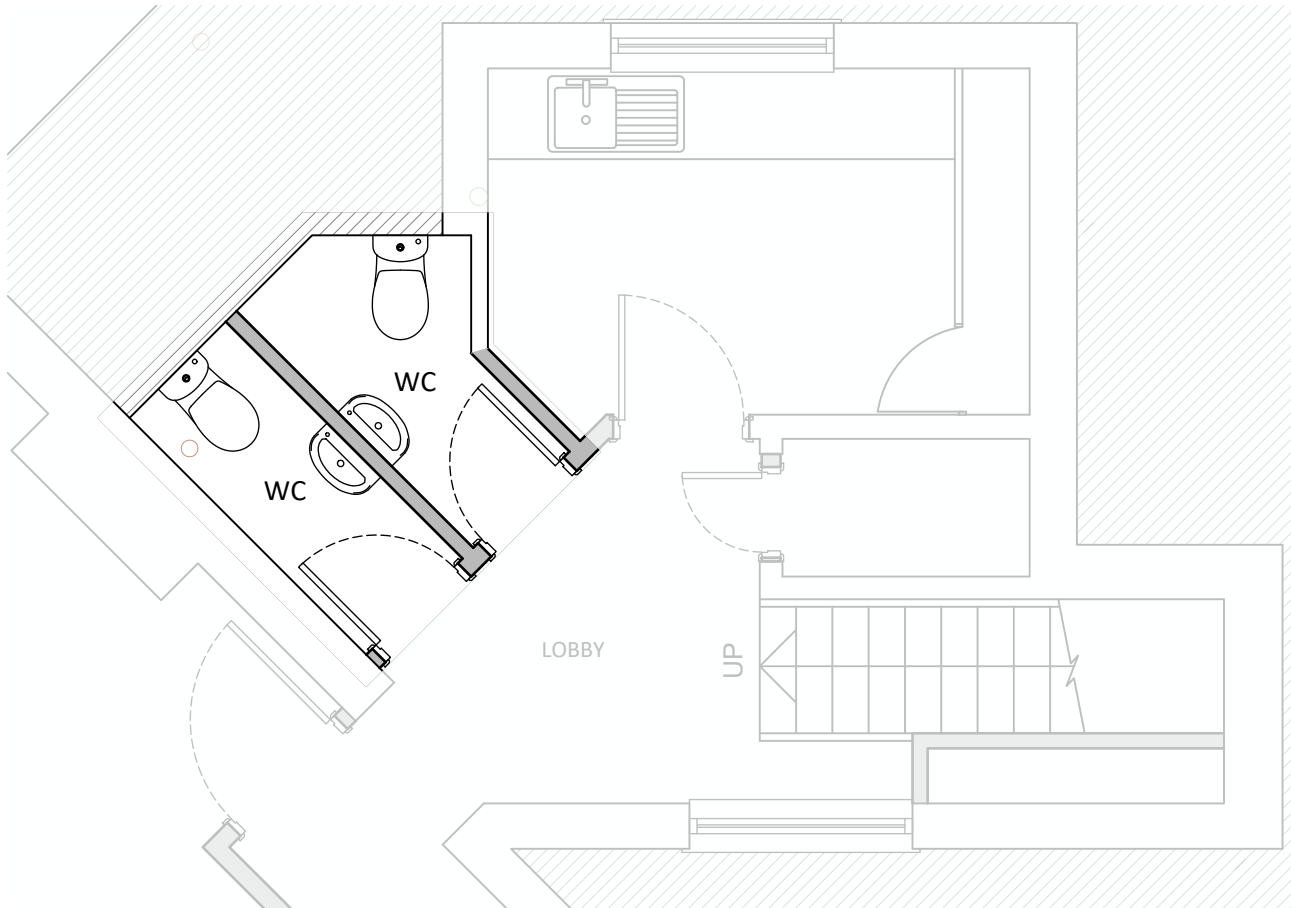
Ground Floor (GF) Room Hire (A) and Community Space  
Scale - 1:50



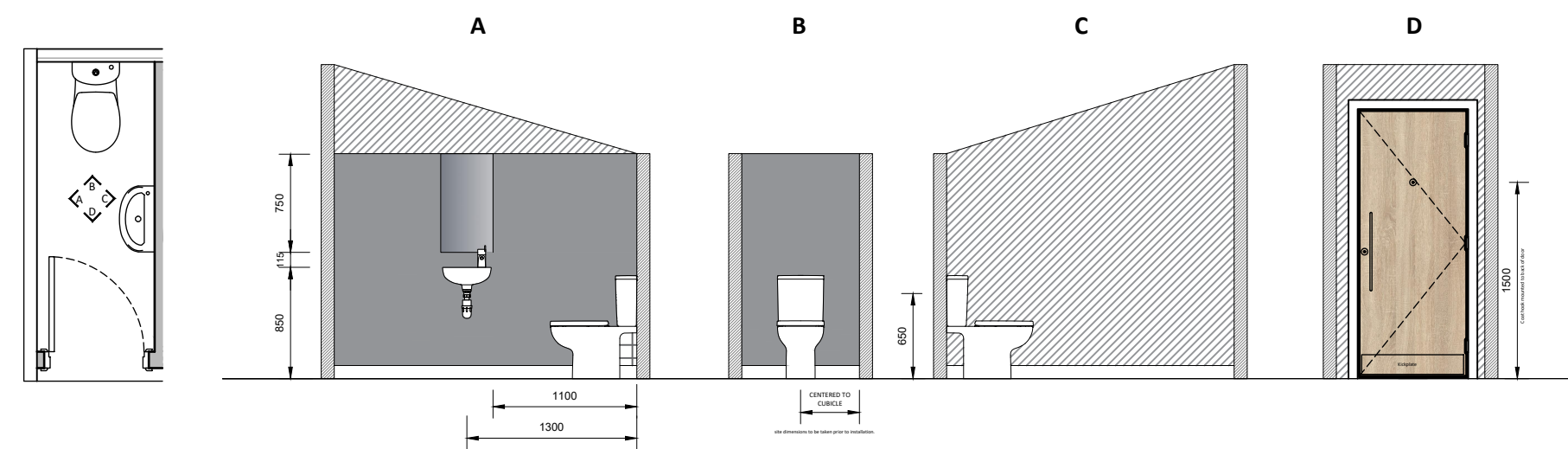
Cafe and Social Space  
Scale - 1:50



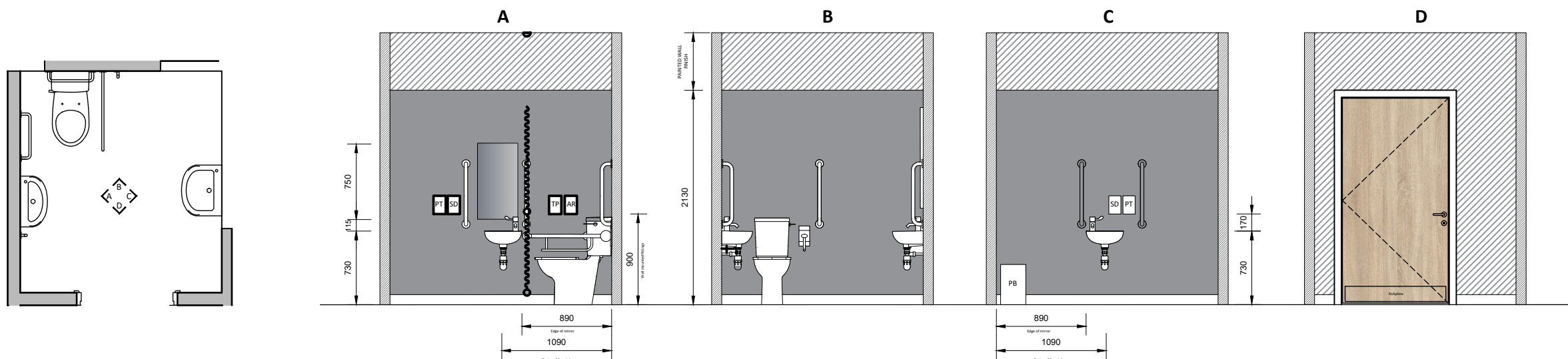
Hire Room (B)  
Scale - 1:50



First Floor (FF) Offices  
Scale - 1:50



FF Typical WC Plan and Elevations  
Scale - 1:50



Typical Accessible WC Plan and Elevations  
Scale - 1:50

### Sanitary Ware - General

#### Installation generally

Standards: In accordance with **BS 6465-1**, -2 and -3.  
Assembly and fixing: Surfaces subjected to falls to drain as intended.  
Fasteners: Non-ferrous or stainless steel.  
Fixing: Fix appliances securely to structure. Do not support on pipework.  
Joining and bedding compounds: Recommended by manufacturers of appliances, accessories and pipes being joined or bedded.  
Appliances: Do not use. Do not stand on appliances.  
Supply and discharge pipework: Fix before appliances.  
On completion: Components and accessories working correctly with no leaks.  
Labels and stickers: Remove

#### Installing WC pans

Floor-mounted pans: Screw fix and fit cover caps over screw heads. Do not use mortar or other beddings.  
Seat and cover: Stable when raised.

#### Installing cisterns

Cistern operating components: Obtain from cistern manufacturer.  
Inlet and flushing valves: Match to pressure of water supply.  
Internal overflows: Into pan, to give visible warning of discharge.  
External overflows: Fix pipes to falls and locate to give visible warning of discharge. Agree location where not shown on drawings.

#### Installing taps

Fixing: Secure against twisting.  
Seal with appliance: Watertight.  
Positioning: Hot tap to left of cold tap as viewed by user of appliance.

#### Installing wastes and overflows

Bedding: Waterproof joining compound.  
Fixing: With resilient washer between appliance and backnut.

#### Compatibility of components

General: Each sanitary assembly must consist of functionally compatible components, preferably obtained from a single manufacturer.  
Exceptions: Water supply fittings, wastes and traps

#### Noggings and bearers

Noggings, bearers, etc. to support sanitary appliances and fittings: Position accurately. Fix securely.

#### Tiled backgrounds other than splashbacks

Timing: Complete before fixing appliances.  
Fixing appliances: Do not overstress tiles.

#### Sealant for pointing

Standard: **BS EN ISO 11600**  
Class: F20 HM  
Type: Silicone  
Manufacturer: Contractor's choice  
Product reference: Contractor's choice  
Colour: White

#### Installing cisterns

Cistern operating components: Obtain from cistern manufacturer.  
Inlet and flushing valves: Match to pressure of water supply.  
Internal overflows: Into pan, to give visible warning of discharge.  
External overflows: Fix pipes to falls and locate

### WC and Cisterns

WC standard: To Defra WC suite performance specification or equivalent approved by relevant water company  
Type: Close-coupled cistern

#### Pan

Standards: To BS EN 33 and BS EN 997, Class 2  
Manufacturer: Contractor's choice  
Product reference: Contractor's choice  
Material: Glazed fireclay, white  
Seat and cover

#### Standard: To BS 1254

Form: Seat and cover  
Manufacturer: Contractor's choice  
Product reference: Contractor's choice  
Material: Plastics  
Finish/ colour: White  
Duty: Heavy  
Pillars: Contractor's choice  
Soft close: Required

#### Pan connector

Standard: To **BS 5627**.  
Manufacturer: Contractor's choice  
Product reference: Contractor's choice  
Colour: To match pan

#### Cistern

Standard: To BS 1125  
Manufacturer: As pan  
Product reference: Contractor's choice  
Material: Vitreous china  
Finish/ colour: To match pan

#### Inlet valve

Cistern manufacturer's standard  
Manufacturer: As cistern  
Product reference: As cistern  
Water supply connection: Bottom  
Flushing arrangement: Cistern manufacturer's standard  
Manufacturer: As cistern

#### Product reference

Contractor's choice  
Operating control: Lever handle, chrome-plated  
Flush volume: 6 L  
Flush pipe: Concealed  
Manufacturer: As cistern  
Product reference: Contractor's choice  
Material: Plastics, white  
Accessories: None

### Unisex accessible WC Equipment Packages (Document M)

#### Armitage Shanks

Armitage, Old Road, Rugeley, Staffordshire, WS15 4BT  
+44 (0)870 122 8822  
www.idealspec.co.uk  
info@thebluebook.co.uk

#### Product reference

Standards: In accordance with Approved Document M.  
Form: Complete accessible WC Doc M package and fittings.  
Arrangement: Close-coupled pack.

#### Transfer handling

Left-hand.

#### Material and colour

WC pans: Vitreous china to **BS EN 997**, white.  
WC cisterns: Vitreous china to **BS EN 997**, white.  
WC seats: Plastics, no cover.

#### Washbasins

Material: Vitreous china to **BS EN 14688**, white.  
Handrails: Powder-coated.  
Water supply fittings: Lever-operated thermostatic mixer tap.  
Integral accessories: Toilet roll holder.

#### Finish/ colour

Pan: Vitreous china, white  
Cistern: Plastics, white (concealed)  
Seat: Plastics, grey  
Basin: Vitreous china, white

#### Handrails and grab bars

Coated steel, dark grey

#### Transfer handling

As per drawing  
Water supply fittings (basin): Lever-operated thermostatic basin mixer tap  
Water supply temperature (maximum): 43°C

#### Accessories

Clothes hooks, Soap dispenser, Mirror

#### Washbasins

##### Armitage Shanks

Armitage, Old Road, Rugeley, Staffordshire, WS15 4BT  
+44 (0)870 122 8822  
www.idealspec.co.uk  
info@thebluebook.co.uk

#### Product reference

**HBN 00-10 HTM65 (LB G M) Contour 21 + 50cm Back Outlet Washbasin.**

#### Standard: To BS EN 14688

Form: Wall-hung wash basin

#### Connecting dimensions

To **BS EN 31**.

#### Materials

Body: Vitreous china.

#### Finish and colour

White, SmartGuard (HY).

#### Size

500 x 400 mm.

#### Water supply, overflow and waste holes

Water supply: Single tap hole.

#### Overflow

Rear overflow hole.

### WC Fittings

#### Mirror

Manufacturer: Contractor's choice  
Product reference: Contractor's choice  
Quantity: 12no.

#### Materials and standards

Materials: Stainless steel.

#### Dimensions

700 x 450 mm.

#### Thickness

6 mm.

#### Finish

Highly polished to give maximum reflection.

#### Backing

Masonite.

#### Provision for fixing

Four holes within rear frame for concealed fixing.  
Execution: Installing mirrors  
Type: Contractor's choice  
Size: As per elevations  
Material: Plastic  
Finish/ colour: White

#### Paper Roll Dispenser

Manufacturer: Contractor's choice  
Product reference: Contractor's choice  
Quantity: 12no.

#### Fixing

Wall mounted

#### Material

Plastic

#### Finish/ colour

White

#### Soap Dispenser

Manufacturer: Contractor's choice  
Product reference: Contractor's choice  
Quantity: 12no.

#### Fixing

Wall mounted

#### Material

Plastic

#### Finish/ colour

White

#### Sanitary Disposal Bin

Manufacturer: Contractor's choice  
Product reference: Contractor's choice  
Quantity: 12no.

#### Material

Plastic

#### Finish/ colour

White

#### Toilet brushes

Manufacturer: Contractor's choice  
Product reference: Contractor's choice  
Quantity: 3

#### Material

Plastic

#### Finish/ colour

White

#### Hand-cleansing gel dispensers

Manufacturer: Contractor's choice  
Product reference: Contractor's choice  
Quantity: 3

#### Material

Plastic

#### Finish/ colour

White

#### Washbasins

##### Armitage Shanks

Armitage, Old Road, Rugeley, Staffordshire, WS15 4BT  
+44 (0)870 122 8822  
www.idealspec.co.uk  
info@thebluebook.co.uk

#### Product reference

**HBN 00-10 HTM65 (LB G M) Contour 21 + 50cm Back Outlet Washbasin.**

#### Standard: To BS EN 14688

Form: Wall-hung wash basin

#### Connecting dimensions

To **BS EN 31**.

#### Materials

Body: Vitreous china.

#### Finish and colour

White, SmartGuard (HY).

#### Size

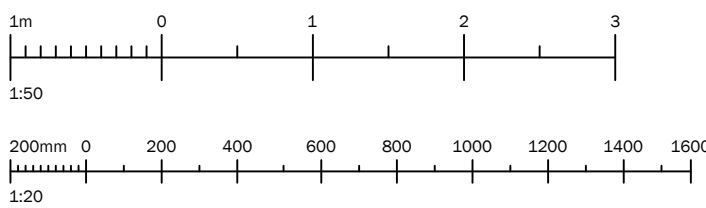
500 x 400 mm.

#### Water supply, overflow and waste holes

Water supply: Single tap hole.

#### Overflow

Rear overflow hole.



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A	12.05.23	Wall finish changed to white rock as per client request.	MR
rev:	date:	description:	by:



**Paul Robinson**  
PARTNERSHIP  
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Norwich, NR13 5FH

e-mail: design@prparchitecture.com  
web: www.paulrobinsonpartnership.co.uk

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

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

title:  
**Proposed WC Details**

scale @ A1:

1:50

date:

May '23

project no:

8341

drawn by:

MR

approved:

SDL

dwg no:

B16

revision:

A

BUILDING REGS





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



**Paul Robinson**  
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web: [www.paulrobinsonpartnership.co.uk](http://www.paulrobinsonpartnership.co.uk)

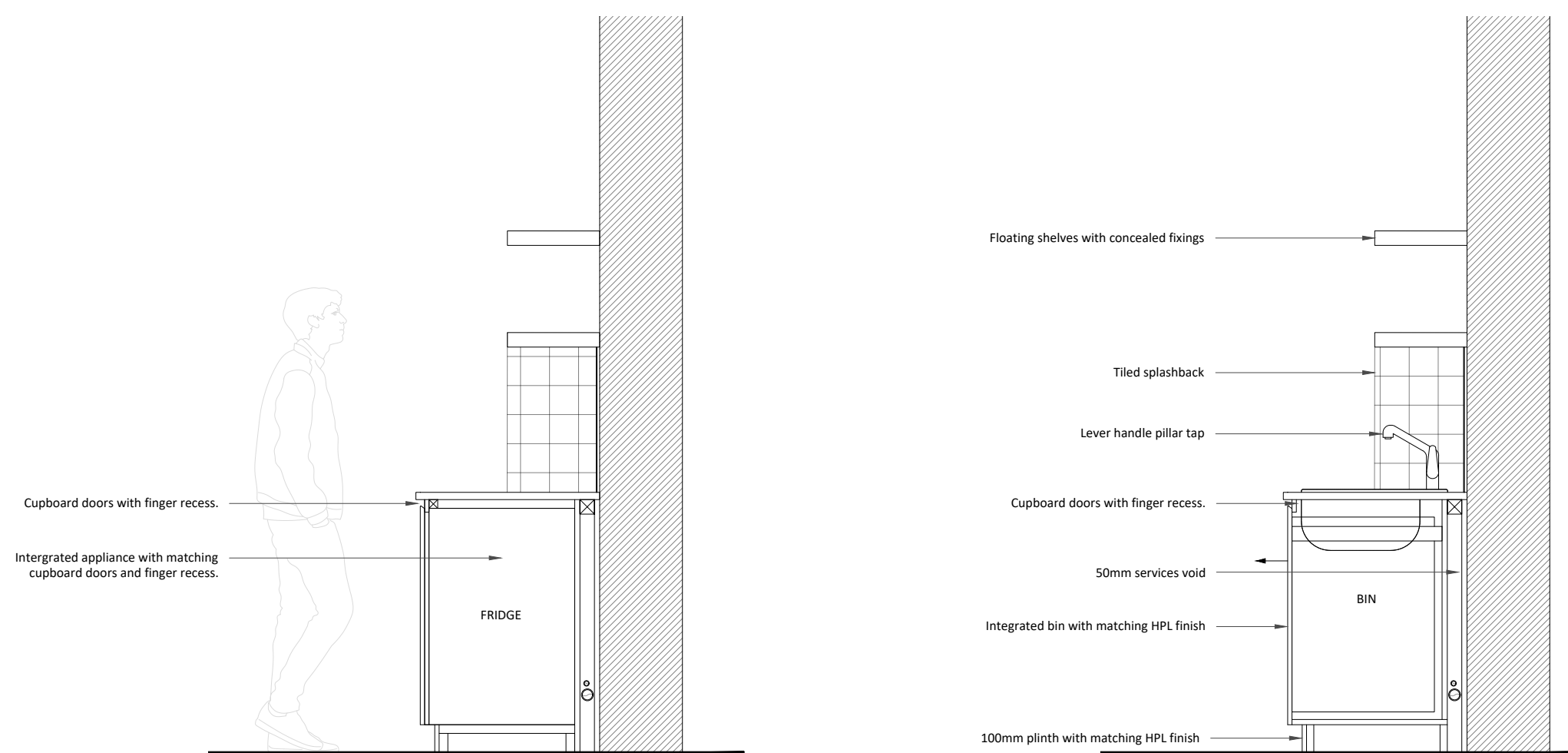
client:  
Bidwells LLP on behalf of  
Sprowston Town Council

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

title:  
Teapoint Details

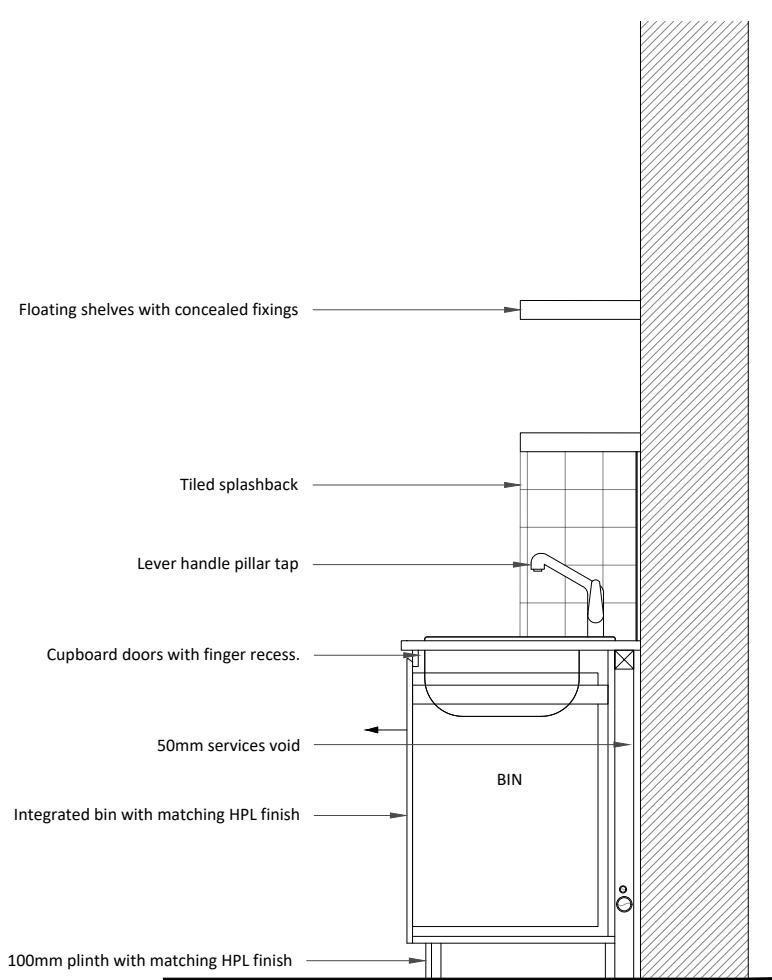
scale @ A1: 1:20  
date: May '23  
project no: 8341

drawn by: MR  
approved: SDL  
dwg no: B17  
revision: A



# Typical Sections A-A

Scale - 1:20



## Typical Sections B-B

Scale - 1:20

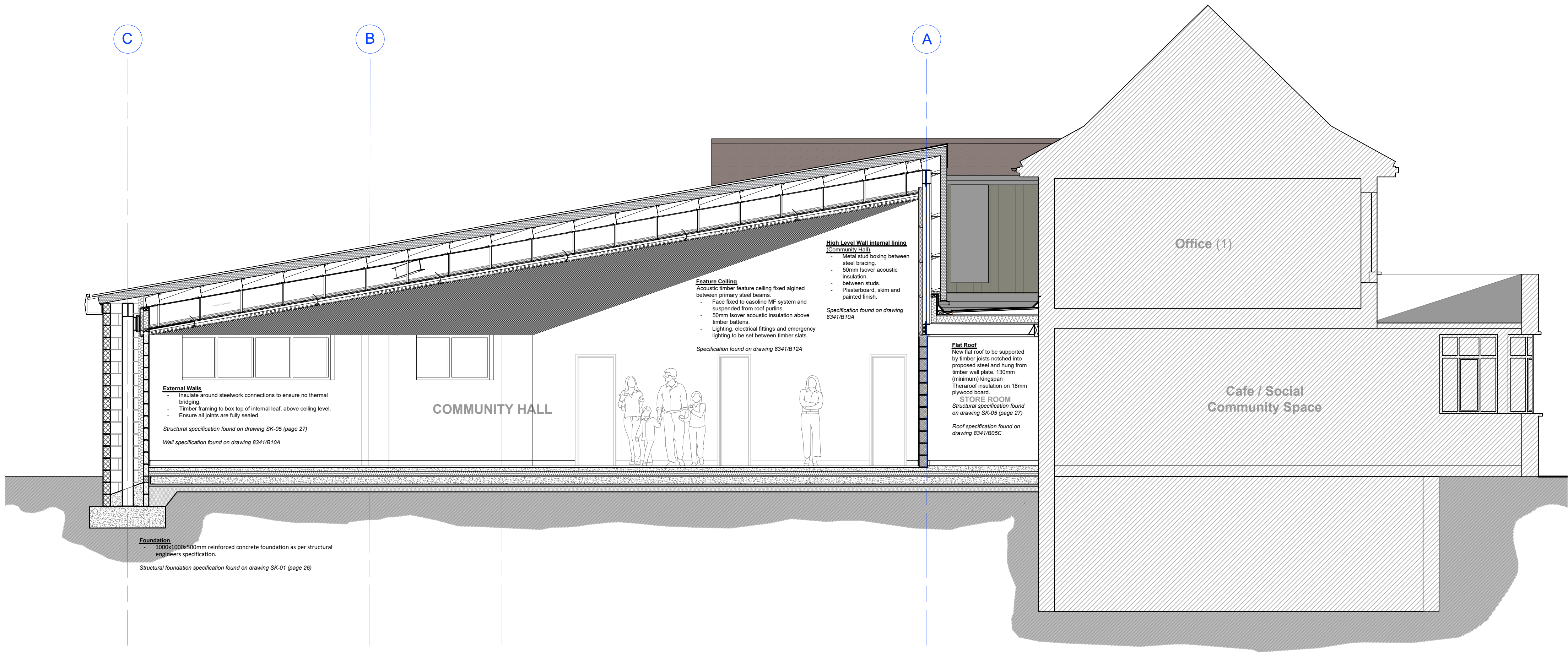
TEAPOINT SCHEDULE										
REF	Location	Dimensions W x D (mm)	Sink	Fridge	Bin	Microwave	Shelving	Bin size	Sanitary ware Finish	Worktop Finish
GROUND FLOOR										
A	Room Hire (A)	2760 x 600	✓	✓	✓	-	-	✓	Chromed Plated	Polyrey HPL Bonded Laminate Chene Bastidue C129 (Natural Woods, Oak) - FA
B	Community Hall	1980 x 600	✓	✓	✓	-	✓	✓		
C	Room Hire (B)	2565/1965 x 600	✓	✓	✓	-	-	✓		
FIRST FLOOR										
D	Offices	3090 x 600	✓	✓	✓	✓	-	✓	Chromed Plated	Polyrey HPL Bonded Laminate Chene Bastidue C129 (Natural Woods, Oak) - FA

**FINISHES SUBJECT TO CLIENT SUBJECT APPROVAL**

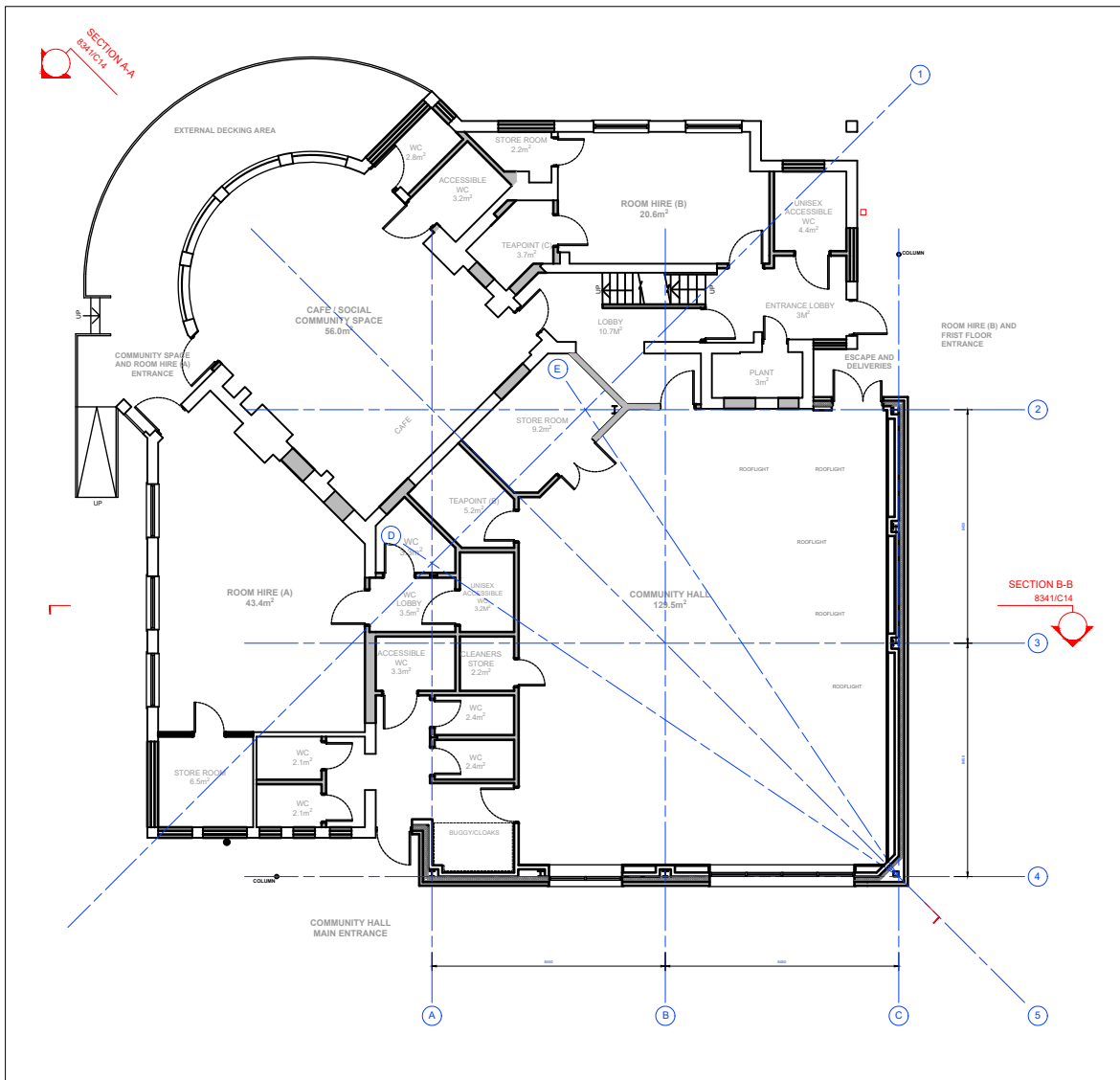


# BUILDING REGS

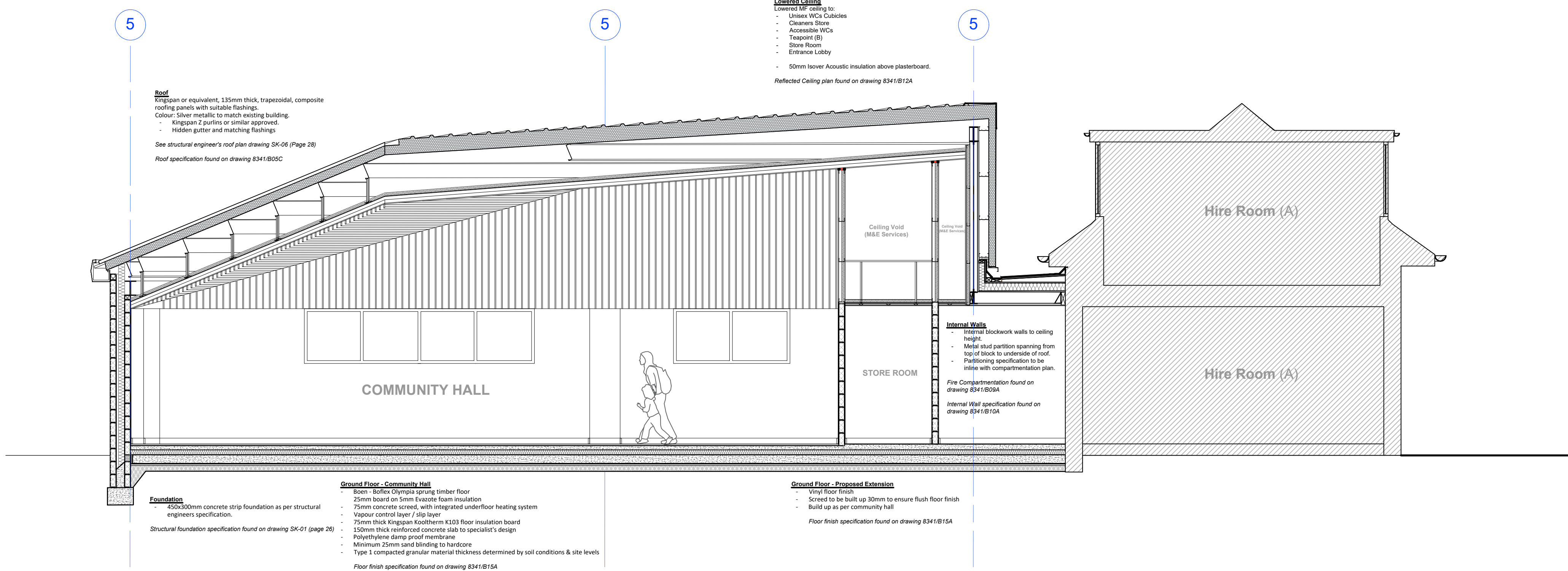




Section A-A  
Scale - 1:50



Section Location Plan  
Scale - 1:200



Section B-B  
Scale - 1:50

This drawing is to be read in conjunction with Doc:  
(B1) 2022-302 - Viking Centre, Sprowston - JPP Structural Engineering Calcs Document

Structural engineers specification drawings can be found;  
**Page 26:** SK-01, Substructure Structural Requirements  
**Page 27:** SK-05, Superstructure Structural Requirements  
**Page 28:** SK-06, Roof Superstructure Structural Requirements  
**Page 29:** SK-07, Steelwork Connection Details (1 of 2)  
**Page 30:** SK-08, Steelwork Connection Details (2 of 2)

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B	19.06.23	Updated drawing references to notes.	MR
A	12.05.23	Community hall ground floor build up changed.	MR
rev:	date:	description:	by:



**Paul Robinson**  
**PARTNERSHIP**  
**ARCHITECTURE + SURVEYING**

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web: www.paulrobinsonpartnership.co.uk

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

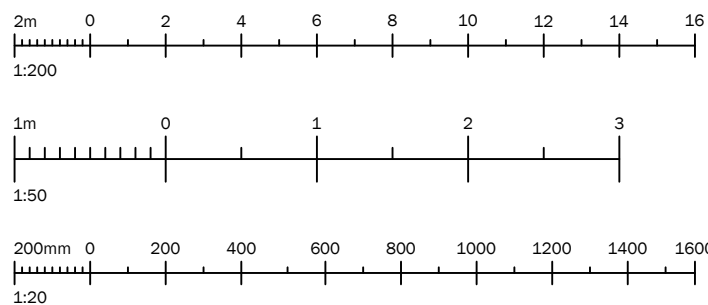
location:  
**Former Viking Pub, Tills Road,  
Norwich, NR6 7QZ**

title:  
**Proposed Sections  
A-A & B-B**

scale @ A1: 1:50	drawn by: MR
date: June '23	approved: SDL
project no: 8341	dwg no: B21
	revision: B

BUILDING REGS

Section Key  
Proposed Structural Grid





## Guy Ranaweera

---

**From:** Caroline Money <caroline.money@norfolk.gov.uk>  
**Sent:** 19 June 2023 11:05  
**To:** Guy Ranaweera  
**Subject:** school organisation; Falcon Junior School and Sprowston Junior School  
**Attachments:** Final PI Falcon Junior.pdf; PN Falcon.pdf; PI Sprowston Junior.pdf; PN Sprowston Junior.pdf

Dear Colleague

I am writing to inform you of two school organisation proposals published today.

We are proposing to;

- Establish a specialist resource base at Falcon Junior School, from 1 September 2024 onwards. This will create an 8 place additional intervention base.
- Establish a 16 place additional intervention base at Sprowston Junior School, from 1 September 2025.

I have attached a copy of the documents, which will be distributed to all parents, staff and stakeholders from today. I would be very grateful if you could forward this to your town councillors.

With best wishes  
Caroline

**Caroline Money, School Organisation Manager/Public Sector Apprenticeships Project Manager**  
Education, Infrastructure & Partnerships  
Tel: 01603 228828

Lower Ground, County Hall, Martineau Lane, Norwich NR1 2DH



**Norfolk** County Council



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## **Statutory Proposal to establish a Specialist Resource Base (SRB), for 8 places, at Falcon Junior School, Norwich, from 1<sup>st</sup> September 2024**

### **1. Local Authority details**

Norfolk County Council, County Hall, Martineau Lane, Norwich NR1 2DH

### **2. School details**

<b>Name</b>	Falcon Junior School
<b>Type</b>	Community School
<b>Address</b>	Falcon Junior School, Falcon Road West, Norwich, Norfolk NR7 8NT
<b>Age Range</b>	7 - 11 years
<b>Capacity</b>	480 pupils; Numbers on roll 1 June 2023 = 434
<b>Ofsted</b>	Last Ofsted; November 2022      Rating; Good

### **3. What changes are proposed?**

It is proposed to establish an 8 place additional intervention base for Key Stage 2 pupils at Falcon Junior School, from 1 September 2024.

We appreciate that children and young people with complex needs can struggle to engage with learning and cope in a classroom without additional strategies and interventions. A Specialist Resource Base (SRB) can support children to overcome barriers to learn strategies to enable them to successfully participate in a mainstream school setting, in which they can flourish.

This proposal is part of Norfolk County Council's Local First Inclusion which is the county council's six-year special educational needs and/or disabilities (SEND) improvement programme. We are committed to reviewing and developing Special Education Needs & Disability (SEND) provision as part of Norfolk's Local Offer of support to children, young people and families.

The proposal will also be supported by a funding agreement to support an increased staffing structure.

The SRB places will be allocated through Norfolk County Admissions processes and the base will grow up to full capacity from 1 September 2024.

### **4. What is a specialist resource base**

A Specialist Resource Base (SRB) is a bespoke accommodation base, providing an enabling environment for learners, in a mainstream school, where children are taught by specialist staff.



A panel of professionals would continue to admit pupils to the SRB, not only from the local area, but also across a wider area. Pupils at the SRB not only benefit from smaller classes with favourable pupil-staff ratios, but also benefit from being in a mainstream school and being included in many learning opportunities with their peers, with additional support from specialist staff. In addition, the SRB would have access to further resources and expertise from a Specialist Partner and wider professionals.

The SRB will be managed by the Headteacher and Governors at Falcon Junior School.

## **5. Why do we want to do this? (evidence of demand)**

Norfolk County Council has a statutory duty to;

- ensure a sufficient supply of school places in its area for children of school age
- promote high educational standards, diversity and parental choice
- ensure fair access to educational opportunity
- help fulfil every child's educational potential.

Norfolk County Council does not have enough local specialist special educational needs and disability (SEND) provision in mainstream schools. Our research has identified the SEND need and the location areas. Specialist Resource Bases in mainstream schools enable all children and young people with SEND to get a consistently high-quality education with the right support for their needs in their local area first.

This proposal builds on the 31 specialist resource bases attached to mainstream schools across Norfolk, many established during the Phase 1 SRB programme/ expansion started in 2019, with some still in development. They provide a total of 411 specialist places, across five different SRB specialisms;

- Learning and Cognition (LCN)
- Speech, language and communication (SLCN)
- Social, emotional and mental health (SEMH)
- Autistic Spectrum Condition (ASC)
- Deaf (hearing impaired)

We have identified further priority areas for new or expanded SRBs, as part of Phase 2, including additional intervention bases in Norwich which can be provided by Falcon Junior School.

Norfolk County Council and the Governors of Falcon Junior School feel these changes would benefit children and young people because it;

- supports more students with special education needs and disabilities to be educated and thrive in their local school and community;
- enhances students' progress by effectively meeting their individual complex needs;
- helps facilitate better access to the curriculum and supports students to achieve their potential;
- ensures that needs can be met locally avoiding the need for students to spend unnecessary time travelling to an appropriate school further away. This is better for young people and saves the taxpayer money in transport costs;
- increases the availability of places to meet the needs of students with SEND;



- addresses identified geographical, and age and phase gaps in SRB provision as identified in Norfolk's SEND Strategy;
- supports the sharing of complex need expertise and good practice as part of our school.

## **6. Objectives, including how the proposal would increase educational standards and parental choice.**

Norfolk County Council wants to:

- Enable 8 pupils to benefit from the specialist education and support provided by Falcon Junior School Additional Intervention Base, for Key Stage 2 pupils
- Increase the number of places for children with co-occurring needs in Norwich, as part of the Local Authority's Local First Inclusion programme.

Norfolk County Council's policy is to expand schools that are rated 'Good' or 'Outstanding' by Ofsted. Falcon Junior School was inspected in November 2022 and rated Good.

The cost-effective provision of high quality educational places is central to meeting the County Council's objective of ensuring inclusion and high standards of achievement for Norfolk learners with SEND.

This proposal offers parents access to more specialist resource base places in Norfolk, reducing the travel time for children and young people living locally.

## **7. Will there be any effect on other schools, academies and educational institutions within the area?**

We cannot foresee any impact on any other schools, as this proposal provides additional places which removes the pressure of meeting the needs of pupils in mainstream schools who are currently waiting for additional support.

## **8. Project costs and an indication of how these will be met, including how long term value for money will be achieved.**

The additional intervention base will be located within the site of Falcon Junior School. The project will involve remodelling the former caretaker's bungalow to create an enabling environment for SRB learners in a bespoke accommodation base.

All capital costs for the new purpose-built accommodation will be funded from Norfolk County Council's SEND Improvement Programme, to ensure there is the appropriate accommodation.

Long term value for money will be achieved as there is greater capacity to meet the needs of children with SEND locally.

## **9. Will this definitely happen?**

No. There is a statutory process we must follow to make this type of change to schools.



## 10. Implementation date and proposed stages

If the proposal is agreed by the local decision maker; the Executive Director of Children's Services, Norfolk County Council, it is intended that the significant change will be implemented from 1 September 2024.

## 11. Related proposals

There is no other proposal linked to this proposal.

## 12. How can I make my views known?

Any person may object to, express support for, or make comments on the proposals, within 4 weeks of the publication of the statutory public notice by:

- Sending an email to; [schoolreview@norfolk.gov.uk](mailto:schoolreview@norfolk.gov.uk). Please put the school name in the heading of the email.
- Writing to: School Organisation Team, FREEPOST, 1H 2076, Lower Ground Floor, County Hall, Martineau Lane, Norwich, NR1 2BR. You don't need a stamp.

## 13. What happens next?

The following table sets out the key dates for the consultation and decision making. At any point the proposal may be withdrawn. The dates set out below meet the Department for Education requirements for consultation on school organisation proposals.

School organisation process	Date
Public Notice published	19 June 2023
Statutory consultation (representation stage)	19 June – 14 July 2023
Decision required, no later than	14 October 2023
If approved, SRB starts	1 September 2024



## **Proposed significant change to Falcon Junior School, Norwich**

NOTICE IS HEREBY GIVEN, that, Norfolk County Council intends to make a prescribed alteration to the following school, in accordance with section 19 (1) of the Education and Inspections Act 2006 and The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013, by establishing an 8 place Specialist Resource Base at Falcon Junior School, Norwich, from 1 September 2024.

This Notice is an extract from the complete proposal. Copies of the complete proposal can be obtained from <https://norfolk.citizenspace.com/childrens-services/srb-2023> ; emailing [schoolreview@norfolk.gov.uk](mailto:schoolreview@norfolk.gov.uk) or by writing to the School Organisation Team, Children's Services, Lower Ground Floor, County Hall, Martineau Lane, Norwich, NR1 2DL.

**Within four weeks** from the date of publication of this proposal, any person may object to, or make comments on, the proposal by sending them to the School Organisation Team, Children's Services, Lower Ground Floor, County Hall, Martineau Lane, Norwich, NR1 2DL or by email to: [schoolreview@norfolk.gov.uk](mailto:schoolreview@norfolk.gov.uk)

Signed: Sara Tough

Executive Director of Children's Services

Publication Date: 19 June 2023

## **Statutory Proposal to establish a Specialist Resource Base (SRB), for 16 places, at Sprowston Junior School, Norwich, from 1<sup>st</sup> September 2025**

### **1. Local Authority details**

Norfolk County Council, County Hall, Martineau Lane, Norwich NR1 2DH

### **2. School details**

<b>Name</b>	Sprowston Junior School
<b>Type</b>	Community School
<b>Address</b>	Recreation Ground Road, Norwich Norfolk NR7 8EW
<b>Age Range</b>	7 - 11 years
<b>Capacity</b>	240 pupils; Numbers on roll 1 June 2023 = 203
<b>Ofsted</b>	Last Ofsted; December 2017      Rating; Good

### **3. What changes are proposed?**

It is proposed to establish a 16 place additional intervention base for Key Stage 2 pupils at Sprowston Junior School, from 1 September 2025.

We appreciate that children and young people with complex needs can struggle to engage with learning and cope in a classroom without additional strategies and interventions. A Specialist Resource Base (SRB) can support children to overcome barriers to learning, to learn strategies to enable them to successfully participate in a mainstream school setting, in which they can flourish.

This proposal is part of Norfolk County Council's Local First Inclusion which is the county council's six-year special educational needs and/or disabilities (SEND) improvement programme. We are committed to reviewing and developing Special Education Needs & Disability (SEND) provision as part of Norfolk's Local Offer of support to children, young people and families.

The proposal will also be supported by a funding agreement to support an increased staffing structure.

The SRB places will be allocated through Norfolk County Admissions processes and the base will grow up to full capacity from 1 September 2025.

### **4. What is a specialist resource base**

A Specialist Resource Base (SRB) is a bespoke accommodation base, providing an enabling environment for learners, in a mainstream school, where children are taught by specialist staff.



A panel of professionals would continue to admit pupils to the SRB, not only from the local area, but also across a wider area. Pupils at the SRB not only benefit from smaller classes with favourable pupil-staff ratios, but also benefit from being in a mainstream school and being included in many learning opportunities with their peers, with additional support from specialist staff. In addition, the SRB would have access to further resources and expertise from a Specialist Partner and wider professionals.

The SRB will be managed by the Headteacher and Governors at Sprowston Junior School.

## **5. Why do we want to do this? (evidence of demand)**

Norfolk County Council has a statutory duty to;

- ensure a sufficient supply of school places in its area for children of school age
- promote high educational standards, diversity and parental choice
- ensure fair access to educational opportunity
- help fulfil every child's educational potential.

Norfolk County Council does not have enough local specialist special educational needs and disability (SEND) provision in mainstream schools. Our research has identified the SEND need and the location areas. Specialist Resource Bases in mainstream schools enable all children and young people with SEND to get a consistently high-quality education with the right support for their needs in their local area first.

This proposal builds on the 31 specialist resource bases attached to mainstream schools across Norfolk, many established during the Phase 1 SRB programme/ expansion started in 2019, with some still in development. They provide a total of 411 specialist places, across five different SRB specialisms;

- Learning and Cognition (LCN)
- Speech, language and communication (SLCN)
- Social, emotional and mental health (SEMH)
- Autistic Spectrum Condition (ASC)
- Deaf (hearing impaired)

We have identified further priority areas for new or expanded SRBs, as part of Phase 2, including additional intervention bases in Norwich which can be provided by Sprowston Junior School.

Norfolk County Council and the Governors of Sprowston Junior School feel these changes would benefit children and young people because it;

- supports more students with special education needs and disabilities to be educated and thrive in their local school and community;
- enhances students' progress by effectively meeting their individual complex needs;
- helps facilitate better access to the curriculum and supports students to achieve their potential;
- ensures that needs can be met locally avoiding the need for students to spend unnecessary time travelling to an appropriate school further away. This is better for young people and saves the taxpayer money in transport costs;
- increases the availability of places to meet the needs of students with SEND;
- addresses identified geographical, and age and phase gaps in SRB provision as identified in Norfolk's SEND Strategy;
- supports the sharing of complex need expertise and good practice as part of our school.

**6. Objectives, including how the proposal would increase educational standards and parental choice.**

Norfolk County Council wants to:

- Enable 16 pupils to benefit from the specialist education and support provided by Sprowston Junior School Additional Intervention Base, for Key Stage 2 pupils
- Increase the number of places for children with co-occurring needs in Norwich, as part of the Local Authority's Local First Inclusion programme.

Norfolk County Council's policy is to expand schools that are rated 'Good' or 'Outstanding' by Ofsted. Sprowston Junior School was inspected in December 2017 and rated Good.

The cost-effective provision of high quality educational places is central to meeting the County Council's objective of ensuring inclusion and high standards of achievement for Norfolk learners with SEND.

This proposal offers parents access to more specialist resource base places in Norfolk, reducing the travel time for children and young people living locally.

**7. Will there be any effect on other schools, academies and educational institutions within the area?**

We cannot foresee any impact on any other schools, as this proposal provides additional places which removes the pressure of meeting the needs of pupils in mainstream schools who are currently waiting for additional support.

**8. Project costs and an indication of how these will be met, including how long term value for money will be achieved.**

The Specialist Resource Base will be located within the site of Sprowston Junior School. This will include the demolition of an existing Horsa Block to accommodate the new building.

The Specialist Resource Base will be a new building, creating an enabling environment for SRB learners in a bespoke accommodation base. All capital costs for the new purpose built accommodation will be funded from Norfolk County Council's Local First Inclusion SEND Improvement Programme, to ensure there is the appropriate accommodation. Target opening is September 2025.

Long term value for money will be achieved as there is greater capacity to meet the needs of children with SEND locally.

**9. Will this definitely happen?**

No. There is a statutory process we must follow to make this type of change to schools.



## 10. Implementation date and proposed stages

If the proposal is agreed by the local decision maker; the Executive Director of Children's Services, Norfolk County Council, it is intended that the significant change will be implemented from 1 September 2025.

## 11. Related proposals

There is no other proposal linked to this proposal.

## 12. How can I make my views known?

Any person may object to, express support for, or make comments on the proposals, within 4 weeks of the publication of the statutory public notice by:

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<b>School organisation process</b>	<b>Date</b>
Public Notice published	19 June 2023
Statutory consultation (representation stage)	19 June – 14 July 2023
Decision required, no later than	14 October 2023
If approved, SRB starts	1 September 2025

## **Proposed significant change to Sprowston Junior School, Norwich**

NOTICE IS HEREBY GIVEN, that, Norfolk County Council intends to make a prescribed alteration to the following school, in accordance with section 19 (1) of the Education and Inspections Act 2006 and The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013, by establishing a 16 place Specialist Resource Base at Sprowston Junior School, Norwich, from 1 September 2025.

This Notice is an extract from the complete proposal. Copies of the complete proposal can be obtained from <https://norfolk.citizenspace.com/childrens-services/srb-2023> ; emailing [schoolreview@norfolk.gov.uk](mailto:schoolreview@norfolk.gov.uk) or by writing to the School Organisation Team, Children's Services, Lower Ground Floor, County Hall, Martineau Lane, Norwich, NR1 2DL.

**Within four weeks** from the date of publication of this proposal, any person may object to, or make comments on, the proposal by sending them to the School Organisation Team, Children's Services, Lower Ground Floor, County Hall, Martineau Lane, Norwich, NR1 2DL or by email to: [schoolreview@norfolk.gov.uk](mailto:schoolreview@norfolk.gov.uk)

Signed: Sara Tough

Executive Director of Children's Services

Publication Date: 19 June 2023



### **Proposal to Change to Monthly Council Meetings**

The Clerk has been asked to prepare a proposal exploring the possibility of changing the day and/or frequency of full Council meetings.

An example schedule of alternative meeting dates is given at Annex 1.

The example alternative dates have been chosen to (as far as practicable) avoid clashes with Broadland District Council Meetings.

Each alternative schedule includes a precept setting meeting in late December, as is Town Council's practice. In order for the precept setting meeting to be able to focus on matters relating to the precept, an extra meeting is proposed in early December. The early December meeting can be used to transact non-precept-related business that may otherwise have needed to be included at the precept meeting.

### **Background**

Sprowston Town Council currently holds a full Council meeting every 3 weeks. On occasion, slightly longer periods between meetings may be planned in order to allow staff and Councillors to focus on large projects such as the summer fete, or to accommodate annual leave of key staff. These occasions are very much the exception.

### **Considerations**

#### **Public Attendance**

Regular public attendance at meetings is very low. Public attendance at meetings is highest when a 'controversial' planning application or other contentious issue gains local prominence. Therefore, as long as meeting dates are widely advertised, and the public continue to have opportunity to make representations (to Town Council) on planning application consultations (see Planning), it is unlikely that any change in the frequency of Council meetings will reduce public participation.

#### **District and County Councillors**

Historically, and at present, Town Council is fortunate in having several Town Councillors whom also serve as District and/or County Councillors. Whilst this greatly enhances the Town Council's ability to effect positive change for Sprowston, 'diary clashes' between meetings at Town, District and County are not uncommon. Undoubtedly this can exert pressure on Councillors to attend more than one meeting on a single night and on occasion

may force Councillors to choose between attending either only a Town, District or County meeting.

#### Town Councillor Attendance

Council may wish to consider any impact that the frequency of meetings may have on Councillors in full or part-time work, with caring responsibilities or limited access to transport.

#### Staff Resource

With the Council office becoming busier and Officer time being stretched further; three-weekly meetings are beginning to place an administrative load on staff which is increasingly difficult to reconcile with the office's other competing priorities and deadlines.

#### Planning

Town Council is a statutory consultee for planning applications within the Town of Sprowston (and in certain other cases). Most planning applications carry a 21-day deadline for consultee responses. Should Council meetings be held monthly; invariably some planning applications will be received which have a consultation response deadline expiring prior to Town Council's next meeting. This means Town Council will not have opportunity to review and comment on these applications. In some cases, this can be mitigated by requesting an extension of the response deadline. Where an adequate extension is not forthcoming, an 'email protocol' could be adopted to grant the Clerk delegated powers to canvas Councillors' opinions and (in conjunction with the Chair) respond to planning applications before expiration of the response deadline. For reference, a draft email protocol is attached at Annex 2.

#### **Sprowston Town Council Decision Required:**

##### **❖ *To agree one of the following options:***

- A. Remain with the current schedule of meetings, i.e.: every third Wednesday
- B. Change to monthly meetings, to be held on the **third Wednesday** of each month
- C. Change to monthly meetings, to be held on the **fourth Wednesday** of each month
- D. Change to monthly meetings, to be held on the **second Thursday** of each month
- E. Change to monthly meetings, to be held on the **third Thursday** of each month

**If monthly meetings are adopted, the following Town Council Decision is requested:**

##### **❖ *To adopt the Draft Email Protocol for Planning Application Consultations***

**G. Ranaweera**  
**Town Clerk**

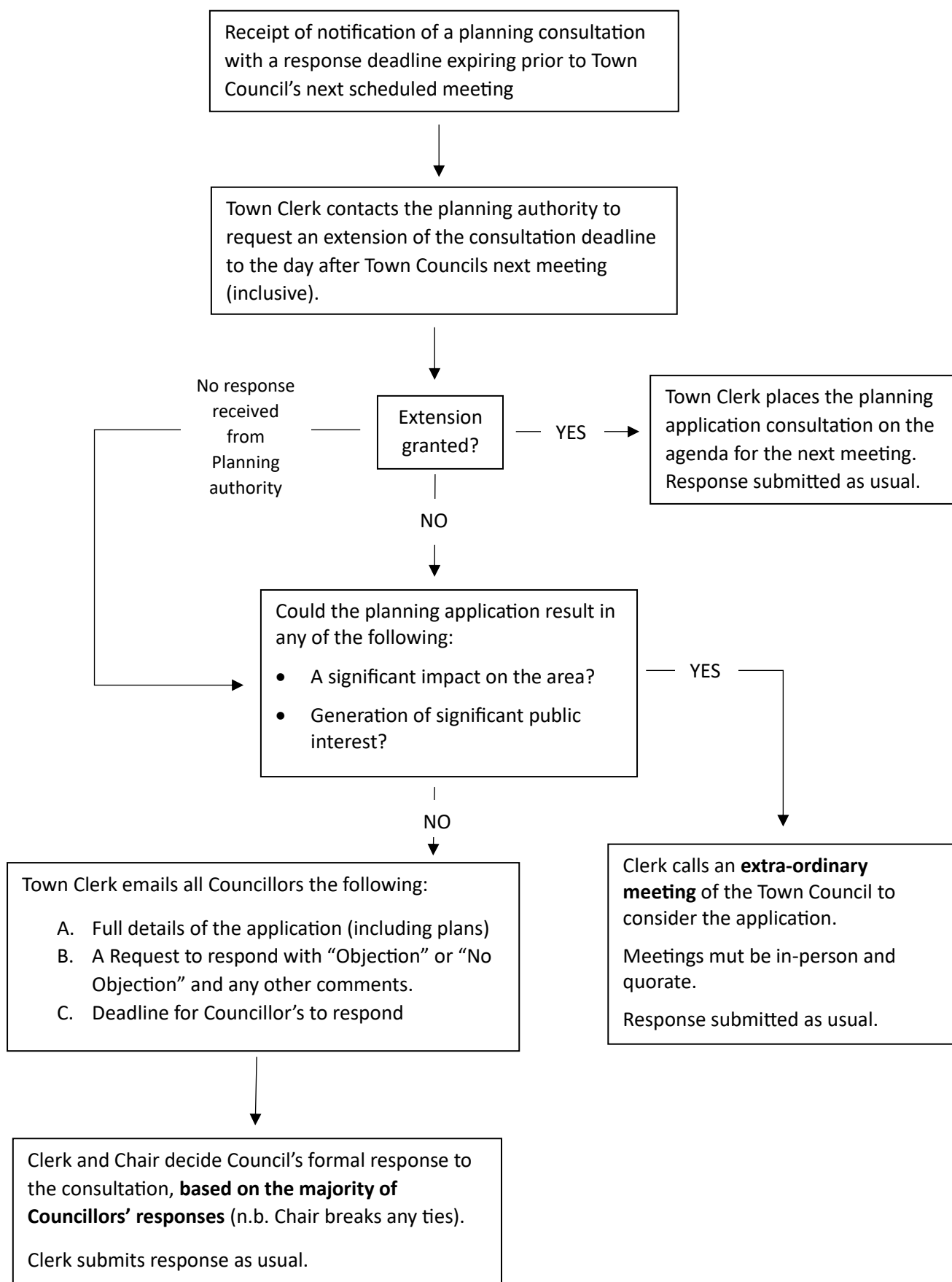


# Annex 1. Example Schedule of Alternative Meeting Dates

(A) Three-weekly meetings on Wednesdays (current)	(B) Monthly meetings 3 <sup>rd</sup> Wednesday	(C ) Monthly meetings 4 <sup>th</sup> Wednesday	(D) Monthly meetings 2 <sup>nd</sup> Thursday	(E) Monthly meetings 3 <sup>rd</sup> Thursday
19 July	19 July	19 July (Brought forward 1 week)	13 July	20 July
16 August	16 August	23 August	10 August	17 August
13 September	20 September	27 September	14 September	21 September
04 October	18 October	25 October	12 October	19 October
25 October	15 November	22 November	9 November	16 November
15 November	6 December (Extra meeting)	6 December (Extra meeting)	7 December (Extra meeting)	7 December (Extra meeting)
06 December	<b>20 December (Precept)</b>	<b>20 December (Precept) (Brought forward 1 week)</b>	<b>21 December (Precept) (Postponed 1 week)</b>	<b>21 December (Precept)</b>
<b>20 December (Precept)</b>	17 January	24 January	11 January	18 January
10 January 2024	21 February	28 February	8 February	15 February
31 January 2024	<b>20 March (Annual Town meeting)</b>	<b>27 March (Annual Town meeting)</b>	<b>14 March (Annual Town meeting)</b>	<b>21 March (Annual Town meeting)</b>
21 February 2024	<b>20 March (On the arising of the Annual Town Meeting)</b>	<b>27 March (On the arising of the Annual Town Meeting)</b>	<b>14 March (On the arising of the Annual Town Meeting)</b>	<b>21 March (On the arising of the Annual Town Meeting)</b>
<b>13 March 2024 (Annual Town meeting)</b>	17 April	24 April	11 April	18 April
<b>13 March 2024 (On the arising of the Annual Town Meeting)</b>	<b>15 May (Annual Council Meeting)</b>	<b>22 May (Annual Council Meeting)</b>	<b>9 May (Annual Council Meeting)</b>	<b>16 May (Annual Council Meeting)</b>
03 April 2024				
24 April 2024				
<b>15 May 2024 (Annual Council Meeting)</b>				
Total: 16 meetings	Total: 13 meetings	Total: 13 meetings	Total: 13 meetings	Total: 13 meetings

## Annex 2. Draft Email Protocol for Planning Application Consultations

Applicable only to: Planning Application Consultations with a response deadline expiring prior to Town Council's next scheduled meeting



**Sprowston Town Council**  
**PLANNING APPLICATIONS – 28 June 2023**

<b>Broadland DC App. No</b>	<b>Location</b>	<b>Description</b>	<b>Type</b>
2023/1385	18 Lone Barn Road, Sprowston, Norfolk NR7 8HZ	Front, side and rear extension	Householder
2023/1500	44 Cromwell Road, Sprowston, Norfolk NR7 8XH	First floor rear extension <i>(Note: Addition of 4<sup>th</sup> bedroom)</i>	Householder
2023/1519	Shop 199 Wroxham Road, Sprowston, Norfolk NR7 8AG	Change of use to include coffee shop within estate agent and internal alterations	Full Planning Permission
2023/1545	King Edward Vi School, Redmayne Field, North Walsham Road, Sprowston, Norfolk	2 x single sided display signs (Resubmission of 20230082)	Advertisement Consent
2023/1546	9 Sursham Avenue, Sprowston, Norfolk NR6 7LD	Single storey rear extension, side porch and new dormer window	Householder
2023/1666	Telecoms Mast BLD25251, Allerton Road, Sprowston, Norfolk	Proposed 15m 5G telecoms installation: H3G street pole and additional equipment cabinets	Prior Notification - Telecommunications



Appl Number : 2023/1017  
App Type : Householder  
Parish: Sprowston  
Location : 31A Allens Avenue Sprowston Norfolk NR7 8EP  
Proposal : Single storey flat roof rear extension  
Decision : Approval with Conditions  
(Delegated)  
Date of decision : 22 May 2023

Appl Number : 2023/0664  
 App Type : Householder  
 Parish: Sprowston  
 Location : Park House Wroxham Road Sprowston Norfolk NR13 6NA  
 Proposal : Replacement garage  
 Decision : Approval with Conditions  
 (Delegated)  
 Date of decision : 2 June 2023

Appl Number : 2023/0677  
 App Type : Householder  
 Parish: Sprowston  
 Location : 4 Bobolink Row Sprowston Norfolk NR7 8GJ  
 Proposal : Proposed loft conversion including rear dormer and velux rooflight to front  
 Decision : Approval with Conditions  
 (Delegated)  
 Date of decision : 2 June 2023

Appl Number : 2023/1456  
 App Type : TPO - Dead / Dangerous Tree Notification  
 Parish: Sprowston  
 Location : 2 Holly Bank Sprowston Norfolk NR7 8JA  
 Proposal : Removal of dead tree - Under an exception of the TPO restrictions for dead trees  
 Decision : Exempt Tree Works  
 (Delegated)  
 Date of decision : 2 June 2023

## Planning Decisions - Week Ending 09th June 2023

Appl Number: 2023/0244  
App Type: Householder  
Parish: Sprowston  
Location: 2B Edwards Road Sprowston Norfolk NR7 8QW  
Proposal: Extension to ground and first floor  
Decision: Approval with Conditions  
(Delegated)  
Date of decision: 7 June 2023

Appl Number: 2023/0899  
App Type: Householder  
Parish: Sprowston  
Location: 103 Lone Barn Road Sprowston Norfolk NR7 8HY  
Proposal: Single storey rear extension and alterations  
Decision: Approval with Conditions  
(Delegated)  
Date of decision: 8 June 2023

Appl Number: 20230162  
App Type: Householder  
Parish: Sprowston  
Location: 67 Russell Avenue Sprowston NR7 8XF  
Proposal: Rear & side extension & removal of roof, reconfigure & rebuild  
with loft conversion.  
Decision: Approval with Conditions  
(Delegated)  
Date of decision: 7 June 2023



Appl Number : 20230110  
 App Type : Householder  
 Parish: Sprowston  
 Location : 150 Wroxham Road Sprowston NR7 8EZ  
 Proposal : Two storey and single storey rear extension.  
 Decision : Approval with Conditions  
 (Delegated)  
 Date of decision : 14 June 2023

Appl Number : 2023/1135  
 App Type : Householder  
 Parish: Sprowston  
 Location : 15 Inman Road Sprowston Norfolk NR7 8JT  
 Proposal : Removal of boundary wall and replace with fence panels, gravel  
 boards and concrete posts  
 Decision : Approval with Conditions  
 (Delegated)  
 Date of decision : 14 June 2023

Appl Number : 2023/1138  
 App Type : Cert. Lawfulness Proposed  
 Parish: Sprowston  
 Location : 53 Mousehold Lane Sprowston Norfolk NR7 8HL  
 Proposal : Certificate of lawful use for proposed use as residential care  
 accommodation for up to 6 young adults (Use Class C3b)  
 Decision : Approval with no Conditions  
 (Delegated)  
 Date of decision : 12 June 2023

Appl Number : 2023/1458  
 App Type : TPO - Dead / Dangerous Tree Notification  
 Parish: Sprowston  
 Location : 2 Holly Bank Sprowston Norfolk NR7 8JA  
 Proposal : Removal of dead tree - Under an exception of the TPO restrictions  
 for dead trees  
 Decision : Exempt Tree Works  
 (Delegated)  
 Date of decision : 12 June 2023

**Sprowston Town Council**

**Direct Debit Payments**

**Meeting Date: 28th June 2023**

<u>Invoice Date</u>	<u>Invoice No.</u>	Barclaycard <u>Details</u> Monthly PDQ charge	<u>Net</u> £70.00	<u>VAT</u> £5.00	<u>Amount</u> <u>DIRECT</u> £75.00
<u>Invoice Date</u>	<u>Invoice No.</u>	British Gas <u>Details</u> Gas Bill to Diamond Centre - 14 April 2023 to 20 April 2023	<u>Net</u> £173.28	<u>VAT</u> £34.65	<u>Amount</u> BACS £207.93
<u>Invoice Date</u>	<u>Invoice No.</u>	Norse Waste Solutions <u>Details</u> Rental Charge recycling 1100L & Empty recycling 1100L - May 2023	<u>Net</u> £29.80	<u>VAT</u> £5.96	<u>Amount</u> BACS £35.76
<u>Invoice Date</u>	<u>Invoice No.</u>	Novuna <u>Details</u> 100/23/0007325/Jun Lease rental - Husqvarna P535 OutFront Ride On	<u>Net</u> £933.00	<u>VAT</u> £186.60	<u>Amount</u> BACS £1,119.60
<u>Invoice Date</u>	<u>Invoice No.</u>	Sage <u>Details</u> Monthly subscription - Accounting standard & Payroll	<u>Net</u> £38.00	<u>VAT</u> £7.60	<u>Amount</u> BACS £45.60
<u>Invoice Date</u>	<u>Invoice No.</u>	Total Energies <u>Details</u> Electricity bill for May - Street lights	<u>Net</u> £6,071.59	<u>VAT</u> £1,214.32	<u>Amount</u> BACS £7,285.91
12.06.2023	303489136/23	Electricity bill for May - Sprowston Diamond Centre	£655.55	£131.12	£786.67
12.06.2023	303489092/23	Electricity bill for May - Sports field Flood Lights	£14.24	£0.71	£14.95
12.06.2023	303489081/23		<b>£6,741.38</b>	<b>£1,346.15</b>	<b>£8,087.53</b>
<u>Invoice Date</u>	<u>Invoice No.</u>	Utilita <u>Details</u> Energy Bill for Viking Centre - 01 May 2023 to 31 May 2023	<u>Net</u> £11.86	<u>VAT</u> £0.59	<u>Amount</u> BACS £12.45
<u>Invoice Date</u>	<u>Invoice No.</u>	Veolia <u>Details</u> Non-Hazardous Waste 1100Ltr x22 emptyings, 2 ton container disposal & exchan	<u>Net</u> £511.80	<u>VAT</u> £102.36	<u>Amount</u> BACS £614.16
<u>Invoice Date</u>	<u>Invoice No.</u>	Wave (Anglian Water) <u>Details</u> Water bill - Cemetery 15 Mar to 14 Jun 2023	<u>Net</u> £38.46	<u>VAT</u> £0.00	<u>Amount</u> BACS £38.46
15.06.2023	12153409	Water bill - Allotments 15 Mar to 14 Jun 2023	£166.43	£0.00	£166.43
15.06.2023	12154501		<b>£204.89</b>	<b>£0.00</b>	<b>£204.89</b>
<b>Total Direct Debits</b>			<b>£8,714.01</b>	<b>£1,688.91</b>	<b>£10,402.92</b>

**Sprowston Town Council**
**Invoices To Pay**
**Meeting Date: 28th June 2023**

<b><u>Invoice Date</u></b>	<b><u>Invoice No.</u></b>	<b><u>Details</u></b>	<b><u>Net</u></b>	<b><u>VAT</u></b>	<b><u>Amount</u></b> BACS
05.05.2023	693418	Adcock Refrigeration air conditioning Attended site on 3/5/23 to complete air conditioning maintenance	521.00	104.20	625.20
<b><u>Invoice Date</u></b>	<b><u>Invoice No.</u></b>	<b><u>Details</u></b>	<b><u>Net</u></b>	<b><u>VAT</u></b>	<b><u>Amount</u></b> BACS
02.06.2023	INV-7486	Cozens Ltd 1x rear deflector to be installed on LED lantern for column in footpath adjacent of property 34 on Proctor Road	75.00	15.00	90.00
02.06.2023	INV-7487	1x streetlight replacement column #390 o/s no.50 Barkers Lane - supply and install 1x 5M galvanised steel root mounted column into ground, new LED lantern	1,850.00	370.00	2220.00
07.06.2023	INV-7508	Monthly standard maintenance May 2023	600.00	120.00	720.00
			<b>£2,525.00</b>	<b>£505.00</b>	<b>£3,030.00</b>
<b><u>Invoice Date</u></b>	<b><u>Invoice No.</u></b>	<b><u>Details</u></b>	<b><u>Net</u></b>	<b><u>VAT</u></b>	<b><u>Amount</u></b> BACS
12.06.2023	282152	CPS Fuels 1000 ULSD road diesel @ 113.73p per litre	£1,137.30	£227.46	£1,364.76
<b><u>Invoice Date</u></b>	<b><u>Invoice No.</u></b>	<b><u>Details</u></b>	<b><u>Net</u></b>	<b><u>VAT</u></b>	<b><u>Amount</u></b> BACS
16.05.2023	CD-223657934	Culligan UK Limited 18.9 Ltr Pure Angel Water x6	£27.00	£5.40	£32.40
<b><u>Invoice Date</u></b>	<b><u>Invoice No.</u></b>	<b><u>Details</u></b>	<b><u>Net</u></b>	<b><u>VAT</u></b>	<b><u>Amount</u></b> BACS
01.06.2023	N/A	EL Mileage Mileage expenses 63.20miles x0.45	23.70	4.74	28.44
<b><u>Invoice Date</u></b>	<b><u>Invoice No.</u></b>	<b><u>Details</u></b>	<b><u>Net</u></b>	<b><u>VAT</u></b>	<b><u>Amount</u></b> BACS
02.06.2023	6958782	ESPO Box A3 paper	£43.00	£8.60	£51.60
25.05.2023	6952313	Flipchart pad A1 x5, box A4 recycled paper, rechargeable battery pack x6	£171.35	£34.27	£205.62
			<b>£214.35</b>	<b>£42.87</b>	<b>£257.22</b>
<b><u>Invoice Date</u></b>	<b><u>Invoice No.</u></b>	<b><u>Details</u></b>	<b><u>Net</u></b>	<b><u>VAT</u></b>	<b><u>Amount</u></b> BACS
30.05.2023	N/A	EE Expenses Milk, biscuits, drinking chocolate for meetings, cinema, dementia café. Refuse bags for litter picking	79.00	0.00	79.00
<b><u>Invoice Date</u></b>	<b><u>Invoice No.</u></b>	<b><u>Details</u></b>	<b><u>Net</u></b>	<b><u>VAT</u></b>	<b><u>Amount</u></b> BACS
05.06.2023	501524	Flameskill Inspection + test of emergency lighting - Bowling Pavilion	£51.00	£10.20	£61.20
05.06.2023	501525	Inspection + test of emergency lighting - Cemetery	£75.00	£15.00	£90.00
05.06.2023	501526	Inspection + test of emergency lighting, Inspection + test of fire alarm system - Pavilion and changing room	£130.00	£26.00	£156.00
05.06.2023	501527	Inspection + test of fire alarm system & inspection + test of emergency lighting - Council Office	£130.00	£26.00	£156.00
05.06.2023	501528	Inspection + test of fire alarm system & inspection + test of emergency lighting - Groundsman Store	£115.00	£23.00	£138.00



			<b>£501.00</b>	<b>£100.20</b>	<b>£601.20</b>	
<b><u>Invoice Date</u></b>	<b><u>Invoice No.</u></b>	<b><u>Details</u></b>	<b><u>Net</u></b>	<b><u>VAT</u></b>	<b><u>Amount</u></b>	<b>BACS</b>
31.05.2023	1012996286	Hays Recruitment Agency Temporary Groundsman - w.e 26/05/2023	£349.20	£69.84	£419.04	
07.06.2023	1013011061	Temporary Groundsman - w.e 02/06/2023	£349.20	£69.84	£419.04	
			<b>£698.40</b>	<b>£139.68</b>	<b>£838.08</b>	
<b><u>Invoice Date</u></b>	<b><u>Invoice No.</u></b>	<b><u>Details</u></b>	<b><u>Net</u></b>	<b><u>VAT</u></b>	<b><u>Amount</u></b>	<b>BACS</b>
01.06.2023	928497	Heritage Contract Services Ltd To labour re cemetery gates and litter picking - June 2023 plus increase for April & May	£157.86	£31.57	£189.43	
01.06.2023	928496	To provide caretaker and cleaning services for July 2023 plus increase for April, May & June	£8,918.09	£1,783.62	£10,701.71	
31.05.2023			<b>£9,075.95</b>	<b>£1,815.19</b>	<b>£10,891.14</b>	
<b><u>Invoice Date</u></b>	<b><u>Invoice No.</u></b>	<b><u>Details</u></b>	<b><u>Net</u></b>	<b><u>VAT</u></b>	<b><u>Amount</u></b>	<b>BACS</b>
13.06.2023	760273	Intouch Call charges May 2023 & service charges June 2023	£31.73	£6.34	£38.07	
01.06.2023	758825	9x hosted exchange plus 4 x extra data 01/07/2023 to 01/08/2023	£71.51	£14.30	£85.81	
01.06.2023	758887	WISP 01/06/2023 to 30/06/2023 - business8000plus	£53.70	£10.74	£64.44	
01.06.2023	758888	WISP 01/06/2023 to 30/06/2023 - bespoke package	£161.20	£32.24	£193.44	
08.06.2023	760193	server backup 18/06/2023 to 18/07/2023	£52.68	£10.54	£63.22	
15.06.2023	760451	Avast cloud care 9 computer 2 year licence	£261.00	£52.20	£313.20	
			<b>£631.82</b>	<b>£126.36</b>	<b>£758.18</b>	
<b><u>Invoice Date</u></b>	<b><u>Invoice No.</u></b>	<b><u>Details</u></b>	<b><u>Net</u></b>	<b><u>VAT</u></b>	<b><u>Amount</u></b>	<b>BACS</b>
06.06.2023	213133	Moviola Ltd For supply of film 'A Man Called Otto' 05 June 2023	£103.08	£19.62	£122.70	
<b><u>Invoice Date</u></b>	<b><u>Invoice No.</u></b>	<b><u>Details</u></b>	<b><u>Net</u></b>	<b><u>VAT</u></b>	<b><u>Amount</u></b>	<b>BACS</b>
01.06.2023	3751328	NBB Outdoors Park Seat with back 2-3 people x2 nos.	£1,020.00	£204.00	£1,224.00	
<b><u>Invoice Date</u></b>	<b><u>Invoice No.</u></b>	<b><u>Details</u></b>	<b><u>Net</u></b>	<b><u>VAT</u></b>	<b><u>Amount</u></b>	<b>BACS</b>
14.06.2023	PJI/22243	PJ Plumbing Sprowston Pavilion - attended 24.3.23 to toilet constantly filling.	£55.50	£11.10	£66.60	
16.06.2023	PJI/22248	Allotments - Attended 6.4.23 to repair 3 leaking taps on site	£92.28	£18.46	£110.74	
20.06.2023	PJI/22257	Sparhawk Avenue Park - Attended on 18.4.2023 and fitted replacement taps in men's toilet	£183.19	£36.64	£219.83	
			<b>£330.97</b>	<b>£66.20</b>	<b>£397.17</b>	
<b><u>Invoice Date</u></b>	<b><u>Invoice No.</u></b>	<b><u>Details</u></b>	<b><u>Net</u></b>	<b><u>VAT</u></b>	<b><u>Amount</u></b>	<b>BACS</b>
15.06.2023	1	SYEP Materials for repaint of Barkers Lane youth shelter - pack of mixed paint cans and caps, pack of masks & pack gloves	£189.54	£0.00	£189.54	

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
06.06.2023	I277114	Thomas Fattorini Ltd Supply and fit additional chain links & Platinum Jubilee & Coronation Links, engraving, HGP polish, courier carriage.	£2,646.51	£529.31	£3,175.82

**TOTAL OF INVOICES**

<b>£19,724.62</b>	<b>£3,890.23</b>	<b>£23,614.85</b>
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<b>Transfer:</b>	STC Active to STC Drawings a/c	-	-	<b>23,614.85</b> Trf 37
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<b>Transfer:</b>	STC Active a/c to Salaries a/c	-	-	<b>28,000.00</b> Trf 38
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.....  
Councillor

.....  
Councillor

.....  
Town Clerk

**Sprowston Town Council**

**Invoices Payments Made**

**Meeting Date: 28th June 2023**

		BSA security & fire			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>DIRECT</u>
31.05.2023	103257	CCTV: Annual Maintenance Standard Contract from November 2022 to November 2023	130.00	26.00	156.00
		Hays Recruitment Agency			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>DIRECT</u>
30.05.2023	1012990434	Temporary Groundsman - w.e 19/05/2023	436.50	87.30	523.80
		Price Bailey Chattered Accountants			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>DIRECT</u>
31.05.2023	63762	Fee for the second visit to the Council for Internal Audit 2022/23.	1,875.00	375.00	2250.00
<b>Total Invoices paid</b>			<b>2,441.50</b>	<b>488.30</b>	<b>2,929.80</b>

.....  
Councillor

.....  
Councillor

.....  
Town Clerk

**Sprowston Town Council**

**Barclaycard Payments**

**Meeting Date: 28th June 2023**

Invoice Date  
03.05.2023

Invoice No./Order no.  
22180

Door Solutions Direct

Detail

Geze TS1500 - door closers for Sprowston Diamond Centre x 2 nc

Net  
54.95

VAT  
10.99

Amount  
65.94

Invoice Date

11.05.2023

Invoice No./Order no.

INV-GB-136078611-2023-5064

Detail

Union jack Flag Nylon rope & toggle x2

Net  
49.98

VAT  
10

Amount  
59.98

23.05.2023

DS-ASE-INV-GB-2023-197429190

6 pairs UV protection cooling arm sleeve

26.64

5.34

31.98

25.05.2023

INV-GB-130247271-2023-18938

Safety cap hard hat

60

12.00

72.00

**136.62**

**27.34**

**163.96**

Invoice Date

16.05.2023

Invoice No./Order no.

62F0D6C4-0019

WeTransfer

Detail

Subscription 16 May 2023 to 16 June 2023

Net  
10.79

VAT  
0.00

Amount  
10.79

Invoice Date

20.05.2023

Invoice No./Order no.

IEE2023005438861

Adobe System Software

Detail

Acrobat Pro 20 May 2023 to 19 June 2023

Net  
16.64

VAT  
0.00

Amount  
16.64

Invoice Date

30.05.2023

Invoice No./Order no.

N/A

Post Office

Detail

Special delivery letter sent

Net  
6.85

VAT  
0.00

Amount  
6.85

**Total of Payments**

**225.85**

**38.33**

**264.18**



List of Enforcements closed

Parish	Reference	Case Officer	Description of Alleged Breach of	Location	Closed	Reason
Sprowston	2007ENF594	Petra Maryon	Conditions check - removal of fence - related to app 20051448	72 Sparhawk Avenue Sprowston Norwich Norfolk NR7 8BS	13-Mar-3008	Case Closed
Grand Total						

Confidential

List of current Enforcement Cases

Parish	Reference	Case Officer	Received Date	Address	Nature	Comments
Sprowston	2020ENF297	Steve Kenny	11-Nov-2020	Land To The South Of Salhouse Road, Sprowston	Condition monitoring: Ongoing checks with pre commencement conditions	11/11/2020 - case received 11/11/2020 - outstanding pre commencement conditions - currently applications that are being considered by case officer - await determination and monitor site 13/11/2020 check run to establish o/s conditions all prior to commencement applications are in hand 15/3/2020 developer reminded of requirement for tree protection to be in place 17/3/2021 info and photos from site - tree protection in place 6/8/2021 meeting on site with tree officer to look at unauthorised works to protected trees and positioning of tree protection - this was regularised on visit and better communication between site and officers agreed 15/11/2021 information from C Tax - plot 2 sold and is about to be occupied - prior to occupation conditions have not been satisfied - (11/12 and 15) Case officer advised 3/10/2022 discussed with Majors team manager - monthly meetings to be arranged to discuss all majors sites
	2022ENF218	Steve Kenny	16-Aug-2022	53 Mousehold Lane Sprowston Norwich Norfolk NR7 8HL	Use as a HMO	16-08-2022- case raised discussed with Housing - app required for change of use to HMO discussed with planners - P Kerrison to work with Housing o get app in 30/9/2022 email to housing re progress of app 23/11/2022 discussed with case officer who is working with housing. 27/3/2023 chaser email to housing - still no application in to regularise housing officer confirmed that 'annexe' is not in

List of current Enforcement Cases

Parish	Reference	Case Officer	Received Date	Address	Nature	Comments
	2022ENF218	Steve Kenny	16-Aug-2022			use at the moment and that application is being prepared for the main house. 25/4/2023 application 2023/1138 received Martin Clark dealing - enforcement file held in abeyance whilst this is determined
	2023/8113	Steve Kenny	3-Mar-2023	39 Edwards Road Sprowston Norfolk NR7 8QW	Possible HMO 39A - sub division of property	Case raised 06/03/2023 from internal notification. SS 3.3.2023 site visit undertaken - flat created at first floor level - pp required 10.3.2023 letter to owner advising that pp would be required to retain flat at first floor 13.3.2023 email from owner - he will make a planning application 14.3.2023 response to owner 10/05/2023 email to owner reminding them that pp required for sub division of property
	2023/8152	Steve Kenny	20-Mar-2023	Land At The End Of Mallard Way Atlantic Avenue Sprowston Norfolk	Unauthorised advertisement	Case raised and acknowledged 21/03/2023 SS
	2023/8196	Steve Kenny	11-Apr-2023	61 Lone Barn Road Sprowston Norfolk NR7 8HZ	Unauthorised development.	Case raised and acknowledged 11/04/2023 SS 24apr23ite visit c/o
	2023/8200	Steve Kenny	13-Apr-2023	8 Hall Wood Road Sprowston Norfolk NR7 8UL	Unauthorised use of annexe	Caser raised and acknowledged 14/04/2023 SS
	2023/8213	Steve Kenny	17-Apr-2023	11 Edwards Court Sprowston Norfolk NR7 8QB	Unauthorised use and unauthorised shed in front garden.	Case raised and acknowledged 21/04/23 SS
	2023/8251	Steve Kenny	10-May-2023	84 Blenheim Road Sprowston Norfolk	Aircon on Saturdays - contrary to 20141399	Case raised and acknowledged 11/05/2023 SS 25/5/2023 letter to site advising them of restrictions of use

List of current Enforcement Cases

Parish	Reference	Case Officer	Received Date	Address	Nature	Comments
	2023/8251	Steve Kenny	10-May-2023	NR7 8AL		2/6/2023 tel call from complainant for update
	2023/8267	Steve Kenny	26-May-2023	55 Burrage Way Sprowston Norfolk NR7 8FY	Potential change of use	Case raised and acknowledged 17.05.23 AT 18may23 - researched - they have a full social media present. Food safety have visited and awarded a 5 star rating! letter out to owners - unlikely to get PP
	2023/8293	Steve Kenny	19-May-2023	Street Record Kingfisher Road Sprowston Norfolk	Unauthorised works and use of the land	Case raised and acknowledged 25/05/2023 SS 1jun23 - site visit, unable to find any land grab or development - email to comp for more info.
	2023ENF018	Steve Kenny	1-Feb-2023	134 Wroxham Road Sprowston Norwich Norfolk NR7 8EZ	Dog grooming Salon in garage	01-02-2023 - acknowledge complainant 01-02-2023 - letter out to owner 10/05/2023 - visited site, 15may23 - further comps - business is much busier - further action needed - warning email out to owner. 17may23 - owner called - she will adhere to my limitations for indicental usage only - updated comps
	2023ENF021	Steve Kenny	6-Feb-2023	56 Colindeep Lane Sprowston Norfolk NR7 8EQ	Unauthorised business use.	Case raised and acknowledged 20apr23 - visit tbco 24apr23 - site visit - no contact - looks busy 2may23 - letter out to owner 10may23 - owner called, he is moving house soon. gave 3 months to sort - diarised
	2023ENF022	Steve Kenny	6-Feb-2023	67 Russell Avenue, Sprowston, NR7 8XF	Rear extension and removal of roof, reconfigure and rebuild with loft conversion without planning permission.	Case raised and acknowledged 06/02/202 01/06/2023 - allocated to a new officer
Grand Total						