

Planning applications committee

Date: Thursday, 10 September 2020

Time: 10:00

Venue: Remote access

Committee members:

Councillors:

Driver (chair)
Maxwell (vice chair)
Bogelein
Button
Huntley
Lubbock
Neale
Ryan
Peek
Sands (M)
Sarmezey
Stutely

1 vacancy

For further information please contact:

Committee officer: Jackie Rodger
t: (01603) 989547
e: jackierodger@norwich.gov.uk

Democratic services
City Hall
Norwich
NR2 1NH

www.norwich.gov.uk

Information for members of the public

Members of the public and the media have the right to attend meetings of full council, the cabinet and committees except where confidential information or exempt information is likely to be disclosed, and the meeting is therefore held in private.

For information about attending or speaking at meetings, please contact the committee officer above or refer to the council's website

Agenda

Page nos

1 Apologies

To receive apologies for absence

2 Declarations of interest

(Please note that it is the responsibility of individual members to declare an interest prior to the item if they arrive late for the meeting)

3 Minutes

5 - 16

To approve the accuracy of the minutes of the meeting held on 13 August 2020

4 Committee Briefing on Changes to the Planning System Use Classes and on the Planning White Paper

Oral update for information.

5 Planning applications

Please note that the planning applications committee public speaking procedures as set out in Appendix 11 of the council's constitution, with the exception of 6(2) relating to ward councillors, have been temporarily suspended. Members of the public are invited instead to submit a written statement to be read out by officers at the meeting. The number of statements is limited to 6 for a major application and 4 for a minor application and this will be subject to the following guidelines:

(a) where such statement exceed 500 words, they will be summarised by officers rather than read word by word;

(b) if more than the above number of statements are submitted, officers will summarise the contents of the

statements;

(c) the applicant or agent, will be able to prepare one statement which will be read out: and,

(d) statements from members of the public may be in objection or support.

Discretion will be used by the chair, if a member of the public is unable to provide a written statement and other arrangements will be made. Please contact the committee officer to discuss this.

	Summary of planning applications for consideration	17 - 18
	Standing duties	19 - 20
5(a)	Application no 20/00819/F - Eaton (City of Norwich) School, Eaton Road, Norwich, NR4 6PP	21 - 36
5(b)	Application no 20/00688/F - 105 Gipsy Lane , Norwich, NR5 8AX	37 - 48
6	Revisions to Public Speaking	49 - 56

Purpose - This report proposes to amend the committee's public speaking arrangements. This follows recent amendments to both the scheme of delegation and public speaking arrangements during the coronavirus pandemic.

Date of publication: **Wednesday, 02 September 2020**



Planning applications committee

10:00 to 14:05

13 August 2020

Present: Councillors Driver (chair), Maxwell (vice chair), Button, Grahame (substitute for Councillor Bogelein), Huntley, Lubbock, Neale, Oliver (substitute for Councillor Sands (M)) Peek (to end of item 8 below) Sarmezey and Stutely

Apologies: Councillors Bogelein, Sands (M), Ryan and Utton

1. Declarations of interest

Councillor Sarmezey declared a pecuniary interest in item 4 (below) Application no 20/00568/F - Garages in front of 24 - 26 Leopold Road, Norwich and item 5 (below) Application no 20/00630/MA - 1 Leopold Close, Norwich, NR4 7PR because she was a local resident.. She would therefore leave the meeting during consideration of these applications.

Councillor Lubbock declared a pre-determined view in items 5 (below) Application no 20/00630/MA - 1 Leopold Close, Norwich, NR4 7PR, and item 9 (below) Application no 20/00024/F - 174 Newmarket Road, Norwich, NR4 6AR because she had called in the applications and would be speaking on behalf of residents objecting to the proposals as ward councillor and then leave the meeting during the consideration of these applications.

Councillor Lubbock also declared a pecuniary interest and a predetermined view in item 7 (below) Application nos 19/01488/F & 19/01487/L – Strangers Club, 22-24 Elm Hill, Norwich, NR3 1HG, as a director of the Norwich Preservation Trust., representing the council. She would therefore leave the meeting during the deliberation of these applications.

2. Minutes

RESOLVED to approve the accuracy of the minutes of the meetings held on 9 July 2020.

3. Application no 19/01147/F - Land for Storage and Premises Opposite 153 Holt Road, Norwich

The area development manager (outer) presented the report with the aid of plans and slides.

During discussion, the area development manager (outer) and the senior planner referred to the report and answered members' questions. This included clarification of the access and transport issues; landscaping and use of hardstanding; the use of an interceptor to prevent silt and oil entering surface water drainage and the hours of operation. Members were advised that a second access via Gambling Close was outside the applicant's control as land connecting the application site and Gambling Close was in different land ownership. There would be no right turn into the site so as not to cause obstruction to the flow of traffic. The proposed use of the site for a depot would generate fewer vehicle movements than a housing development on the site. The Anglian Water comment had been received when there was an expectation that all surface water would go to foul drainage.

During the discussion a member pointed out that the Yellow Pedalway should be a continuous cycle way and asked who would have priority at the access to the site. Members noted that the volume of vehicles would not be great but that these were large vehicles that would be turning into the site and considered that cyclists should have priority. Members were advised that the committee could give an indication of its preferred option of priority to cyclists at the access to this site for consideration by the county council's highways department, as and when the proposed cycleway was extended. The senior planner explained that the shared crossing point would be a dropped kerb one but no detailed drawings were available at present. Discussion ensued in which it was pointed out that continuous cycleways should have consistent access priorities and that it was unusual for cyclists to have priority. It would be confusing to cyclists if the access at this site was in the only one on the cycleway with this priority and not others. Cycling organisations should be consulted. Councillor Neale said that on the continent the priority on continuous cycleways was for cyclists and moved that condition 16 should state the committee's preference for cyclists to have the priority which should be considered by the county council's highways service when drawing up the plans for the consultation on the extension of the cycleway. Councillor Stutely seconded the proposal. On being put to the vote it was unanimous and the amendment to condition 16 agreed accordingly.

The chair moved and the vice chair seconded the proposals as set out in the report as amended above

RESOLVED, unanimously, to approve application no. 19/01147/F - Land for storage and premises opposite 153 Holt Road, Norwich, and grant planning permission subject to the following conditions:

1. Standard time limit;
2. In accordance with plans;
3. Use of site restricted to vehicle hire only;
4. Site not to open to the public (except for the purposes of returning hire vehicles only) outside of the hours 07.30-20.00 Monday to Saturday, with no opening on Sundays or public holidays;
5. No servicing or repair of vehicles or pressure washing of vehicles shall take place outside of the hours 07.30-18.30 Monday to Saturday and not at all on Sundays or public holidays;
6. No machinery or power tools to be operated outside the building except for the purpose of maintenance of land or buildings;
7. No loudspeaker or audio equipment to be used outside of any building;

8. Pressure washing of vehicles restricted to the pressure wash area as identified on the plan;
9. Front doors to the workshop to remain closed while work in the workshop takes place;
10. No external lighting, other than security lighting to be used outside of the hours 07.00-23.00 on any day;
11. Access to the site to be via main access only and all other access shall be permanently closed, and the highway verge shall be reinstated in accordance with a scheme to be agreed;
12. Gradient of vehicle access not to exceed 1:12 for the first 15 metres into the site as measured from the carriageway;
13. Prior to commencement of use any access gates/bollard/chain or other means of enclosure shall be hung to open inwards, set back and thereafter retained a minimum distance of 15 metres from the near channel edge of the adjacent carriageway. Any sidewalls/fences/hedges adjacent to the access shall be splayed at an angle of 45 degrees from each of the outside gateposts to the front boundary of the site;
14. Details of one electric vehicle charging point, cycle, motor cycle parking and bin stores to be approved and then provided in accordance with the approved details and retained thereafter for the duration of the use;
15. No works shall commence on site until a construction management plan has been submitted including details of any cranes, construction worker parking and wheel cleaning facilities;
16. No commencement of development until a detailed scheme for the off-site improvement works (access and pedestrian improvements) have been submitted and approved. Where a cycleway is in existence on the east side of Holt Road those details shall include provisions for cycle priority over the accessway. Prior to the commencement of the use permitted the improvement works shall be implemented in accordance with the approved details;
17. Prior to commencement submission and approval of an Archaeological Written Scheme of Investigation;
18. Prior to construction of building, materials to be approved;
19. Prior to their installation details of solar array including a glint and glare assessment;
20. Installation of drainage strategy in accordance with approved details before site first brought into use;
21. Supplementary landscaping details;
22. Prior to commencement submission of a construction environment management plan (CEMP);
23. No tree/hedgerow removal during bird nesting season.

4. Application no 20/00568/F - Garages in front of 24 - 26 Leopold Road, Norwich

(Councillor Sarmezey having declared an interest in this item left the meeting at this point.)

The area development manager (outer) presented the report with the aid of plans and slides.

In reply to questions the area development manager (outer) referred to the report. Members were advised that the roof-light was to provide natural light into the hallway, and that only two of the existing garages were in use as garages, the rest were being used for storage.

The chair moved and the vice chair seconded the proposals as set out in the report.

Councillor Lubbock, Eaton Ward councillor, commented that she considered that the proposed single storey building was incongruous on the street scene and that a chalet bungalow would be more in keeping with the height of the adjacent building.

During discussion other members commented that the design was poor, with little outdoor space, but there were other bungalows towards the Newmarket Road end of the street. Members of the committee also took into consideration that the site was occupied by dilapidated garages and the provision of a single storey dwelling was better use of the site.

RESOLVED, with 7 members voting in favour (Councillors Driver, Maxwell, Huntley, Grahame, Neale, Button and Peek), 1 member voting against (Councillor Lubbock) and 2 members abstaining (Councillors Oliver and Stutely) to approve application no. 20/00568/F – Garages in front of 24 - 26 Leopold Road, Norwich and grant planning permission subject to the following conditions:

1. Standard time limit;
2. In accordance with plans;
3. Hard and soft landscaping to be agreed;
4. Surface water drainage to be agreed;
5. Biodiversity enhancements to be agreed;
6. Bin and cycle storage to be provided prior to first occupation;
7. Unknown contamination;
8. Imported topsoil;
9. Water efficiency;
10. Remove permitted development rights for extensions, roof additions and roof alterations

Informatives:

1. Construction working hours and practices.
2. Site clearance and wildlife.

5. Application no 20/00630/MA - 1 Leopold Close, Norwich, NR4 7PR

(Councillor Sarmezey having declared an interest in this item was not present at the meeting. Councillor Lubbock had declared a predetermined interest in this item, addressed the committee in her capacity as ward councillor and then left the meeting, taking no part in the determination.)

The area development manager (outer) presented the report with the aid of plans and slides. He also referred to the supplementary report of updates to reports which had been circulated prior to the meeting and available on the website, which contained a summary of a further representation.

Councillor Lubbock, Eaton ward councillor, addressed the committee with her reasons for calling in the application for a committee decision and her concern that the applicants had made changes to the planning consent which had only been brought to the attention of the council by the neighbours and had an impact on their amenity.

(Councillor Lubbock left the meeting at this point.)

During discussion the area development manager (outer) referred to the report and answered members' questions. The report sought to regularise the amendments to the approved plans. He explained that quite often during the construction of a building it was necessary to amend approved plans, for instance the roof height to achieve internal floor to ceiling measurements, and that this required for the amendments to be agreed with the local planning authority. The changes made by the applicant in this case were not considered to be detrimental to the amenity of the neighbouring properties. The half hip roof was aesthetic rather than for technical reasons and as south facing did not impact on the amenity of the neighbours. The additional 40 cm roof height did not affect the view of the property opposite. Members were advised of the actions available to the council and that if the committee were to refuse this retrospective application, enforcement action could be taken to change the building back to the approved plans.

The chair moved and the vice chair seconded the recommendations as set out in the report.

During discussion members expressed their frustration with developers and builders who did not adhere to agreed plans and planning consent. The applicant should have sought agreement on the amended plans before construction. Members did not consider that the removal of the half hip roof was a minor amendment as stipulated in the report and were concerned that neighbours had been denied an opportunity to comment on this amendment to the design.

Several members were minded to refuse the application and seek full enforcement. It was considered to be an intentional unauthorised development. The applicant could come back with amendments if this application was refused. Members were advised that there should be material planning grounds for refusal which were subject to appeal by the applicant. Others considered that the cosmetic changes to the approved plans were acceptable and did not adversely affect the amenity of the neighbours. However, they considered a strong message should go out to the applicant that construction that was not in accordance with approved plans was not acceptable.

RESOLVED with 4 members voting in favour (Councillors Driver, Maxwell, Peek and Oliver), 3 members voting against (Councillors Huntley, Stutely and Neale) and 2 members abstaining from voting (Councillors Grahame and Button), to approve application no. 20/00630/MA - 1 Leopold Close Norwich NR4 7PR and grant planning permission subject to the following conditions repeated from the previous permission and varied to reflect the amendments hereby made:

1. In accordance with plans;
2. No occupation until cycle and refuse storage provided;
3. Hard and soft landscaping to be completed and maintained as agreed;

4. No occupation until surface water drainage completed and thereafter maintained as agreed;
5. Water efficiency.

(Councillors Sarmezey and Lubbock were readmitted to the meeting at this point.)

6. Application no 20/00631/F - 149 Lincoln Street, Norwich NR2 3JZ

The area development manager (outer) presented the report with the aid of plans and slides.

The chair moved and the vice chair seconded the recommendations as set out in the report.

Councillor Neale, Nelson ward councillor, commented that he regretted the loss of a retail unit but appreciated that a proposed retail use was unlikely to happen. He was concerned about the number of houses in multiple occupation (HMOs) in the area. The area development manager (outer) said that all residential C3 properties could be used for small HMOs but conversion to a larger HMO would require further planning permission.

RESOLVED with 10 members voting in favour (Councillors Driver, Maxwell, Button, Huntley, Lubbock, Neale, Oliver, Peek, Sarmezey and Stutely) and 1 member voting against (Councillor Grahame) to approve application no. 20/00631/F - 149 Lincoln Street Norwich NR2 3JZ and grant planning permission subject to the following conditions:

1. Standard time limit;
2. In accordance with plans.

(The committee took a 10 minute comfort break at this point and reconvened with all members listed present, as above.)

7. Application nos 19/01488/F & 19/01487/L – Strangers Club, 22-24 Elm Hill, Norwich, NR3 1HG

(Councillor Lubbock had declared a pre-determined view and an interest in this item. During the item she indicated that she would like to speak on the item and the chair at his discretion gave permission for her to address the committee.)

The area development manager (inner) presented the report with the aid of plans and slides. He also referred to the supplementary report of updates to reports which had been circulated before the meeting and published on the website.

In accordance with the public engagement procedures approved at the last meeting, the area development manager (outer) read out statements received from Norwich Preservation Trust (NPT) and the applicants, the Strangers' Club. Copies of the statements were published on the council's website and circulated in advance of the meeting.

At the chair's discretion, Councillor Lubbock addressed the committee as a director of the NPT and the Trustees, whose aim was to restore historic buildings. No 26-28

Elm Hill was at risk and it was not viable to restore the building if permission was granted for this application. NPS, Brian Ayers and the Norwich Society had expressed concern that the proposed flue and baffle would continue to cause significant harm to the wall of no 26-28, even with regular maintenance. NPT was in discussion with the Strangers' Club regarding an alternative solution for the flue on the western elevation and members should therefore refuse or defer consideration of these applications.

(Councillor Lubbock then left the meeting at this point.)

The area development manager (inner) commented on the responses to the issues raised in the statements and by the speaker. He said that the fire service had no objection to the proposed flue or considered it a fire risk. With regard to residential amenity, the council had no recorded complaints from occupiers of 26-28 Elm Hill about noise or cooking smells emanating from the adjoining property. It was also an exaggeration to say that the flue was the reason the property at 26-28 was on the at-risk register as there were other contributing factors. A maintenance regime was proposed to ensure that the baffle was kept clean. The alternative solution for the flue had not been presented to officers who took the view that as there was already a hole in the wall, the proposal to replace the existing system in this location was the least harmful to the fabric of the Grade II* listed building. There had been no objections from Historic England, the statutory consultee on listed building consent applications for Grade II* listed building applications, or the council's conservation officer.

During discussion the area development manager (inner) and the senior planner referred to the report and answered members' questions. Members were advised that there was nothing to contradict the applicant's explanation of the hole and the extraction system being installed in 1965 and subsequently replaced in 1994 and 1996. In response to a question the area development manager (inner) explained the operation of the baffle plate which would reduce and disperse the deposit of fats/oils and grease. The gap between the buildings did not preclude access for maintenance of the extractor system, though it did make it difficult and it was possible that scaffolding would be required. Consent for this planning application was conditional on a regular maintenance programme and would be subject to planning enforcement. Members were advised that the window of no 26-28 immediately opposite the extractor unit was not in residential use. The property had been vacant for several years' but the ground floor had been in retail use with the top floor as residential. Members were advised that the arrangement between the council and the applicants as its tenants was not a planning consideration. The proposal was as set out in the report. It was an improved extractor system that did not require the running of pipes to the roof, causing harm to the structure of the building, and a flue near the top floor residential unit of the adjacent building. It would improve rather than perpetuate the current situation by reducing the harm to the adjacent building. The system would reduce but not eliminate harm to the opposite wall. Members were also advised that as the hole had been made in the wall of nos 22-24 around 1965, it was therefore immune from enforcement and would be subject to negotiation on material if it was proposed to fill it in. Historic England was understood to prefer the proposed solution because it would cause the least harm to the fabric of the building.

The chair moved and the vice chair seconded the recommendations as set out in the report.

During discussion it was clear that members were minded to vote against the application and considered that there could be a better alternative to this proposal. Members believed that the historic damage to the wall caused when the original extractor was fitted would not have received planning permission if an application was made today. The extractor system would not eliminate pollutants and there was concern that in the constrained space there would not be adequate dispersal of the fumes and that it was contrary to the Building Regulations.

Members also expressed concern that no 26-28 had no viable use if these applications were approved. The proposed width of the gap between the buildings would constrain the ability to maintain the extractor system and would not materially improve the situation or outweigh the harm caused to the historic building. A member expressed concern that the harm to the adjacent building outweighed the applicant's requirement for an extractor fan in this location and advocated full enforcement to put right the damage to the historic fabric of the building. Another member said that he would be willing to consider the applications before the committee provided the applicant could provide satisfaction that all options for a better solution had been considered first.

The chair, with the agreement of the vice chair, withdrew the motion to approve and moved, seconded by the vice chair, that the planning application and listed building consent be refused.

Discussion ensued on the grounds for refusal. Members were concerned that the applicant had not demonstrated that other viable options for the proposal were being considered. The area development manager (inner) advised that it was not practical to run a pipe to the roof from the current location of the extractor unit because of the overhanging roofs and it would also pass close to the top floor windows of no 26-28 which are in residential use. He also advised against using the constraints of the space between the buildings making it impossible to maintain the extractor system as a reason for refusal because it would be unreasonable to preclude a further application for an extractor fan in this location if it were the only solution.

During further discussion members were keen to ensure that an alternative proposal from the applicant would be referred to the committee for determination. Members also indicated that this should be within a satisfactory timescale. The area development manager (inner) said that officers would engage with the applicant outside the meeting that day and cautioned imposing a timescale of 3 months for enforcement as negotiations for an historic building would take time. The area development manager (outer) also pointed out that the applicant could appeal the decision of the committee and that there could be no enforcement whilst this was pending. Members also needed to be aware that Historic England and the conservation officer considered the proposal acceptable. In reply to a member's question as to how the committee could monitor progress, the area development manager (inner) said that the performance reports to committee would include a report on this proposal. Councillor Stutely moved, seconded by the chair, to ask the area development managers to include a progress report on the enforcement action in the performance reports to committee.

RESOLVED, unanimously, to:

- (1) refuse application no 19/01487/F – Strangers Club, 22-24 Elm Hill, Norwich, NR3 1HG and application no. 19/01488/L – Strangers Club 22-24 Elm Hill Norwich NR3 1HG for the following reasons given below, and to ask the area development manager to provide reasons for refusal in planning policy terms:
 - (a) that the proposal to replace the extracting system by installing an additional mesh filter within the system and a baffle outside makes it difficult to maintain the buildings and causes direct harm to the Strangers Club. The reduction in the deposition of fat, oil and grease on to 26-28 Elm Hill is not considered to outweigh the harm caused.
 - (b) the applicant has failed to demonstrate that alternative solutions have been considered,
- (2) agree that further applications from the applicant in respect of 22-24 Elm Hill will be referred to the committee for determination;
- (3) ask the area development managers to report progress on enforcement in the quarterly performance reports to committee.

Reasons for refusal subsequently provided by the area development manager (inner):

The proposed alterations to the extract system, in particular the introduction of the baffle plate and associated attachments, will protrude further into the confined space between the two Grade II listed buildings. It will make maintenance of both buildings more difficult to the detriment of the designated heritage assets and will cause direct harm to the character of the Grade II* listed Strangers Club. Whilst the introduction of the baffle plate and the extra filter will reduce to some degree the deposition of fatty deposits on to the wall of the Grade II* listed 26-28 Elm Hill the benefit of so doing is outweighed by the harm caused in the process particularly as the applicant has failed to demonstrate to the satisfaction of the local planning authority that other, less harmful solutions are not available. The proposal therefore causes less than substantial harm to the adjacent heritage asset, and this harm is not outweighed by public benefit. The proposal is therefore contrary to policy DM9 of the Development Management Policies Local Plan and to paragraphs 192-196 of the National Planning Policy Framework 2019.*

(Councillor Lubbock was readmitted to the meeting at this point.)

8. Application no. 19/01801/F – Land adjacent to St Faiths House, Mountergate, Norwich, NR1 1QA

The area development manager (inner) presented the report with the aid of plans and slides. He also referred to the supplementary report of updates to reports which was circulated in advance of the meeting and published on the website and contained a response to the applicant's statement.

A statement had been received from the applicant which had been circulated in advance of the meeting and published on the website. The statement was read out to the committee.

During discussion the area development manager (inner) referred to the report and answered members' questions. This included an explanation of the planning history of the site and confirmation that the principle of the demolition of the building had been agreed. The building would deteriorate further if it could not be demolished until a development scheme came forward. This application did not link the demolition to a replacement scheme. Members were advised that the landowner's costs to maintain the safety of the site was not a material planning consideration.

The chair moved and the vice chair seconded the recommendations as set out in the report.

During discussion members took into consideration the anti-social behaviour and drug use in the building. Its demolition would mean that people were less inclined to engage in this behaviour on the site. Councillor Stutely indicated that he wanted to move a motion to refuse this application and not permit demolition until a development scheme came forward, but this was not supported by any other members.

RESOLVED with 9 members voting in favour (Councillors Peek, Driver, Neale, Grahame, Button, Maxwell, Sarmezey, Huntley, Lubbock), no members voting against and 2 members abstaining from voting (Councillors Stutely and Oliver) to approve application no. 19/01801/F – Land adjacent to St Faiths House, Mountergate, Norwich, NR1 1QA and grant planning permission subject to the following conditions:

1. Standard time limit;
2. In accordance with plans;
3. Details of wall to be submitted prior to relevant works;
4. No site clearance during bird nesting season;
5. Small mammal access;
6. Demolition to slab level only;
7. Construction of approved boundary treatments within 6 months of the completion of demolition works.

Informative:

1. Asbestos regulations

(Councillor Peek left the meeting at this point.)

9. Application no 20/00024/F - 174 Newmarket Road, Norwich, NR4 6AR

(Councillor Lubbock had declared a pre-determined view, addressed the committee and did not take part in the determination of the application.)

The area development manager (outer) presented the report with plans and slides. He also referred to the supplementary report of updates to reports, which was circulated at the meeting and published on the website, and clarified that the

proposed consulting rooms would be ancillary to the main house and proposing an additional condition requiring compliance with the arboricultural method statement (AMS) submitted with the planning application.

Councillor Lubbock, Eaton ward councillor, addressed the committee on behalf of local residents. The neighbours wanted the information on the tree planting scheme to be shared with them so that they could be aware of the location and types of trees to be planted and to check if the plan was carried out. The neighbours were also concerned that the swimming pool, although enclosed in a brick building, would create noise from the plant and this would affect the amenity of their quiet garden.

The area development manager (outer) confirmed that the information on the tree planting would be shared with the neighbouring residents on request.

(Councillor Lubbock then left the meeting at this point.)

During discussion the area development manager referred to the report and answered members' questions. This included clarification that the previous owners had removed the trees and the current owner was appealing the tree replacement order, which sought a more substantial planting than the three trees that had been removed. The swimming pool would be a substantial distance from the neighbouring property. It ranged from 3.2 metres to 6 metres from the western boundary of the property. Members were also advised that the use of the consulting rooms were to facilitate home working for the booked patients and was considered ancillary to the house. Planning permission for change of use would be required if the practice was to increase and would be subject to planning enforcement.

The chair moved and the vice chair seconded the recommendations as set out in the report.

During discussion members considered the concerns that the applicants might be seeking to expand the practice from their home but were satisfied that if this was the case it would be subject to planning enforcement or a further planning application for change of use. Members noted that the consulting rooms were separated from the swimming pool by doors and that the swimming pool was for the use of the family rather than patients.

RESOLVED, unanimously, to approve application no. 20/00024/F - 174 Newmarket Road, Norwich, NR4 6AR and grant planning permission subject to the following conditions:

1. Standard time limit;
2. In accordance with plans;
3. Replacement tree planting plan, which will be made available on request to interested parties;
4. Tree planting in accordance with the Arboricultural Method Statement (AMS) submitted with the application.
5. Site levels;
6. Swimming pool / GP business to remain ancillary in use.

(Councillor Lubbock was readmitted to the meeting.)

10. Application no 20/00497/F - 6 Aylsham Crescent, Norwich, NR3 2RZ

The area development manager (outer) presented the report with the aid of plans and slides.

During discussion the area development (outer) referred to the report and answered members' questions confirming that the proposed change of use from financial services (C2) to a café/takeaway (A3/A5) was not contrary to policy and would contribute to the viability of the shopping parade. The unit had been vacant for 8 years and it was hoped that from this change of use, it could be brought into use.

Discussion ensued in which members considered that there were too many takeaways in this parade. The chair said that he objected to the change of use and would vote against it as there were too many takeaways. A member suggested that a café could form a community hub where people met. A member pointed out that there were concentrations or hubs of takeaways on busy roads such as Dereham Road. Consideration would need to be made to ensure adequate litter bins and management of the area.

The chair moved and the vice chair seconded the recommendations as set out in the report.

RESOLVED, with 9 members voting in favour (Councillors Stutely, Neale, Grahame, Button, Maxwell, Sarmezey, Oliver, Huntley, and Lubbock) and 1 member voting against (Councillor Driver) to approve application no. 20/00497/F - 6 Aylsham Crescent, Norwich, NR3 2RZ and grant planning permission subject to the following conditions:

1. Standard time limit;
2. In accordance with plans;
3. Hours of use of business restricted to between 8am and 10pm;
4. Anti-vibration mountings;
5. Details of ventilation and extraction to be submitted.

Informative

1. Asbestos

CHAIR

Summary of planning applications for consideration**Item 5****10 September 2020**

Item No.	Case number	Location	Case officer	Proposal	Reason for consideration at committee	Recommendation
5(a)	20/00819/F	City of Norwich School, Eaton Road	Sarah Hinchcliffe	Demolition of existing mobile science blocks and replacement sixth form block with associated alterations.	Objections	Approve
5(b)	20/00688/F	105 Gipsy Lane	Steve Polley	Front porch, single side and rear extensions with single storey extension to annexe in rear garden.	Applicant is member of staff at the council	Approve

STANDING DUTIES

In assessing the merits of the proposals and reaching the recommendation made for each application, due regard has been given to the following duties and in determining the applications the members of the committee will also have due regard to these duties.

Equality Act 2010

It is unlawful to discriminate against, harass or victimise a person when providing a service or when exercising a public function. Prohibited conduct includes direct discrimination, indirect discrimination, harassment and victimisation and discrimination arising from a disability (treating a person unfavourably as a result of their disability, not because of the disability itself).

Direct discrimination occurs where the reason for a person being treated less favourably than another is because of a protected characteristic.

The act notes the protected characteristics of: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The introduction of the general equality duties under this Act in April 2011 requires that the council must in the exercise of its functions, have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by this Act.
- Advance equality of opportunity between people who share a relevant protected characteristic and those who do not.
- Foster good relations between people who share a relevant protected characteristic and those who do not.

The relevant protected characteristics are: age; disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; sexual orientation.

The council must in the exercise of its functions have due regard to the need to eliminate unlawful discrimination against someone due to their marriage or civil partnership status but the other aims of advancing equality and fostering good relations do not apply.

Crime and Disorder Act, 1998 (S17)

- (1) Without prejudice to any other obligation imposed on it, it shall be the duty of each authority to which this section applies to exercise its

various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder in its area.

- (2) This section applies to a local authority, a joint authority, a police authority, a National Park authority and the Broads Authority.

Natural Environment & Rural Communities Act 2006 (S40)

- (1) Every public authority must, on exercising its functions, have regard, so far as is consistent with the proper exercise of those functions, to the purpose of conserving biodiversity.

Planning Act 2008 (S183)

- (1) Every Planning Authority should have regard to the desirability of achieving good design

Human Rights Act 1998 – this incorporates the rights of the European Convention on Human Rights into UK Law

Article 8 – Right to Respect for Private and Family Life

- (1) Everyone has the right to respect for his private and family life, his home and his correspondence.
- (2) There shall be no interference by a public authority with the exercise of his right except such as in accordance with the law and is necessary in a democratic society in the interests of national security, public safety or the economic well-being of the country, for the prevention of disorder or crime, for the protection of health or morals, or for the rights and freedoms of others.
- (3) A local authority is prohibited from acting in a way which is incompatible with any of the human rights described by the European Convention on Human Rights unless legislation makes this unavoidable.
- (4) Article 8 is a qualified right and where interference of the right can be justified there will be no breach of Article 8.

Report to Planning applications committee
10 September 2020

Report of Area Development Manager

5(a)

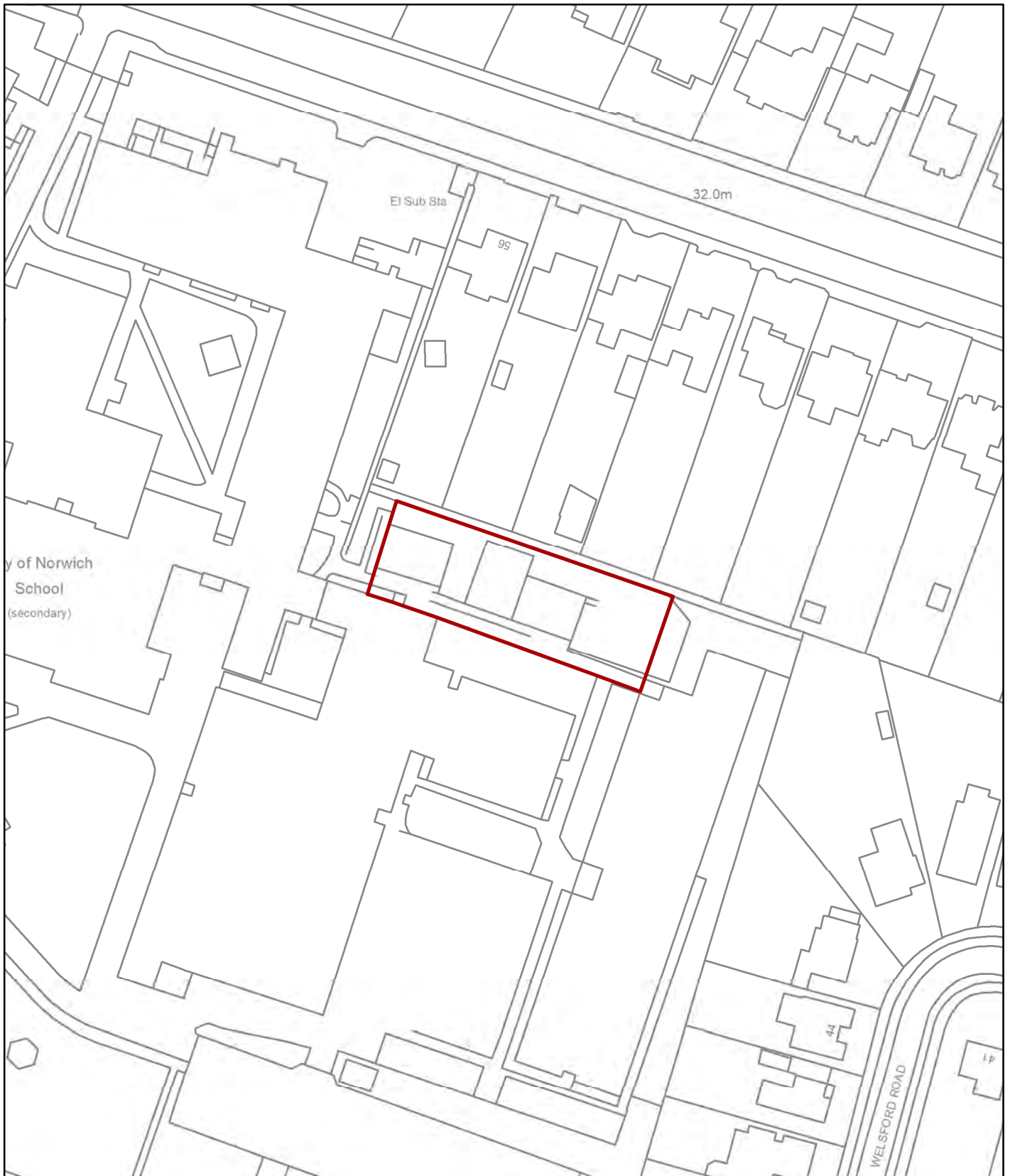
Subject Application no 20/00819/F - Eaton (City of Norwich)
School, Eaton Road, Norwich NR4 6PP

**Reason
for referral** Objections

Ward:	Eaton
Case officer	Sarah Hinchcliffe- sarahhinchcliffe@norwich.gov.uk

Development proposal		
Demolition of existing mobile science blocks and replacement sixth form block with associated alterations.		
Representations		
Object	Comment	Support
2	0	0

Main issues	Key considerations
1	Principle
2	Design
3	Amenity
4	Trees and landscaping
Expiry date	11 September 2020
Recommendation	Approve



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Planning Application No 20/00819/F
 Site Address City of Norwich School, Eaton Road

Scale 1:1,000

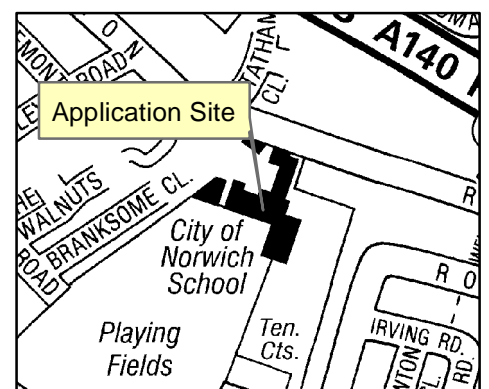


NORWICH
City Council

PLANNING SERVICES



Page 22 of 56



The site and surroundings

1. The application concerns development proposals within the grounds of the City of Norwich School (an Ormiston Academy). Due to the school's academy status Norwich City Council is now the local planning authority for the purpose of determining development proposals at the site.
2. The area in question is in the north eastern corner of the school site where there are currently mobile science blocks and a small informal area of open space/horticultural area. The school buildings are concentrated in the north of this extensive site, closest to Eaton Road, with open sports fields to the south.
3. Residential dwellings border the school on all but the far southern side, with those on Eaton Road to the east of the main site entrance and more distant those to the north west corner of Welsford Road immediately adjacent to the area of proposed development. These roads have a generally quiet, suburban residential character.
4. A 2 metre high close boarded fence is located along the northern site boundary to the rear of the existing science buildings and separates this area of the site from the rear gardens of the dwellings on Eaton Road.

Constraints

5. None.

Relevant planning history

- 6.

Ref	Proposal	Decision	Date
4/2001/0123	Erection of two mobile Laboratories	CCD	14/03/2001
4/1995/0778	Construction of new classroom block to replace existing mobile classrooms.	APPR	12/12/1995
05/00598/CF3	To provide 1no. 5-bay double mobile classrooms.	APPR	25/07/2005
05/01212/CF3	Erection of a performing arts block, new classroom/science block plus associated new car parking, social areas, multi use games area and adjustment to the pitch arrangement on the playing field.	APPR	20/01/2006
08/00017/CF3	Retention of 1 no. 3-bay mobile classroom for a period of five years.	APPR	21/02/2008
11/00712/CF3	Provision of external glass and steel platform lift/enclosure to serve 3 No. first floor science classbases in the school's	APPR	20/05/2011

Ref	Proposal	Decision	Date
	existing science block.		
12/00455/CF3	New biomass boiler plantroom, flue and fuel store within the existing fives court. Installation of photovoltaic panels on the main school building.	REF	23/03/2012
18/00129/PA	Notification of Prior Approval for the installation of solar photovoltaic panels.	AEGPD	10/05/2018
19/01002/F	Change in orientation and refurbishment of 5 No. tennis/netball courts and hardstanding PE court. Installation of floodlights to tennis/netball courts. Proposed hours: 9am-7pm Monday to Friday, 9am-1pm Saturdays only.	APPR	19/06/2020
20/00560/F	Demolition of existing mobile science blocks, replacement sixth form block, new dance studio with associated alterations.	WITHDN	16/07/2020

The proposal

7. The application proposes the demolition of existing mobile science blocks and the erection of a sixth form block in their place. The new sixth form block has a larger footprint than the existing buildings and therefore will extend into part of a small area of informal open space/horticultural area to the east of the existing science buildings.
8. The building is single storey with a mono-pitch roof and integrated solar pv panel array on the roof. The proposed building of 518 square metres gross internal floor area (GIA), measures 51.6 metres long, between 11.6 and 9.5 metres deep and between 3.34 and 4.17 metres high. The building is of a modular construction, with a steel frame erected on a brick plinth, walls with a vertical western red cedar cladding finish, profiled metal composite roofing and dark grey coloured aluminium windows and doors.
9. The one remaining science classroom in use within the existing block will be relocated to the main school building as part of wider re-purposing of accommodation, which is possible as a result of the freeing up of existing sixth form accommodation.
10. The application follows a previous application for a smaller sixth form block and separate dance studio, which was withdrawn immediately prior to the submission of this application. The withdrawn submission encountered potential noise issues relevant to the positioning of the new dance studio (and associated music) within a similar modular building within close proximity to residential properties to Branksome Close.

Representations

11. Advertised by site notices at the main school entrance and Welsford Road. Adjacent and neighbouring properties have been notified in writing. 2 letters of representation have been received citing the issues as summarised in the table below. All representations are available to view in full at <http://planning.norwich.gov.uk/online-applications/> by entering the application number.

Issues raised	Response
Loss of privacy due to fence height adjacent to the rear elevation being 1.8 metres high while the north facing elevation of the building is 4.27 metres high, with windows 2.1 metres high allowing occupants to look directly into the gardens and houses on Eaton Road.	See main issue 3 The fence has been confirmed to be 2 metres high and the building height has been revised so that it measures 4.17 metres high where located closest to the site boundary.
Noise, disturbance due to the scale of the building and its purpose as the hub of the sixth form. Nearly a quarter of the student population of the school would be using the building (374 sixth form learners at the last Ofsted inspection) which will significantly increase footfall compared to present, increasing noise adjacent to the adjacent gardens to Eaton Road.	See main issue 3
The size and use of the building to replace the mobile classrooms appears to suggest a significant increase in traffic and usage.	See main issue 1 and 3
The recent removal of a dense and tall leylandii hedge along the site boundary has reduced privacy screening and increased noise impacts on residential gardens.	See main issue 3
There are a range of windows on the north elevation which will be openable allowing sound to carry out and students will also wish to spend time outside.	See main issue 3
The building will not be well screened from neighbouring properties. A 20 foot high, 4 foot thick hedge which helped to absorb noise, was removed from the boundary and replaced with a fence earlier this year.	See main issue 3 and 4
Judicious use of soft landscaping could resolve the issue raised relating to noise and assimilate the building into its immediate	See main issue 4

Issues raised	Response
surroundings.	

Consultation responses

12. Consultation responses are summarised below the full responses are available to view at <http://planning.norwich.gov.uk/online-applications/> by entering the application number.

Environmental protection

13. No comments received.

Landscape

14. The removal of existing trees is acceptable subject to adequate replacement tree planting. There is probably insufficient space adjacent to the proposed building, other locations around the school site should be considered. The landscape plan provided is rather basic. Suggests that the applicants engage a landscape consultant to produce landscape proposals to a suitable level of detail.

Arboricultural officer

15. No objections from an arboricultural perspective. It would be useful to apply a couple of conditions though. Works in accordance with AIA, AMS – TR7, and TR4 would be good, to supervise the work within the root protection areas.
16. They're going to be losing a few 'C' category trees in G4 (which is not a problem), and the AIA mentions new planting to off-set this loss, but I couldn't find any details of this. Condition TR12 – mitigatory planting, to ensure something appropriate is put back.

Norfolk County Council Planning Services

17. No comments received.

Assessment of planning considerations

Relevant development plan policies

18. **Joint Core Strategy for Broadland, Norwich and South Norfolk adopted March 2011 amendments adopted Jan. 2014 (JCS)**
- JCS1 Addressing climate change and protecting environmental assets
 - JCS2 Promoting good design
 - JCS3 Energy and Water
 - JCS 7 Supporting Communities
19. **Norwich Development Management Policies Local Plan adopted Dec. 2014 (DM Plan)**
- DM1 Achieving and delivering sustainable development

- DM2 Ensuring satisfactory living and working conditions
- DM3 Delivering high quality design
- DM5 Planning effectively for flood resilience
- DM6 Protecting and enhancing the natural environment
- DM7 Trees and development
- DM11 Protecting against environmental hazards
- DM22 Planning for and safeguarding community facilities
- DM28 Encouraging sustainable travel
- DM30 Access and highway safety
- DM31 Car parking and servicing

Other material considerations

20. Relevant sections of the National Planning Policy Framework February 2019 (NPPF):

- NPPF2 Achieving sustainable development
- NPPF8 Promoting healthy and safe communities
- NPPF9 Promoting sustainable transport
- NPPF12 Achieving well-designed places
- NPPF 11 Making effective use of land
- NPPF14 Meeting the challenge of climate change, flooding and coastal change
- NPPF15 Conserving and enhancing the natural environment

21. Supplementary Planning Documents (SPD)

- Landscape and Trees SPD adopted June 2016

Case Assessment

22. Planning law requires that applications for planning permission must be determined in accordance with the development plan unless material considerations indicate otherwise. Relevant development plan policies are detailed above. Material considerations include policies in the National Planning Framework (NPPF), the Councils standing duties, other policy documents and guidance detailed above and any other matters referred to specifically in the assessment below. The following paragraphs provide an assessment of the main planning issues in this case against relevant policies and material considerations.

Main issue 1: Principle of development

23. Key policies and NPPF paragraphs – JCS7, DM22, NPPF section 8 and 11.
24. The application proposes a new sixth form block at an existing educational establishment. Policy 7 of the Joint Core Strategy and policy DM22 of the Local plan set out the policies for the provision of enhancement and extension to educational facilities. Policy DM22 sets out that school's development will be accepted and permitted subject to it meeting a number of criteria. Of relevance to this case are that the proposal would not undermine the objectives for sustainable development set out in policy DM1 and that it would not give rise to significant impacts on the environment, highway safety or traffic arising from locational constraints.

25. The school has an overall capacity of 1,730 students with 1,597 reported to be on the school roll in March 2020. The applicant has confirmed within their submission that the overall maximum capacity of the school will remain unchanged as a result of the proposal and therefore highway safety, traffic generation and sustainable development considerations will remain as existing.
26. The proposed sixth form block is located amongst the main school buildings and will replace three modular buildings used for teaching science, which are reaching the end of their life. The proposal will result in efficient and effective use of this existing school site through provision of up to date accommodation in a location on the site alongside other teaching accommodation and which does not impact on areas of designated open space further to the south within the school site.
27. It is considered that the proposal provides a number of qualitative benefits to the school. The building allows facilities (including a library, ICT space and study area/café) and teaching space for sixth form students to be accessed in one location, from within the school site. Whereas such facilities are currently spread across the school site with some of these facilities having shared access by other students.
28. An ICT room will be provided within the building as a result of repurposing some of the existing ICT provision located within the existing performing arts block. This is required to provide the possibility to accommodate a dance studio within the existing performing arts accommodation, rather than seeking to provide this as a standalone building, as formed part of previous proposals which were subsequently withdrawn.
29. The principle of enhanced educational facilities as proposed, at an established school site is therefore acceptable in principle subject to further consideration of the matters below.

Main issue 2: Design

30. Key policies and NPPF paragraphs – JCS2, DM3, NPPF section 11 and 12
31. The sixth form block would be located in the same position on the site as three rather dilapidated modular buildings last used as science buildings. The new building although of extensive continuous frontage is single storey and of a more consolidated modern appearance. The proposed vertical timber cladding finish across the entirety of the building is not an approach typical of this urban site. However, the modern contemporary design, in a location surrounded by other built form on the site with a mixture of buildings of a variety of materials and designs is not considered inappropriate development in this location.
32. The mono-pitch roof of the building will house an array of solar photo-voltaic panels which are oriented to face south and away from the neighbouring properties to the north, preventing any glint or glare issues. The solar arrays add to the reported high environmental performance standards of the building.
33. Overall, the proposal would not significantly change the appearance of the wider school site and would improve the quality of building in this immediate location significantly. While the introduction of suitable landscaping will reinforce visual links to the wider school site. The proposal is therefore acceptable in design terms.

Main issue 3: Amenity

34. Key policies and NPPF paragraphs – DM2, DM11, NPPF section 12 and 15, paragraphs 127 and 180-182.
35. The proposal has potential to affect the amenity of neighbouring occupiers due to noise and disturbance associated with the use of a building in close proximity to the site boundaries. The intensification of use of this part of the site and impacts of noise and disturbance associated with use of the building is a concern that adjacent local residents have raised.
36. The single storey sixth form block will be oriented with its main entrance and circulation space to the south of the building and away from the boundary with residential neighbours to the north. A leylandii hedge along the northern site boundary was removed earlier this year by the school and a more recently erected solid close boarded fence helps to provide some privacy to the dwellings and their gardens adjacent to the north, but not of the height of the previous hedge. The north facing area to the north of the building is limited in extent and being located between the building and a solid boundary fence is not an area which would be suited to or necessarily attractive for students to wish to congregate in. The applicant has confirmed that the area is already managed by teachers as part of the general school management plan and the school management team will continue to ensure that this area is effectively monitored during break periods.
37. There are a number of proposed window and door openings within the rear/north elevation of the building, which are required to provide access to a plant room and secondary means of escape from the building and to optimise lighting conditions within the rooms. The top of the windows are shown to be approximately 2.1 metres above ground level and the presence of a 2 metre high solid fence within 4 to 6 metres of the building will not give rise to users of the building having direct views into residential gardens along Eaton Road.
38. The proposed single storey form of the development is a maximum of 4.17 metres high closest to the site boundary. This represents a greater overall height than the existing modular buildings to be replaced, which are approximately 3.67 metres high. The continuous extent of almost 52 metres of building in relatively close proximity to this boundary has visual amenity implications for residents to the north. The residential properties along Eaton Road to the north of the site however have rear garden areas in excess of 35 metres in length. Therefore, although the upper most 2.17 metres of the proposed sixth form block will be visible from residential dwellings at distance above the boundary fencing, views of the building will be seen in the context of the existing school buildings and the existing character of this school site. There will also be a localised impact on the southern most extent of residents' gardens. However, the provision of appropriate landscaping to the rear of the sixth form block can also serve to break up views of the building by residents to the north and can be secured by planning condition.
39. Therefore, it is concluded that the scale, form and position of the proposed building will not result in levels of overshadowing, loss of light or loss of privacy to residential property or gardens to Eaton Road at unacceptable levels and is acceptable in accordance with policy DM2.

Main issue 4: Trees and landscaping

40. Key policies and NPPF paragraphs – DM3, DM6, DM7, NPPF section 12 and 15.
41. A small number of category C trees (crab apple and plum) within a small overgrown former horticultural area to the east of the existing mobile buildings will need to be removed to accommodate the proposals. Works are also required within the root protection area of a beech tree to the north east of the proposed building, located within the garden of a property on Eaton Road.
42. The council's arboricultural officer has no objections to the proposal subject to the use of planning conditions to ensure that the works are carried out in accordance with the submitted arboricultural report, with works within the root protection areas of trees carried out with supervision by a qualified arborist.
43. The submission states that provision will be made for hard/soft landscaping to help assimilate the building into its immediate surroundings to readily connect into the existing defined circulation routes of the school, although detailed landscaping proposals are absent. The council's landscape architect has similarly no objection to the removal of a small number of trees subject to adequate replacement planting taking place, including within the area to the rear of the building to break up the visual elongated expanse of the building.

Compliance with other relevant development plan policies

44. A number of development plan policies include key targets for matters such as parking provision and energy efficiency. The table below indicates the outcome of the officer assessment in relation to these matters.

Requirement	Relevant policy	Compliance
Cycle storage	DM31	Not applicable – school capacity not expanding as a result
Car parking provision	DM31	Not applicable – school capacity not expanding as a result
Biodiversity	DM6	The construction and condition of the existing mobile buildings is considered to offer low potential for protected species to be present. An informative note can advise of the need to take action should anything be found.
Sustainable urban drainage	DM3/5	The application proposes sustainable drainage via soakaway. Full details of surface water drainage will need to be agreed by condition.

Equalities and diversity issues

45. There are no significant equality or diversity issues.

Local finance considerations

46. Under Section 70(2) of the Town and Country Planning Act 1990 the council is required when determining planning applications to have regard to any local finance considerations, so far as material to the application. Local finance considerations are defined as a government grant or the Community Infrastructure Levy.
47. Whether or not a local finance consideration is material to a particular decision will depend on whether it could help to make the development acceptable in planning terms. It would not be appropriate to make a decision on the potential for the development to raise money for a local authority.
48. In this case local finance considerations are not considered to be material to the case.

Conclusion

49. The proposed construction of a sixth form block is acceptable in design and use terms within the confines of the built-up areas of the site and would not result in any unacceptable impacts on the amenity of neighbouring occupiers.
50. Conditions can also ensure that there is no harm to trees, adequate and appropriate landscaping and no increased surface water flood risk.
51. The development is in accordance with the requirements of the National Planning Policy Framework and the Development Plan, and it has been concluded that there are no material considerations that indicate it should be determined otherwise.

Recommendation

To approve application no. 20/00819/F - Eaton (City of Norwich) School Eaton Road Norwich NR4 6PP and grant planning permission subject to the following conditions:

1. Standard time limit;
2. In accordance with plans;
3. Works to be carried out in accordance with submitted arboricultural report;
4. Works within RPA of trees to be carried out under arboricultural supervision;
5. Hard and soft landscaping to be agreed;
6. Surface water drainage to be agreed;

Informatives

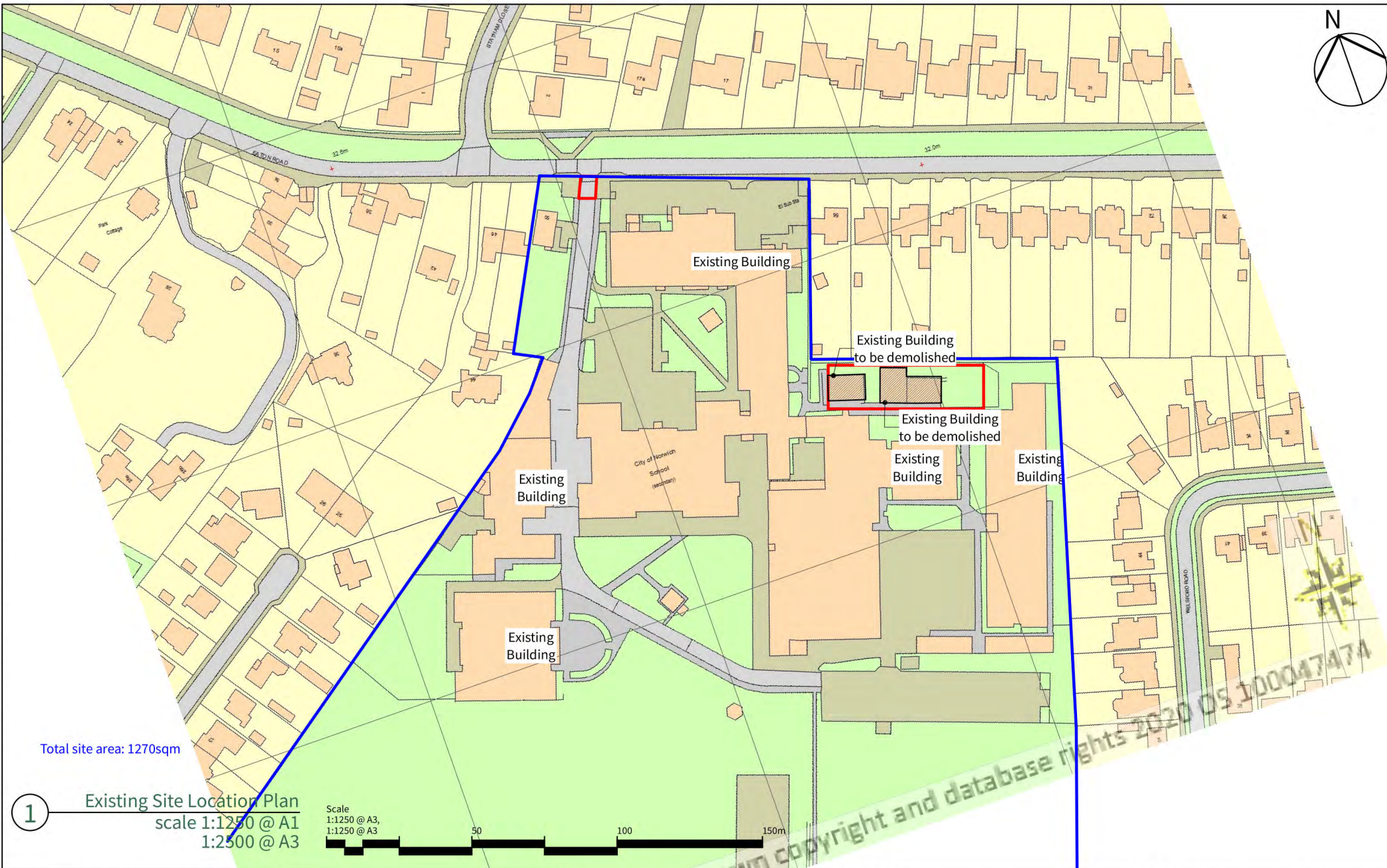
1. Construction working hours and practices
2. Site clearance and wildlife

Article 35(2) statement

The local planning authority in making its decision has had due regard to paragraph 38 of the National Planning Policy Framework as well as the development plan, national planning policy and other material considerations, following negotiations with the applicant and subsequent amendments to the height of the building and the need to provide additional information in respect of landscaping and surface water drainage by

condition, the application has been recommended for approval subject to appropriate conditions and for the reasons outlined in the officer report.

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1

Existing Site Location Plan
scale 1:1250 @ A1
1:2500 @ A3

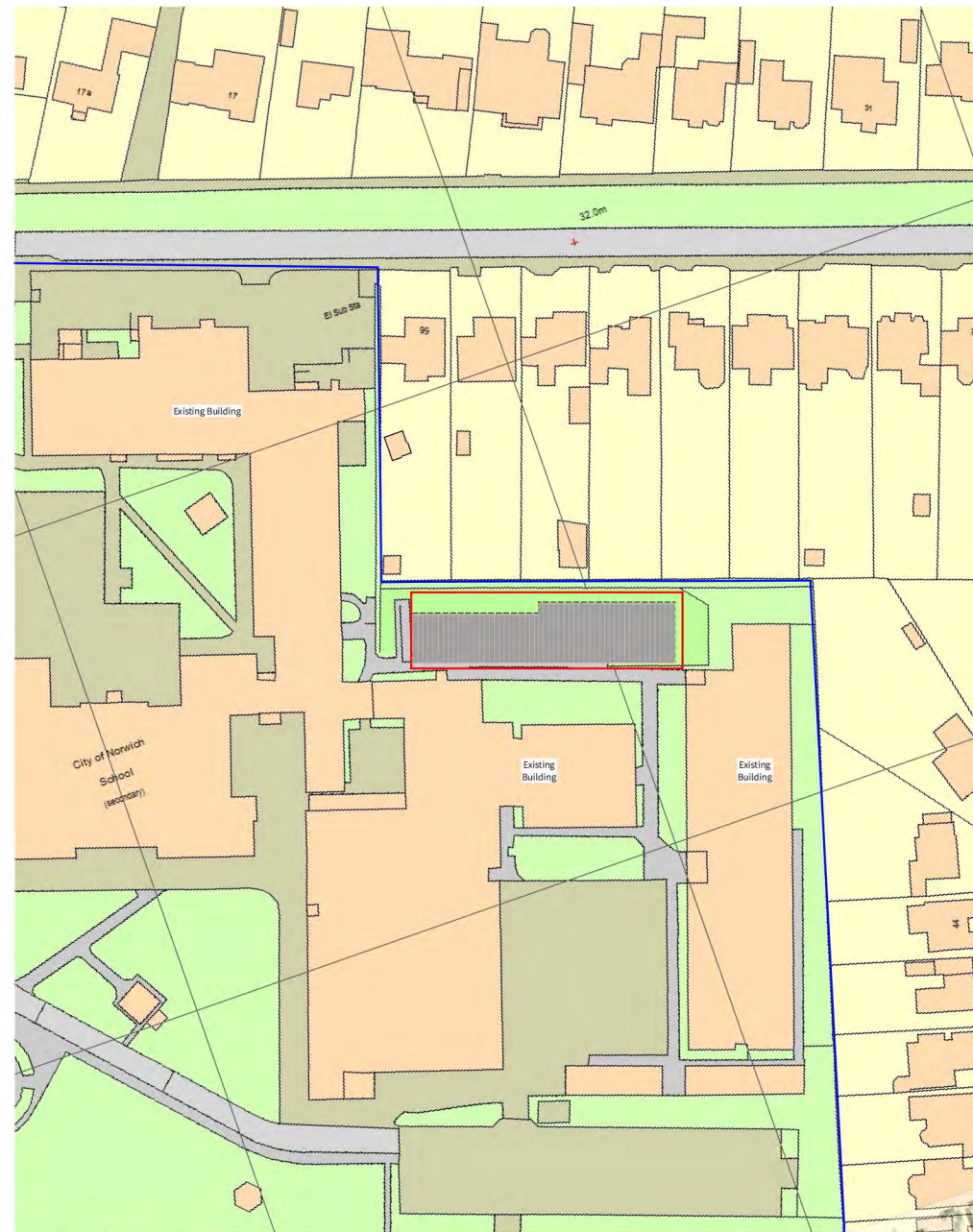
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		<div>SITE ADDRESS</div> <div>Eaton Rd Norwich NR4 6PP,UK</div> <div>Client</div> <div>City of Norwich</div>	<div>SCALE</div> <div>1:1250 @ A1, 1:2500 @ A3</div> <div>DATE</div> <div>24/08/2020</div> <div>DRAWN</div> <div>RP</div> <div>CHECKED</div> <div>MT</div> <div>PROJECT-COMPANY-VOL-LEVEL-TYPE-ROLE-NUMBER-STATUS-REV</div> <div>CNS1-NZB-01-ZZ-DR-A-0102-S4-P11</div>

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① 6 Form Block - Existing Block Plan
scale 1:500 @ A1
1:1000 @ A3



② 6 Form Block - Proposed Block Plan
scale 1:500 @ A1
1:1000 @ A3

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NetZero

5th Floor
114 Southampton Row
#Contact Address3

www.netzerobuildings.co.uk
info@netzerobuildings.co.uk
0203 758 8466

PROJECT

City of Norwich School
6th Form Building

ADDRESS
Norwich Rd
Norwich NR4 6PP, UK
Client
Mr Fabrice Vinson

DRAWING

Draft Contractor's Proposal

Existing and Proposed Block Plans
Issue: PLANNING

SCALE
1:500 @ A1
1:1000 @ A3

DATE

24/08/2020

DRAWN

RP

CHECKED

MT

PROJECT-COMPANY-VOL-LEVEL-TYPE-ROLE-NUMBER-STATUS-REV
CNS1-NZB-01-ZZ-DR-A-0104-S4-P11



1 North Elevation
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2 North Elevation
scale 1:50 @ A1
1:100 @ A3



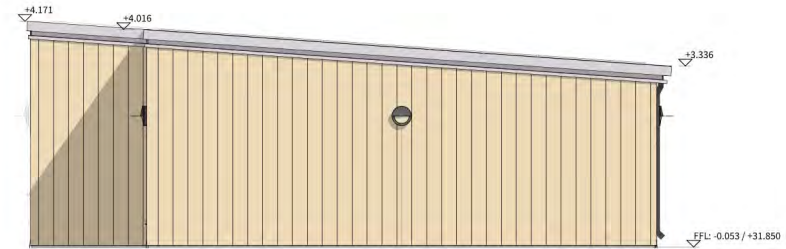
4 South Elevation
scale 1:50 @ A1
1:100 @ A3



5 South Elevation
scale 1:50 @ A1
1:100 @ A3



3 East Elevation
scale 1:50 @ A1
1:100 @ A3



6 West Elevation
scale 1:50 @ A1
1:100 @ A3

Proposed Materials

Walls:
- Vertical western red cedar cladding.

Windows and Doors:
- Aluminium and PVC dark grey double glazed units.

Gutters, Downpipes and Trimmings:
- Dark gray ppc metal.

Roof:
- Profiled metalcomposite roofing with PV panels.

Light:
- Half Moon wall mounted external lighting.

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REV DATE BY CH DESCRIPTION
P10 28/07/2020, RP 002 Roof pitch from 5.5 to 4 degrees



Net Zero Buildings

5th Floor
114 Southampton Row
#Contact Address3

www.netzerobuildings.co.uk
info@netzerobuildings.co.uk
0203 758 9466

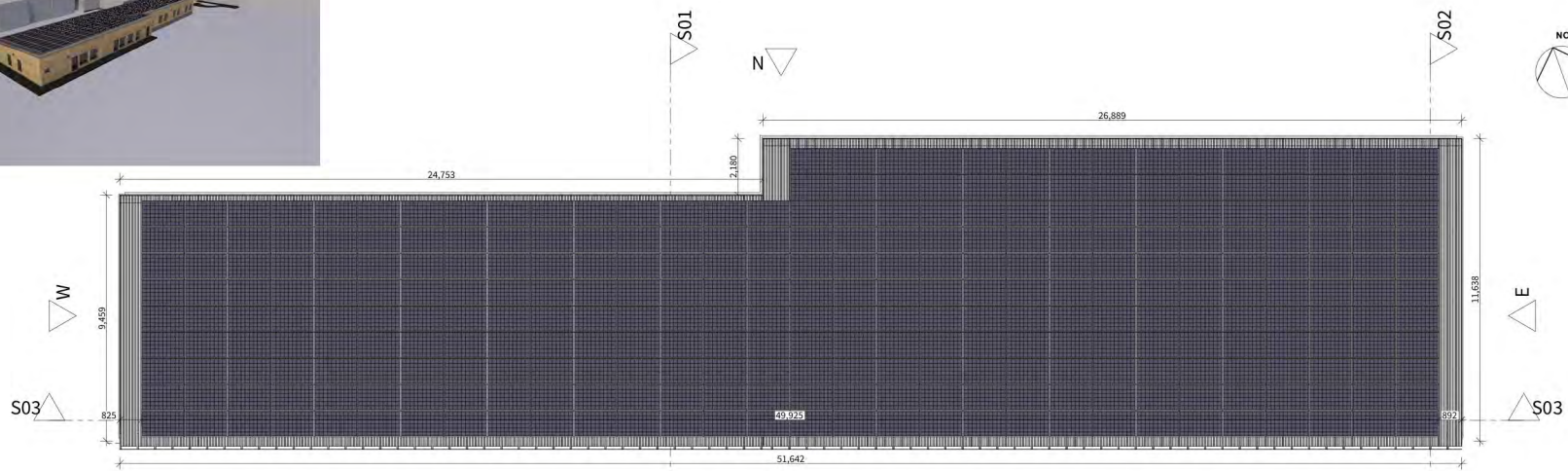
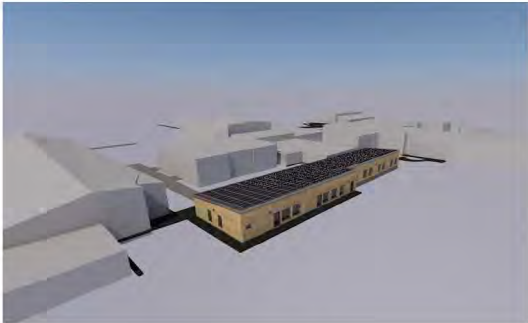
PROJECT
City of Norwich School
6 Form Building

SITE ADDRESS
Eaton Rd
Norwich NR4 6PP, UK

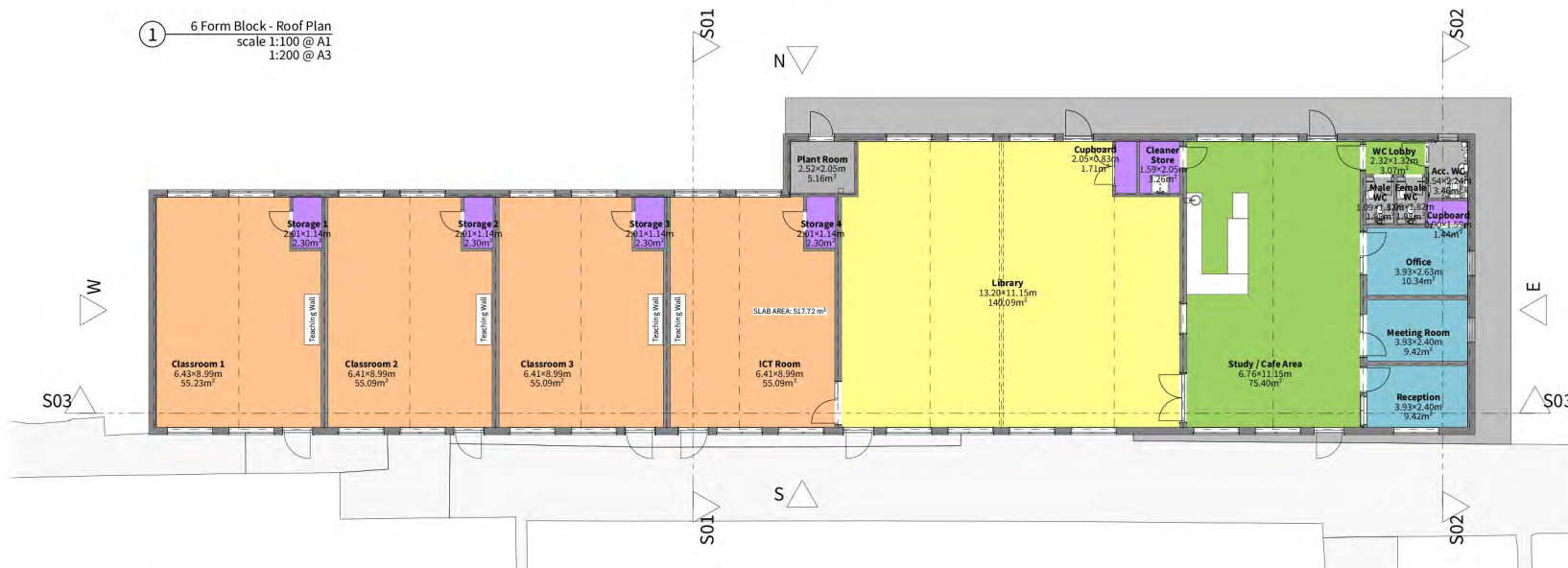
Client
Mr Fabrice Vinson

Page 35 of 56

DRAWING				
Draft Contractor's Proposal				
6 Form Block Elevations				
Issue: PLANNING				
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PROJECT-COMPANY-VOL-LEVEL-TYPE-ROLE-NUMBER-STATUS-REV				
CNS1-NZB-01-ZZ-DR-A-0108-S4-P11				



① 6 Form Block - Roof Plan
scale 1:100 @ A1
1:200 @ A3



② 6 Form Block - Ground Plan
scale 1:100 @ A1
1:200 @ A3



GROSS EXTERNAL AREAS		
STORY	ID	AREA (m²)
GF-Ground Floor		546.57
GEA-6F Block		546.57 m²

GROSS INTERNAL AREAS		
STORY	ID	AREA (m²)
GF-Ground Floor		518.12
GIA-6F Block		518.12 m²

B NET INTERNAL AREA		
GD	NAME	AREA (m²)
6th Form Block		
KG01	Reception	9.42
GF02	Office	10.34
GF03	Meeting Room	9.42
GF04	Study / Cafe Area	75.40
GF05	WC Lobby	3.07
GF06	Female WC	1.98
GF07	Male WC	1.98
GF08	Acc. WC	3.46
GF09	Cleaner Store	3.26
GF10	Library	140.00
GF11	ICT Room	55.09
GF12	Storage 4	2.30
GF13	Cupboard	1.71
GF14	Cupboard	1.44
GF15	Plant Room	5.16
GF16	Classroom 3	55.09
GF17	Storage 3	2.30
GF18	Classroom 2	55.09
GF19	Classroom 1	55.23
GF20	Storage 2	2.30
GF21	Storage 1	2.30
		496.43 m²

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Contractor to check and verify all levels, datums and discrepancies on site prior to start and during construction phase. This drawing is not to be scaled and must be read in conjunction with all associated architectural, engineering and service drawings. IF IN DOUBT ASK!



Page 36 of 50
Net Zero Buildings

5th Floor
114 Southampton Row
#Contact Address3

www.netzerobuildings.co.uk
info@netzerobuildings.co.uk
0203 758 8465

PROJECT
City of Norwich School
6th Form Building
SITE ADDRESS
Eaton Rd
Norwich NR4 6PP, UK
Client
Mr Fabrice Vinson

DRAWING
Draft Contractor's Proposal
Roof and Ground Floor Plans
Issue: PLANNING
SCALE
1:100 @ A1,
1:200 @ A3
PROJECT-COMPANY-VOL-LEVEL-TYPE-ROLE-NUMBER-STATUS-REV
CNS1-NZB-01-ZZ-DR-A-0107-S4-P11

DATE
24/08/2020

DRAWN
RP

CHECKED
MT

Report to Planning applications committee

Item

10 September 2020

Report of Area development manager

Subject Application no 20/00688/F - 105 Gipsy Lane Norwich
NR5 8AX

**Reason
for referral** Member or Staff application

5(b)

Ward:	University
Case officer	Stephen Polley - 07771 934596 - stephenpolley@norwich.gov.uk

Development proposal		
Front porch, single side and rear extensions with single storey extension to annexe in rear garden.		
Representations		
Object	Comment	Support
0	0	0

Main issues	Key considerations
1 Principle of development	The formation and use of an enlarged annexe
2 Design	The impact of the proposed extensions on the appearance of the subject properties and the character of the wider area
3 Amenity	The impact of the proposed development on the amenity of neighbouring residential occupiers, and on the residential amenity of the occupiers of the site
Expiry date	17 August 2020 (extension agreed to 11 September 2020)
Recommendation	Approve



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Planning Application No 20/00688/F
 Site Address 105 Gipsy Lane

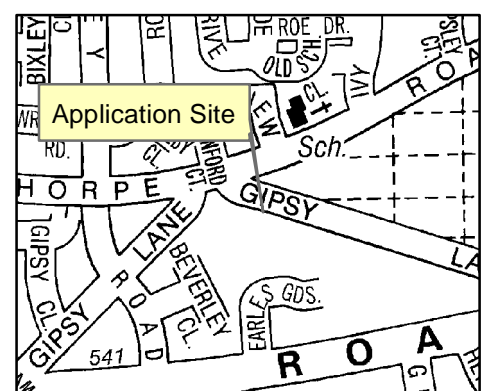
Scale 1:1,000



NORWICH
 City Council
 PLANNING SERVICES



Page 38 of 56



The site and surroundings

1. The site is located to the south side of the eastern spur of Gipsy Lane, to the west of the city. The subject property is a single-storey detached bungalow style dwelling constructed circa 1920 using a rough painted render, timber detailing and dark coloured pantiles. The design of the property includes a canopy providing a covered area to the rear and side. The site features a garden area to the front, driveway to the side which leads to a former detached garage – now converted to habitable accommodation in the form of an annexe – and a large rear garden. The property has previously been extended by way of a small single-storey rear extension and bedrooms have been added to the roof space.
2. The site is bordered by no. 107 to the west, a similar bungalow style dwelling, and no. 95 to the east, a chalet-bungalow currently under construction having replaced a previous smaller dwelling on the site. To the rear are properties located on Earles Gardens and opposite the site to the front is part of the Earlham Cemetery site. The site boundaries are marked by sections of brick wall, fencing and mature planting. The prevailing character of the surrounding area is predominantly residential with a mixture of property types present.
3. It is noted that the existing annexe was created following the approval of planning permission in 2007 to extend and convert an existing detached garage. Since 2007 the applicants have lived in the main dwelling whilst their parents have occupied the annexe. The annexe currently provides a bedroom, shower room / WC, open plan kitchen / dining space and a lounge.

Constraints

4. There are no particular constraints.

Relevant planning history

5.

Ref	Proposal	Decision	Date
06/00693/F	Extension and change of use of double garage to annex.	WITHDN	23/08/2006
07/00307/F	Conversion and extension of double garage to annexe and modernisation of existing dwelling.	APPR	19/06/2007

The proposal

6. The proposal is for extensions to be added to the main dwelling and annexe accommodation at 105 Gipsy Lane. The proposal includes the construction of;
 - A 4.6m x 2.4m flat roof canopy to the rear of the main dwelling;

- A 1.5m x 3.7m extension to the side of the main dwelling, designed to fit within the existing roof structure;
- A 2.4m x 1.1m, 3.6m tall covered porch to the front of the main dwelling; and
- A 5.1m x 4m extension to the rear of the existing annexe. The extension has been designed with a dual-pitched roof measuring 2.3m to the eaves and 5.5m to the ridge. The extension is to provide additional living space to the annexe, allowing the creation of a separate dining area within the existing annexe accommodation.

Representations

7. Adjacent and neighbouring properties have been notified in writing. No letters of representation have been received.

Consultation responses

8. No consultations have been undertaken.

Assessment of planning considerations

Relevant development plan policies

9. **Joint Core Strategy for Broadland, Norwich and South Norfolk adopted March 2011 amendments adopted Jan. 2014 (JCS)**
 - JCS1 Addressing climate change and protecting environmental assets
 - JCS2 Promoting good design
 - JCS4 Housing delivery
10. **Norwich Development Management Policies Local Plan adopted Dec. 2014 (DM Plan)**
 - DM1 Achieving and delivering sustainable development
 - DM2 Ensuring satisfactory living and working conditions
 - DM3 Delivering high quality design
 - DM12 Ensuring well-planned housing development
 - DM30 Access and highway safety
 - DM31 Car parking and servicing
 - DM32 Encouraging car free and low car housing
 - DM33 Planning obligations and development viability

Other material considerations

11. **Relevant sections of the National Planning Policy Framework February 2019 (NPPF):**
 - NPPF2 Achieving sustainable development
 - NPPF8 Promoting healthy communities
 - NPPF12 Achieving well-designed places

Case Assessment

12. Planning law requires that applications for planning permission must be determined in accordance with the development plan unless material considerations indicate

otherwise. Relevant development plan policies are detailed above. Material considerations include policies in the National Planning Framework (NPPF), the Councils standing duties, other policy documents and guidance detailed above and any other matters referred to specifically in the assessment below. The following paragraphs provide an assessment of the main planning issues in this case against relevant policies and material considerations.

Main issue 1: Principle of development

13. Key policies and NPPF paragraphs – JCS4, DM12, NPPF section 5.
14. The site has been arranged as a main dwellinghouse and detached annexe since 2007, when through the grant of planning permission the original detached garage was enlarged and converted to habitable accommodation with all of the necessary facilities to allow independent living. From then until the current situation, the applicant's and their family have lived within the main house and their parents within the annexe. The planning permission in 2007 included a condition requiring that the annexe remains ancillary to the main dwelling and "shall be occupied for purposes incidental to the occupation and enjoyment of 105 Gipsy Lane as a dwelling and shall not be used as a separate unit of accommodation".
15. For annexe accommodation to be considered ancillary, it has to be a subsidiary or secondary use closely associated with the main use of the dwellinghouse. The annexe can provide the main functions for the occupants to live independently, however the use of the annexe by its occupants is key to whether the annexe continues to have sufficient relationship with the main dwelling to be considered to fulfil the ancillary use requirement. Therefore, a degree of interdependency and shared usage of the main dwelling and wider site has to occur, for an annexe to be considered ancillary.
16. Case law on what constitutes an annexe is complex and varied and requires planning judgement based on fact and degree. Through the submission of a detailed supporting statement, the applicants have explained the way in which the site operates and is used by its current occupants and the functional linkages which exist. The occupants of the annexe who are close relatives to the occupants of the main dwelling, make use of the space as their primary living space for sleeping and general day to day use. Laundry and household storage facilities are provided within the main house. Meals are often shared as a wider family within the main house and the shared garden space and on occasion in the annexe. The garden space, including its shed, green house and vegetable beds are tended and used communally and this area provides the focal area for both the main dwelling and annexe.
17. It is noted that the proposed extension of the annexe will create an enlarged living space, to include a new lounge room, facilitating the creation of a larger dining space within the existing part of the annexe. The enlargement of the annexe will allow the wider family to share meals within the annexe as well as the main house. The extension would result in the approximate overall footprint of the original garage doubling in size by way of the cumulative increases and creating a sizeable annexe as a result. The physical relationship between the main dwelling and its annexe remains close (approximately 1.5 metres) but not physically attached and this will not alter as a result of the proposal.

18. However, in terms of the arrangement of the site, the use of the annexe is not considered to change significantly as result of the proposed extension. The annexe will not alter in terms of its appearance from the highway, with a blank wall only being visible. Access to the main dwelling and the annexe is from a single shared point of access from the public highway, with a shared parking area. Pedestrian access to the annexe will remain via the shared rear garden area. The windows and doors of the annexe all face directly onto the shared rear garden, which is used equally by the whole family. The annexe has not and is not to be registered as a separate address for the purposes of receiving post or voting. It is understood that all utilities such as water, gas, electricity, telephone and broadband are shared and are not separately metered.
19. It can therefore be concluded that although the extension of the annexe will create further living space within the annexe, the wider arrangement, layout and use of the site by the occupants will remain unchanged. The annexe will maintain a level of interdependency and functional linkages with the main dwellinghouse such that the main dwellinghouse and annexe on the site continue to function as a single planning unit. The future use of the annexe by the current occupants would therefore be considered to remain ancillary to 105 Gipsy Lane. It is reasonable to add a condition requiring that this arrangement remains in the future, and that the annexe should not be used in any way as a separate unit of accommodation.

Main issue 2: Design

20. Key policies and NPPF paragraphs – JCS2, DM3, NPPF section 12.
21. The proposed extensions to the main dwelling are all of a relatively modest scale. The only change noticeable from the public realm would be the front porch, which is of a style and form closely matching that of the original design.
22. The only enlargement of the internal living space is to be made by the side extension which is to replace an original covered entrance to the side. The extension is to therefore largely infill the existing space under the existing roof structure.
23. The extension of the canopy to the rear enlarges the covered area adjacent to the kitchen. It follows the form of the existing and includes a large roof light.
24. Overall the extensions to the main house will have a limited impact on the appearance of the property and character of the wider area.
25. The extension to the rear of the annexe represents a more significant change in terms of the overall built form of the original garage building, which was previously enlarged at the time of its conversion.
26. The extension has been designed to appear subservient to the existing building, with a slightly lower ridge line and will largely not be visible from the public realm.
27. The annexe building is not insignificant in scale already and the proposed rear extension will create a building of the scale and form of a very large outbuilding, with a footprint not dissimilar to a single detached dwellinghouse. However, the character of the area is varied, with detached dwellings of varying sizes on plots of differing sizes. The application site is noticeably one of the larger plots in the area and as a result is able to accommodate the enlarged annexe in this location without

significant detriment to the character and local distinctiveness of the surrounding area and is acceptable in design terms.

Main issue 6: Amenity

28. Key policies and NPPF paragraphs – DM2, DM11, NPPF paragraphs 127 and 180.
29. The proposed extensions to the main house are of a small scale and as such will not cause any harm to the amenities of neighbouring residential occupiers by way of overshadowing, overlooking, outlook or by being overbearing.
30. The extension to the annexe will be noticeable from the rear living space of the soon to be completed dwelling at 95 Gipsy Lane to the east. The orientation of the site and the distance between the two developments will however ensure that significant harm is not caused to the amenity of the neighbouring residential occupiers by way of overshadowing, overlooking, outlook or by being overbearing.
31. The extensions to the main dwelling and its annexe will assist in enhancing the residential amenity of its occupiers as the internal living spaces are enlarged without significant loss of external amenity space.

Other matters

32. The following matters have been assessed and considered satisfactory and in accordance with relevant development plan policies, subject to appropriate conditions and mitigation: List relevant matters.

Equalities and diversity issues

33. There are no significant equality or diversity issues.

Local finance considerations

34. Under Section 70(2) of the Town and Country Planning Act 1990 the council is required when determining planning applications to have regard to any local finance considerations, so far as material to the application. Local finance considerations are defined as a government grant or the Community Infrastructure Levy.
35. Whether or not a local finance consideration is material to a particular decision will depend on whether it could help to make the development acceptable in planning terms. It would not be appropriate to make a decision on the potential for the development to raise money for a local authority.
36. In this case local finance considerations are not considered to be material to the case.

Conclusion

37. The enlarged annexe accommodation is considered to remain of an ancillary use to the main dwellinghouse by virtue of the level of interdependence demonstrated by the applicants.

38. The proposed extensions are considered to be of an acceptable scale and design that do not cause significant harm to the character and appearance of the subject dwelling or annexe or the surrounding area.
39. The proposed development will have a limited impact upon the residential amenities of neighbouring properties, with no significant harm being caused by way of overshadowing, overlooking or loss of outlook.
40. The development is in accordance with the requirements of the National Planning Policy Framework and the Development Plan, and it has been concluded that there are no material considerations that indicate it should be determined otherwise.

Recommendation

To approve application no. 20/00688/F - 105 Gipsy Lane Norwich NR5 8AX and grant planning permission subject to the following conditions:

1. Standard time limit;
2. In accordance with plans;
3. Annexe accommodation to remain ancillary.

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- EXISTING BUILDING
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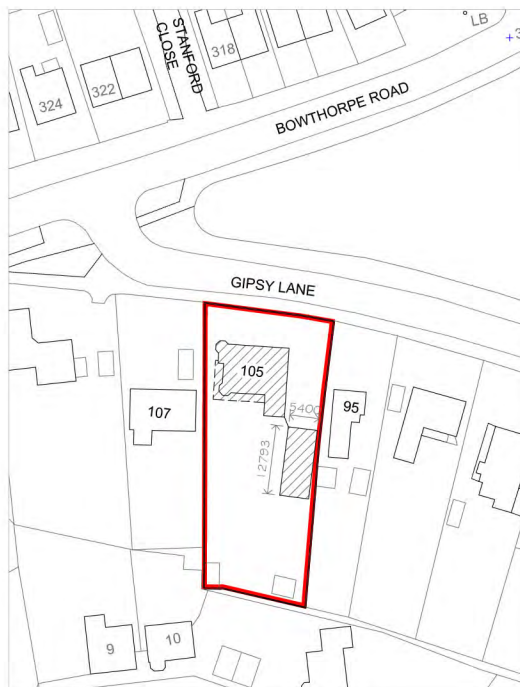


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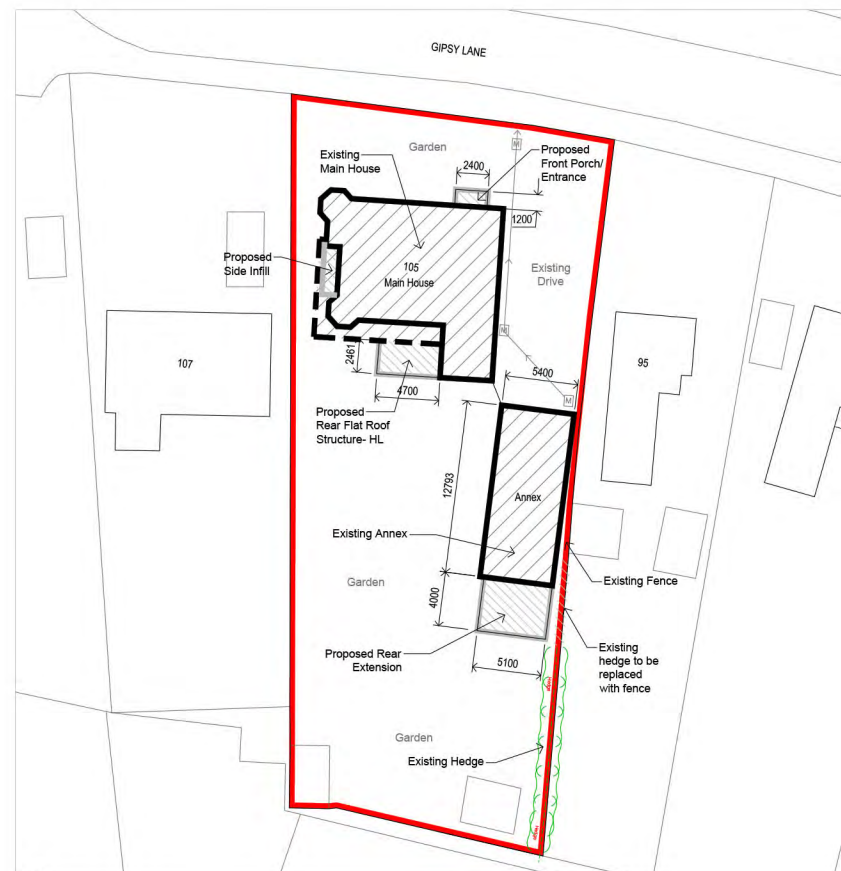


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Client			
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Project Title			
105 GIPSY LANE NORWICH NR5 8AX			
Drawing Title			
LOCATION & SITE PLAN			
Scale		Date Created	Drawn By
1:1250 & 1:500 & 1:200		MAY 20	MN
Paper Size		Checked By	
A1			
Drawing No.			Revision
J010- 100			



BLOCK PLAN
1:500



SITE PLAN
1:200



LOCATION PLAN
Google



MAIN HOUSE- SOUTH ELEVATION- LOOKING NORTH-
PROPOSED REAR FLAT ROOF STRUCTURE TO
EXTEND THE EXISTING FLAT ROOF



MAIN HOUSE- NORTH-EAST ELEVATION - LOOKING
SOUTH-WEST- PROPOSED FRONT PORCH



MAIN HOUSE- NORTH & WEST ELEVATIONS- LOOKING
SOUTH-EAST- PROPOSED SIDE INFILL



ANNEX- SOUTH & WEST ELEVATIONS-
LOOKING NORTH-EAST



ANNEX- WEST ELEVATION- LOOKING EAST

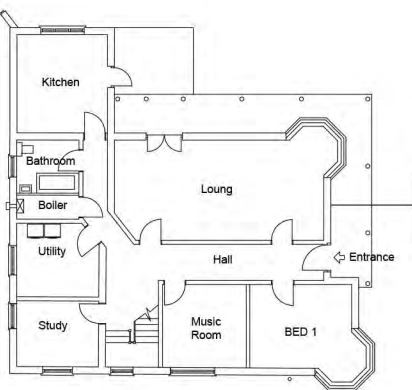


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REAR EXTENSION

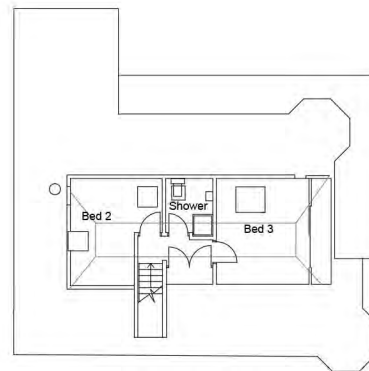
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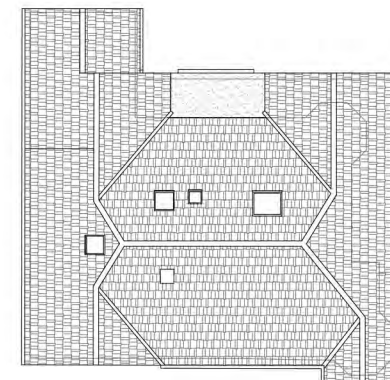
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EXISTING GROUND FLOOR PLAN
MAIN HOUSE SC: 1/100



EXISTING FIRST FLOOR PLAN
MAIN HOUSE SC: 1/100



EXISTING ROOF PLAN
MAIN HOUSE SC: 1/100



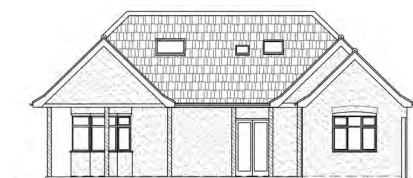
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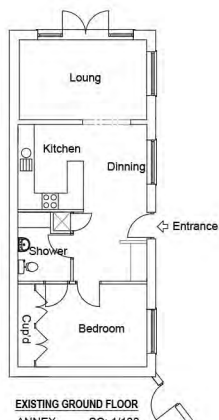
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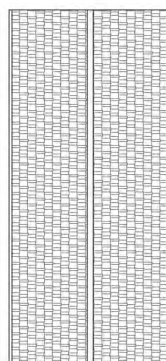
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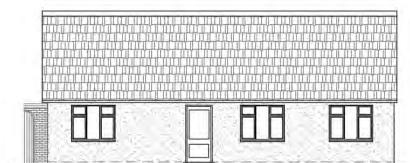
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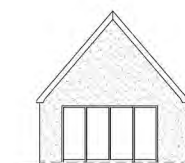
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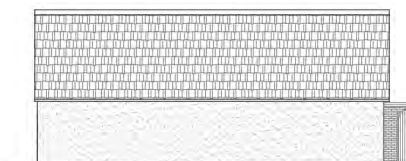
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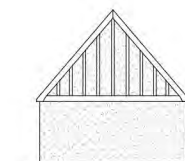
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EXISTING SOUTH ELEVATION
ANNEX SC: 1/100



EXISTING EAST ELEVATION
ANNEX SC: 1/100



EXISTING NORTH ELEVATION
ANNEX SC: 1/100

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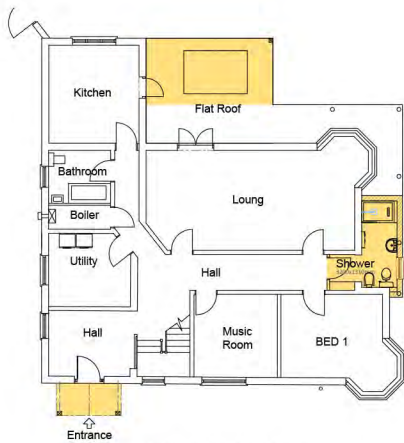


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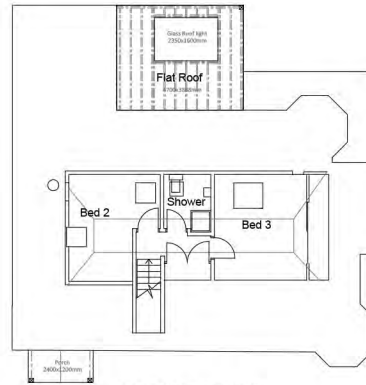


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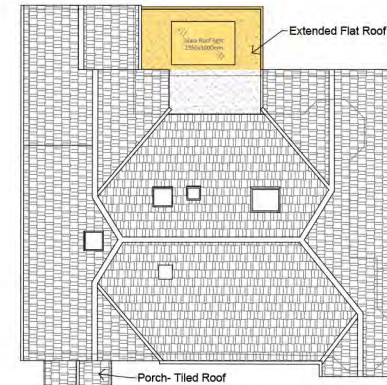
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	Revision		



PROPOSED GROUND FLOOR PLAN
MAIN HOUSE SC: 1/100



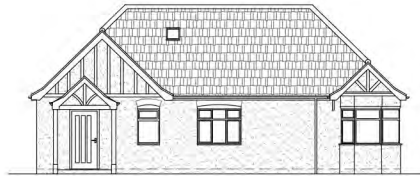
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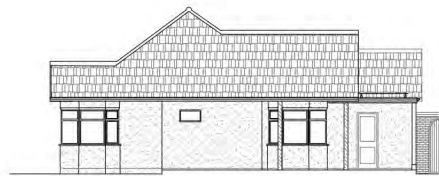
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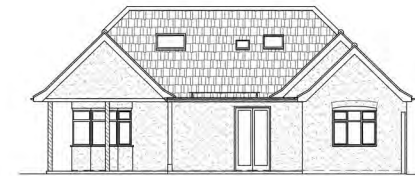
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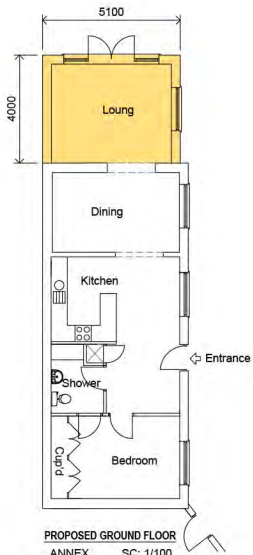
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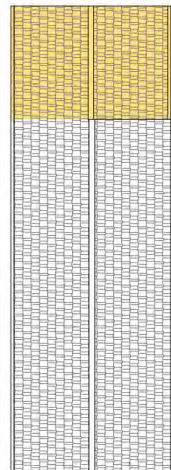
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PROPOSED SOUTH ELEVATION
MAIN HOUSE SC: 1/100



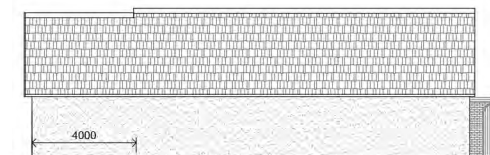
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PROPOSED ROOF PLAN
ANNEX SC: 1/100



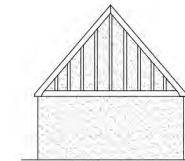
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ANNEX SC: 1/100



PROPOSED EAST ELEVATION
ANNEX SC: 1/100



PROPOSED SOUTH ELEVATION
ANNEX SC: 1/100



PROPOSED NORTH ELEVATION
ANNEX SC: 1/100

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Project Title	105 GIPSY LANE NORWICH NR5 8AX		
Drawing Title	PROPOSED PLANS & ELEVATIONS		
Scale	1:100	Date Created	MAY 20
Paper Size	A1	Drawn By	MN
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Drawing No.	J010-102	Revision	

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3D VIEW 1- ANNEX- PROPOSED REAR EXTENSION- SOUTH & WEST ELEVATIONS -
LOOKING NORTH-EAST



ANNEX- SITE PLAN- PROPOSED REAR EXTENSION



3D VIEW- ANNEX 2- PROPOSED REAR EXTENSION- SOUTH & WEST ELEVATIONS -
LOOKING NORTH-EAST

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Rev	Date	By	Amendment Description



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Drawing Title			
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		MN	
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Drawing No.	Revision
J010- 103	

Report to Planning applications committee

10 September 2020

Report of Director of place

Subject Review of Arrangements for Public Speaking

Item

6

Purpose

This report proposes to amend the committee's public speaking arrangements. This follows recent amendments to both the scheme of delegation and public speaking arrangements during the coronavirus pandemic.

Recommendation

To approve an amendment to the public speaking arrangements as set out in Appendix C of this report.

Corporate and service priorities

The report helps to meet the corporate priorities of great neighbourhoods, housing and environment, people living well and inclusive economy.

Financial implications

There are no direct financial implications arising from this report. However, if the recommendation is accepted it will minimise the resource needed to take legally robust planning decisions.

Ward/s: All wards

Cabinet member: Councillor Stonard, cabinet member for sustainable and inclusive growth

Contact officers

Graham Nelson, Director of place

01603 989205

David Parkin, area development manager

01603 989517

Mark Brown, area development manager

01603 989246

Background documents - None

Report

Background

1. On 4 April 2020, the “Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings((England and Wales) Regulations 2020 came into effect. These regulations set out specific and robust guidelines to allow Council’s to set up remote meetings using various technology, including conference calls and video conferences.
2. Notwithstanding the introduction of the 2020 regulations, the resolution of the meeting of planning applications committee on 23 April 2020 sought to allow for most decisions to be determined under delegated powers rather than hold virtual meetings.
3. This decision took account of government advice that it is important to keep the decision-making process going through this time of international crisis so as to minimise, as far as is possible, the impact upon the economy. It also took account of the increased demand on council services in responding to the crisis with some planning officers and colleagues who support the planning process (administrative officers and internal consultees) as well as those who support the committee process being re-deployed to other tasks.
4. The scheme of delegation was revised again on 09 July 2020 with the view to going back to holding planning applications committee’s albeit virtually. A decision was also made at that meeting to cease public speaking at planning committee meetings on a temporary basis but allow for statements to be submitted and read out by officers at the meeting. This was to trial the success of a virtual meeting and to ensure that access and involvement was equitable.
5. It should be noted that the planning applications committee is a meeting that is held in public, there is no requirement in legislation that requires members of the public to be able to address the committee directly. Indeed, the April Coronavirus Regulations, referred to above, only require that members of the public are able to hear the proceedings.
6. The committee has so far had one such virtual meeting on 13 August 2020.

Proposal on public speaking

7. Arrangements for public speaking at planning committee prior to the coronavirus are outlined at Appendix A and the temporary arrangements involving the submission of statements are set out at Appendix B.
8. The formal arrangements prior to coronavirus allowed for an unlimited number of people who have previously made a written representation (either in support or in opposition) on a planning application to speak for up to 3 minutes. The applicant or agent may also speak in support of an application for 3 minutes where objectors have registered to speak.
9. The proposed arrangements are set out at Appendix C of this report. The key changes proposed are:
 - (a) Limiting the number of speakers to 6 people excluding the applicant/agent and ward councillor and allocated on a first come first serve basis;
 - (b) Allowing for fair representation where more than 3 people register in objection and 3 in support;
 - (c) Allowing the agent or applicant to address the committee for a longer period of 6 minutes where more than one objector is registered to speak;
 - (d) Setting out alternative arrangements where a virtual meeting is held and the person registered is unable to participate in such a meeting.
10. The changes are intended to allow public participation in the meeting but also to have some restrictions on the length of time and therefore resources taken via the public speaking arrangements. They also seek to allow fairer representation.
11. A concern expressed in relation to virtual meetings was that it may hinder the ability of certain members of the public to participate. Arrangements have been proposed which seek to minimise this so far as possible and provides the option of appointing an advocate or submission of a statement to be read out at the meeting. The proposed arrangements will also advise of the council's partnership with INTRAN and the ability for translation services to be available on request.

APPENDIX A – Public speaking arrangements prior to Covid-19

Planning committee public speaking procedures

The procedures for speaking at planning applications committee are as follows:

- (1) Persons or parties who have made representations on planning proposals which are referred to committee may address the committee provided that they have notified the committee officer by 10:00 am on the working day before the meeting. Only persons or parties that have submitted written representations will be allowed to speak, unless in exceptional circumstances, the chair has chosen to exercise discretion. Members of the public who have submitted written submissions in advance will be allowed to appoint an advocate to speak on their behalf if they so wish.
- (2) Ward councillors or other councillors who have commented on the planning proposal may speak provided they have given notice by 10:00 am on the day before the meeting.
- (3) The chair will consider changing the order of the agenda where there is public interest to avoid numbers of objectors having to wait.
- (4) The chair will advise those speaking that they may:-
 - (a) speak for up to three minutes;
 - (b) direct their comments to planning issues;
 - (c) make their points concisely.
- (5) The chair may allow a longer period for representations to be made in complex cases.
- (6) Any speaker will be stopped by the chair where he or she:
 - (a) reports comments already made;
 - (b) introduces non planning issues;
 - (c) makes defamatory comments about councillors, Officers or any other individual or party involved in the matter under discussion;
 - (d) has spoken for three minutes.
- (7) Where several people have expressed the wish to speak, the chair will request that a spokesperson is nominated and that other speakers to add any points which have not already been made.
- (8) The applicant or agent may also address the committee provided that there are other speakers registered to speak. The applicant or agent will be permitted to address the committee for 3 minutes. Where there is a large number of objectors or the proposal is complicated then the chair may use their discretion and extend the permitted time beyond 3 minutes.
- (9) Where the application is recommended for approval and no speakers have registered, the applicant or agent will not be invited to address the committee. Where the application is recommended for refusal the applicant or agent will be permitted to address the committee.

APPENDIX B – Temporary arrangements for statements to be submitted

Members of the public may submit written statements that can be read out by officers at the meeting. The number of statements which will be read out is limited to 6 for a major application and 4 for a minor application and this will be subject to the following:

- (a) where such statements exceed 500 words they will be summarised by officers rather than read out word for word;
- (b) if more than the above number of statements are submitted officers will summarise the contents the statements;
- (c) the applicant or agent will be able to prepare one statement which will be read out; and
- (d) statements from members of the public may be in objection or support.

Ward councillors may speak for up to three minutes at the meeting.

Alternative arrangements would be made on a case-by-case basis for any party unable to submit a written representation.

APPENDIX C – Proposed public speaking arrangements

Planning committee public speaking procedures

The procedures for speaking at planning applications committee are as follows:

- (1) Persons or parties who have made representations on planning proposals which are referred to committee may address the committee provided that they have notified the committee officer by 10:00 am on the working day before the meeting and subject to paragraph (7) below. Only persons or parties that have submitted written representations will be allowed to speak, unless in exceptional circumstances, the chair has chosen to exercise discretion. Members of the public who have submitted written submissions in advance will be allowed to appoint an advocate to speak on their behalf if they so wish.
- (2) Ward councillors or other councillors who have commented on the planning proposal may speak provided they have given notice by 10:00 am on the day before the meeting.
- (3) The chair will consider changing the order of the agenda where there is public interest to avoid numbers of objectors having to wait.
- (4) The chair will advise those speaking that they may:-
 - (a) speak for up to three minutes;
 - (b) direct their comments to planning issues;
 - (c) make their points concisely.
- (5) The chair may allow a longer period for representations to be made in complex cases.
- (6) Any speaker will be stopped by the chair where he or she:
 - (a) reports comments already made;
 - (b) introduces non planning issues;
 - (c) makes defamatory comments about councillors, officers or any other individual or party involved in the matter under discussion;
 - (d) has spoken for three minutes.
- (7) There will be a limit on the number of people who can speak and/or submit statements on any one item of 6 people. This number excludes the applicant or agent and the ward councillor. Where more than 6 people have tried to register to speak, speakers will be prioritised on a first come first serve basis. However where there are a mixture of members of the public seeking to speak in objection and support of the application and there are more than 3 of each, 3 may speak in support and 3 in objection. The chair may at his discretion allow more than 6 members of the public to speak on significant major proposals.
- (8) The applicant or agent may also address the committee provided that there are other speakers registered to speak. The applicant or agent will be permitted to address the committee for 3 minutes. However, the applicant or agent may address the committee for up to 6 minutes where more than one objector is registered to speak.
- (9) Where the application is recommended for approval and no speakers have registered, the applicant or agent will not be invited to address the committee. Where the application is recommended for refusal the applicant or agent will be permitted to address the committee for 3 minutes.
- (10) Where a virtual meeting is held and the person registered to speak under paragraph (7) is unable to participate in such a meeting they will be allowed to appoint an advocate to speak on their behalf if they so wish and subject to the committee officer being made aware by 10:00am on the working day before the

meeting. Alternatively a written statement may be submitted and which will be read out by officers at the meeting and circulated to members of the committee, subject to the statement being no longer than 500 words (longer statements may be summarised) and subject to the statement being received by the committee officer by 10:00am on the working day before the meeting.



Translation services are available on request.

