HPK/2011/0150

Design & Access Statement

(as required by Article 4C of the GPDO and Reg. 3 of the Listed Building Regulations)

06 APR

Proposed Extension to form staff room and remodelling of administration area

At

St Philip Howard Catholic Secondary School,
St Marys Road, Glossop, Derbyshire

For

The Governors of St Philip Howard Secondary School

Prepared by

C.P. Associates
Braemar Court
1311a Melton Road
Syston
Leicester LE7 2EN

Telephone: 0116 2607211
Fax: 0116 2605511

Project no: 1286

1 The Project

The extension and remodelling of the administration area to form a new staff room and other improved facilities including a DDA compliant access and toilet facility.

2 The Site

St Philip Howard Catholic Secondary School, St Marys Road, Glossop, Derbyshire SK13 8DR.

OS Location plan is attached

3 Appraisal of Context

3.1 Assessment of Planning Policy:

This site is zoned as educational in the current Local Plan/Framework Document

The site is not in a Conservation Area and not subject to TPO's or similar planning constraints.

3.2 Context of local landscape and buildings

The site is sloping in a south to north direction, with the south being the high point. The school has been constructed to the south of the site with tarmacadam play areas to the east of the school and car parking also to the east of the school.

There are playing fields on a separate site off Pikes Lane.

The main school building was built in 1960 and there are two further blocks of later construction, built between 1976 and 1978), to the north of the main building, a three storey classroom block with an open ground floor (making it a three storey block) and a single storey technology block. The main school building and the classroom block is primarily of traditional cavity wall construction, with aluminium replacement windows and a mixture of pitched tiles and flat felt roofs.

The school has been extensively extended in the past, the last three extensions being to form a changing room area, multigym and additional classroom (HPK/2005/0801), a toilet block extension (HPK/2003/0374) and a further classroom extension (HPK/2002/0035). There has been a further planning approval for security fencing on the Pikes Lane site (HPK/2006/0326).

There is also currently a project on site infilling the ground floor of the three storey block to form three additional classrooms (HPK/2010/0255).

The site is surrounded by residential developments. St Marys church is located to the south of the school, St James Primary school to the west and a nursing home to the north.

There are two vehicular accesses to the site, one off St Marys Road (being the main entrance) and one off Sunlaw Street.

There are also three pedestrian access to the site, one combined with the vehicular access off St Marys Road, one combined with the vehicular access off Sunlaw Street (this is being reformed to form a safer access through the project currently on site) and one from St Marys church via Shaw Street.

The proposals involve the extension and remodelling the main school building referred to above.

The site is not within a flood zone.

3.3 Evaluation of opportunities and constraints affecting the development of the site:

Physical Features

The landscaping on the site will not be greatly affected.

The administration area on the main school building will be extended in two areas. The main extension will form a new staff room and deputy head teachers room. A smaller extension to the main entrance will allow a more secure access lobby to be formed and the subsequent remodelling of the main office including the formation of a DDA compliant entry and a disabled toilet facility. Further internal remodelling will bring the remaining offices and supporting facilities up to current DfE standards.

Planning Policies

The extension will match the existing building and be of dimensions and materials in keeping with the existing elevations.

Perceived Need

The school is currently in the OFSTED category of "Notice to Improve".

The main area for consideration in improving the buildings to overcome the notice is the need to improve the quality of provision. Developments in Teaching and Learning are being held back due to the lack or appropriately sized general classroom spaces within the given curriculum areas.

This has resulted in excessive movement between different classroom blocks, as the classroom provision within the school is split over three blocks, as noted above.

The current Reception and office area is sited in the original building in very small offices. There is no secure waiting area and disabled visitors do not have access to dedicated disabled parking spaces, disabled toilet facilities or accessible meeting rooms.

The project currently on site addresses the first phase of these changes, being the provision of additional classrooms and a small administration facility within the three storey block. DDA compliant access and parking on site is also being addressed to this block as part of the project on site.

The second phase of the development is covered by this planning application.

The existing staff room is only 32m2 with no areas for staff PPA; DfE recommendations are for a minimum staff room social area of 50m2 with additional areas for PPA. The remodelling and extension will provide a new area of 75m2.

The female staff toilet facilities are undersized by two units and are in need of refurbishment. The male staff facilities, whilst up to standard as regards the number of units, also needs refurbishment.

The school does not have a medical room, with sick pupils being held in the lobby until parents pick them up. The DfE Building Design bulletin requires the provision of a medical room that can be supervised by staff with a separate sick bay that can be supervised by the office staff.

The current storage facilities within the administration area amounts to only 11m2, including one area that contains a photocopier. A second photo copier is located within the corridor. The remodelling will provide 22m2 of storage and photocopier areas, including the removal of the photocopier from the corridor and the provision of a secure store for exam papers and other sensitive documents.

The main office is only 20m2 and will be enlarged to 27m2 with windows that will allow visitors to be observed prior to them entering the secure lobby.

The existing reception hatch only allows a small area of the secure lobby to be observed, making the supervision of sick pupils and visitors very difficult. The remodelling will overcome this shortfall.

The remodelling will include the formation of two DDA compliant accesses, one for staff into the staff room and one for visitors. A separate DDA compliant toilet facility will also be formed off the secure lobby for the use of visitors.

3.4 Design Factors

The general appearance of the original building and extensions will be followed for the extension.

3.5 Relationship of the design to surrounding uses

The educational use remains unchanged.

4 The Design Component

4.1 Amount of proposed development

An additional 126m2 of floor space will be created.

4.2 Principals of the proposed layout

The points raised under section 3.3 (Perceived Need) are reiterated here.

The facility will not generate additional capacity in either pupil or staff numbers.

4.3 Scale of proposed buildings

Height to eaves: 3.40m.

Staff room extension: Overall width: 9.30m; overall depth: 10.30m.

Lobby extension: Overall width: 9.40m; overall depth: 2.30m.

4.4 Landscaping

Hard landscaping consists of forming the ramped accesses to the main entrance and the rear of the staff room together with making good the tarmacadam around the extensions.

This is mainly to comply with current DDA requirements.

The soft landscaping is merely confined to forming a planted bed around the new facilities.

4.5 Appearance of the development

External walls:	facing bricks to match the existing extensions.
Flat roof:	mineral HP felt.
Doors & windows	aluminium powder coated windows constructed to match existing
Decoration	External decoration is to match existing
Lighting	immediate lighting to external circulation spaces will be mounted off the building
Accessibility	The school is adapted to meet the needs of all sections of the community and this will be maintained through the development.

5 The Access Component

5.1 Access to the site itself

There are existing public highway accesses to the site, which will remain unchanged.

5.2 Convenience of access to all/inclusivity

The building will remain accessible to all sections of the community

5.3 Access to public transport

There is public transport within 100m of the site.

5.4 Flexibility to accommodate future changes

The present proposals are merely an extension to the administration area. Although there are no plans for further extensions at present, the proposals will not impact on design possibilities.

5.5 Disabled access to the site and building

Two disabled parking spaces are being provided as part of the project that is currently on site.

A new disabled toilet facility will be provided at the main entrance as part of this new proposal.

Improved DDA compliant accesses to the main building will be provided for the staff and visitors as part of this proposal

5.6 Emergency services, service vehicles & deliveries

Access remains unchanged

The buildings are sufficiently close to the existing public highway to meet requirements.

6 Conclusions

The need for the additional accommodation within the school has been determined on educational grounds. The location of the existing administration area dictates the location of the proposals. These fit within the operational requirements and bring the school buildings up to an appropriate standard.

The site is available to carry out the work and will not impact on any trees therefore the existing tree and shrub screening can be retained.

The development can be carried out to meet the brief, within the context of the existing school buildings, without detriment to neighbouring uses.

Document author: C Palmer, MRICS
Date: March 2011