

New Secondary School at North Kingston Centre



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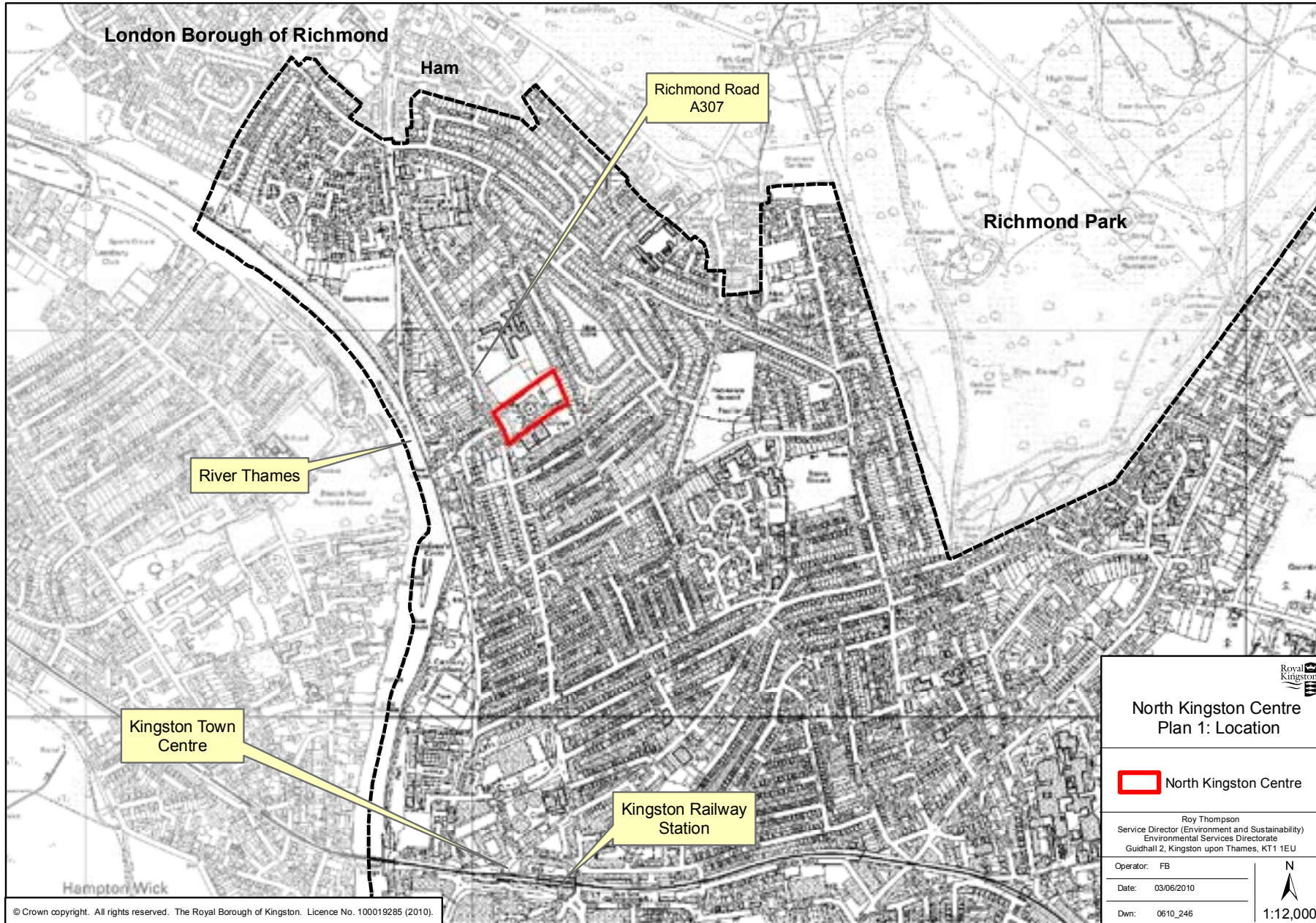
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I. Background, Purpose of the Brief and Consultation

- I.1 This Brief provides a Planning and Urban Design framework to guide the preparation and assessment of development proposals for a new secondary school (11-18 year olds) on the existing North Kingston Centre site.
- I.2 The Council has a legal responsibility to provide sufficient school places in the borough for all children who need a school place. The need for a new secondary school arises from:
- the need to provide additional school places to meet increasing demand
 - the lack of a non-selective community school in the Kingston area resulting in children having to travel out of the area to school. This increases community pressure to provide a local school and a need to address this situation.
- I.3 There is an increasing demand for places in Kingston's primary schools, resulting from a significant increase in the birth rate, new housing and economic factors, which the Council is meeting by expanding existing schools and providing a new primary school. From 2015 onwards, the current increase of primary school pupils will be at an age to transfer to secondary schools. To accommodate these pupils the Authority will need to increase the provision of school places through the creation of a new non-



- selective secondary school and expansion of local non-selective schools that serve the borough.
- I.4 A land search for sites suitable for a new secondary school identified just one potential option - the North Kingston Centre with some associated sports and post-16 facilities at the Hawker Centre. Subsequent consultation in 2009 revealed that 52% of respondents supported the North Kingston Centre and 44% supported the Hawker Centre. Due to a number of site specific and planning constraints the Hawker Centre was subsequently discounted for use other than external sports facilities.
- I.5 The North Kingston Centre site, currently in use as an education and training centre, is well located in relation to the new school's catchment area and thus well placed in

terms of being able to maximise walking and cycling to school, and reducing distances travelled to schools. Subject to due process, including the need for planning permission, the school would be planned to open for year 7 pupils (11 year olds) in 2015 and would take seven years to reach capacity in 2021.

- I.6 Sports facilities will be provided mainly off-site, either close to the school, or elsewhere, making use of existing facilities (in accordance with London Plan Policy 3A.24) where these are not being used during school hours. This would be need to be progressed and suitable arrangements made/agreements reached before the proposed school opens.
- I.7 The Authority has made a commitment to relocate existing services currently based at the NKC site from September 2012. The extent to which existing services are valued by residents and users is recognised. A project team has been set up to identify alternative locations and information will continue to be provided to staff and service users through a newsletter as the project to develop a new school progresses.
- I.8 Development proposals for the new school are expected to come forward in 2011, when there will be further public consultation.

1.9 The provision of a new secondary school is part of the Transforming Kingston Schools (TKS) Programme, which aims to transform primary, special needs and secondary education. The overall Programme objectives which also apply to the new secondary school, are to:

- remodel and expand the school estate
- provide additional school places
- diversify schools
- improve education outcomes and narrow differences in attainment
- create more flexible, accessible accommodation for use throughout the year/evenings/weekends by schools, young people and the wider community
- improve the sustainability of school buildings and reduce carbon emissions and energy use
- optimise the use of outside spaces
- enhance the range of services/activities provided, contribute to the wider Council initiative to deliver services in a more co-ordinated way, secure local investment and rationalise assets.

1.10 The Authority is looking to provide a new state of the art secondary school and this Brief requires:

- high quality design that enhances its

surroundings and respects the amenity of adjacent residential properties.

- sustainable school journeys (walking, cycling, public transport) through robust site and travel planning to minimise car journeys and adverse impact on the local area, air quality and the highway network.

1.11 Public and stakeholder consultation on the draft Brief took place over a six week period from 21 June to 31 July 2010. This involved publicising the Brief through:

- the distribution of leaflets within the north Kingston area and the provision of leaflets at local schools, the North Kingston Centre, libraries and the Guildhall
- online information: www.kingston.gov.uk/planning/nkcbrief
- exhibitions at the North Kingston Centre, Kingston Library and the Guildhall



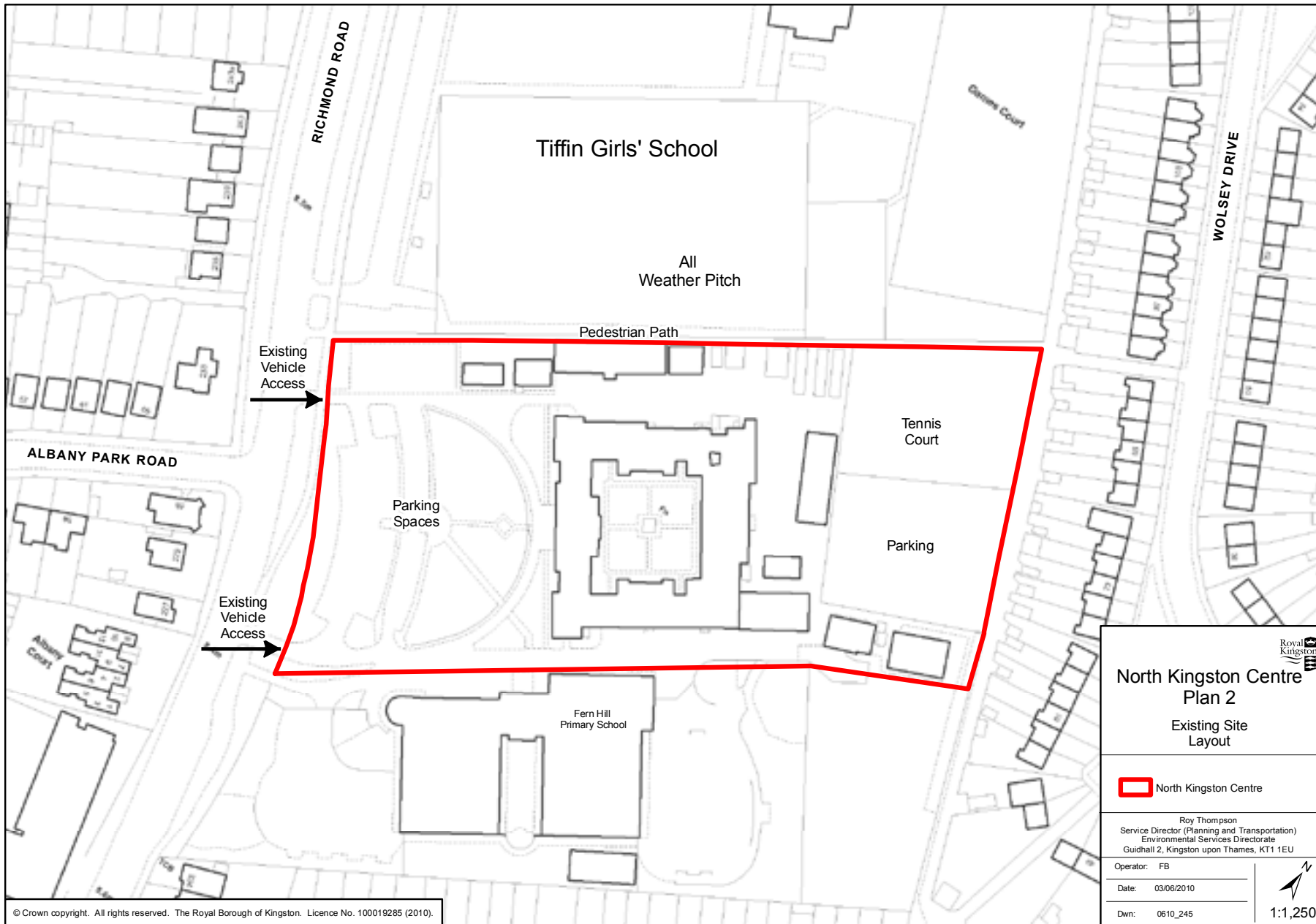
- drop in sessions at the North Kingston Centre
- letters to statutory organisations and local interest groups, the North Kingston Centre and its user groups
- an on-line and hard copy questionnaire
- items on the Brief at the Kingston Town Neighbourhood Committee on 19 July and the Development Control Committee on 22 July 2010

1.12 From the total of 7-8000 leaflets distributed, just 215 responses were received comprising 210 from residents/ parents/ businesses (75% from within the KT2 postcode area of north Kingston) and 5 from local and statutory organisations. This represents a low response rate of less than 3%.

1.13 The consultation responses were reported to the Kingston Town and Development Control Committees in October 2010, together with proposed amendments to the Brief. On 2 November 2010, the Executive noted the consultation responses on the draft Brief and adopted this Planning and Urban Design Brief for the North Kingston Centre site as Supplementary Planning Guidance.

2. Status of the Brief and how it fits into the Development Process

- 2.1 This Brief provides the planning framework to guide the preparation and assessment of development proposals for the NKC site.
- 2.2 The Brief provides site specific planning guidance to supplement national planning guidance and statutory development plan policies, as set out in the RBK Unitary Development Plan (UDP) First Alteration 2005 ('saved policies') and the Mayor of London's London Plan. It is consistent with the Local Development Framework Core Strategy (Submission Version) and with the objectives of the 2008 Kingston Plan.
- 2.3 This Brief: identifies site constraints and opportunities; sets out the planning policy context, planning objectives, development principles, guidelines for the future development of the site, including design criteria and building parameters, together with planning and access requirements for the pre-application and planning application stages.
- 2.4 The Brief will inform and guide the preparation of development proposals and will be used, alongside other relevant planning policy documents, in the assessment of development proposals for the new school throughout all stages of the planning process from feasibility and pre-application discussions through to the submission and determination of a planning application. The adopted Brief will be a material consideration in the determination of any future planning application for a new secondary school.
- 2.5 The sequence of events leading up to the decision to prepare a Planning and Development Brief for this site is set out in Appendix I.




North Kingston Centre
Plan 2
 Existing Site
 Layout

 North Kingston Centre

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3. The Site and the Surrounding Area

- 3.1 The North Kingston Centre (NKC) is an educational site on Richmond Road just under a mile north of Kingston town centre and Kingston Railway Station. It adjoins Tiffin Girls School to the north and Fern Hill Primary School to the south and forms part of this larger established education 'campus'. The schools are within the suburban predominantly residential area of north Kingston. To the rear of the sites are two storey houses in Wolsey Drive which is part of the residential Tudor Estate. To the west of the site (approx. 200m away) are the River Thames and the riverside which are within an area of special character.
- 3.2 The North Kingston Centre site is owned by the Authority and is used as an education and training centre accommodating a range of uses including



an Adult Education Facility with a crèche/nursery, Pupil Referral Unit, local history centre, borough archive, Disability Discrimination Act (DDA) training centre and community transport base. The site (approx. 1.6 hectares including the shared parking area on the frontage) is flat and rectangular, extending from Richmond Road across to Wolsey Drive housing in an east-west orientation.

- 3.3 The NKC comprises the main teaching block which is a two storey brick building with a pitched tiled roof set around a grassed quadrangle on the central third of the site. Around it are a number of mostly single storey outbuildings (permanent and demountable). The main building was built as a secondary school in the 1930s. Between the main building and Richmond Road is an access road, a grassed area with trees and a parking and drop off area which was laid out when Fern Hill Primary School was built in the 1997. This provides 53 parking spaces – 19 for Fern Hill school staff, 19 for visitor/parent parking and 15 spaces for drop off/pick up. The shared area is for use by Fern Hill during school hours and for both NKC and Fern Hill outside school hours.
- 3.4 To the rear of the NKC site there are hard surfaced tennis courts and a parking area.

Beyond this, outside the site, is a private rear access road serving houses in Wolsey Drive.

- 3.5 The Richmond Road frontage of the site is characterised by a line of trees including two mature trees on the grass verge outside the site (Red Norway Maple and Horse Chestnut). These are important as they define the boundary and have significant amenity value enhancing the public realm and the streetscape. A Willow tree close to the Fern Hill school entrance also has merit. Within the landscaped area in front of the NKC building there are around 20 trees, including hornbeam, whitebeam and ornamentals, most of which are small, young trees. Whilst no trees within the site are currently subject to tree preservation orders (TPOs), the group of



trees along the frontage are worthy of TPO protection, as is the willow tree.

- 3.6 The site fronts onto Richmond Road (A307), a secondary road and cycle route providing the main route between Kingston town centre and Kingston Bridge and Ham/Richmond town centre to the north. Access into the site from Richmond Road is via two vehicular and pedestrian/cycle access points. There are two traffic light controlled pelican crossings on Richmond Road, one to the north of Tiffin Girls and one outside Fern Hill Primary School. Existing pedestrian flows by pupils and parents/carers around Tiffin Girls and Fern Hill are high at school arrival and finishing times causing crowding along the pavements.
- 3.7 A 1.5m wide pedestrian 'path' runs between Richmond Road and Wolsey Drive, separating the NKC site and Tiffin Girls' School. The path, which is unlit and in poor



condition, is on land in Council ownership, with the exception of the short stretch between houses at nos. 91 and 93 Wolsey Drive, which is privately owned.

- 3.8 The NKC site is served by the no. 65 bus service. This is the main bus route using Richmond Road which links Ealing via Richmond to Kingston town centre. The no. 65 serves a number of schools including Tiffin Girls, Fern Hill, Grey Court at Ham in the LB Richmond and Tiffin Boys and Kingston Grammar School on the edge of Kingston town centre, as well as serving retail and employment areas. During peak hours this service with 7 buses per hour operates at close to capacity. The site is also served by the K5 and the 671 (Chessington) and 801 (Hinchley Wood Surrey County Council service) school services. The 801 service is due to be withdrawn from September 2011. Additionally, Tiffin Girls



lay on school buses provided by a local coach company. The no. 371 bus service stops about 800m north of the site at Ham Shopping Parade. Kingston Railway Station (on the Waterloo/Kingston/Richmond loop line and the Waterloo to Shepperton branch line) is just under a mile away.

- 3.9 Tiffin Girls' School to the north of the NKC site was constructed in the 1950s and comprises 3-4 storey buildings in traditional red brick. The buildings are sited in the north east 'quarter' of the site close to the rear of houses in Fern Hill Gardens and Wolsey Drive. The school's all weather pitches and grassed areas form an L shape between the school buildings, Richmond Road and the NKC. Along the Richmond Road frontage is a linear parking and drop off area with space for 43 cars. Part of the main school building was rebuilt in contemporary style (3 storeys plus



roof projections) following a serious fire in 2005. The average height of the three storey school wings is 11-12 metres, with the roof projections on the 3 storey rebuild reaching 14m and the 4 storey central entrance building 15 m. The school has approximately 900 pupils.

3.10 Fern Hill Primary School was constructed in 1997 on land formerly part of the North Kingston Centre. It comprises a 1-2 storey contemporary building with outdoor space to the front and rear. It is a 2 form entry primary school with 360 pupils plus pre-school nursery provision, which will be expanded to 3 forms of entry from September 2011, to meet the pressing need for additional school places. This will result in an increase of 180 pupils taking the school to 540 pupils when it reaches capacity in 2017. The expansion proposal involves a 2 storey extension to the rear of



the existing building set along the boundary with the NKC. Along the Richmond Road frontage of the NKC is a shared parking and drop off/pick up area provided when the school was built (see para.3.3).

3.11. The residential area surrounding the NKC is characterised by two and three storey houses with front and rear gardens. To the south and west the character is Late Victorian, two and three storey detached and semi-detached. To the east and north is the Tudor Estate Local Area of Special Character dating from the 1930s, characterised by two storey semi-detached and short terraces of six houses. The Richmond Road frontage has a mix of styles of houses and flats, with 1-3 storey properties opposite the site, a 4 storey block of flats (4th floor within the pitched roofspace) nearing completion on the corner of Albany Park Road and 4-5 storey



flats some 300m to the north of the site. Fronting the river in Albany Park Road are three 9 storey blocks of flats dating from the 1960s.

3.12 The north Kingston area is largely flat with the land rising up to the elevated position of Richmond Park some 700m to the east.



4. Planning Policy Context

National Planning Guidance

4.1 National planning policy guidance is set out in Planning Policy Statements (PPS) and Planning Policy Guidance notes (PPGs). Of particular relevance is PPS 1: Delivering Sustainable Development and the associated Supplement on Planning and Climate Change.

Development Plan

4.2 The development plan for the NKC site is the Mayor of London's London Plan and the RBK Unitary Development Plan 2005 'saved' policies.

The London Plan

4.3 The London Plan 2008 (consolidated with Alterations since 2004) forms part of the Development Plan for the borough. The Mayor of London has published a draft revised London Plan, which is subject to examination in 2010. The revised plan should be adopted in 2011. London Plan Policy 3A.24 is of particular relevance to this Brief:

- Policy 3A.24 Education facilities - urges Boroughs to: provide a criteria based approach to the provision of different types of education facilities and the expansion of existing facilities; achieve full use of schools in the evenings and at weekends; safeguard land already in

education use and identify new sites to meet additional demands or changes in provision. The identification of suitable sites should take account of policies to protect open space and ensure that sites are accessible by public transport, as well as by foot. School facilities can also provide venues for a range of other community based activities. Where possible, schools should look to make arrangements outside schools to use other provision such as sports, training and meeting facilities, where these are currently not being used during the school day.

Other relevant London Plan policies are listed in Appendix 2.

RBK Unitary Development Plan 2005 (as amended in 2007 and 2008)

- 4.4 The 2005 UDP was amended in 2007 and 2008 when some policies were deleted and the remaining policies were 'saved'.
- 4.5 The UDP identifies four objectives for land use planning in the borough as follows:
- Encouraging new development to be sustainable – including by making efficient use or reuse of previously developed or 'brownfield' land and by reducing reliance on the car and promoting public transport, cycling and walking.

- Encouraging strong, sustainable communities – including through protecting residential amenity and helping to secure appropriate educational, medical and recreational facilities throughout the borough.
- Safeguarding and enhancing the existing environment for future generations – including requiring new development and alterations to existing buildings to incorporate a high standard of design, which throughout its life will enhance its surrounding environment.
- Practising equal opportunities when preparing and implementing planning policies to take account of the varied needs within the borough, which includes young people.

4.6 The UDP recognises that with the limited land available for development in the borough, it is not possible to meet every want or need. As well as using the planning process to promote the four objectives set out above, where there are development opportunities, the UDP sets out the Council's priorities. Included within the High Priority category are: schools, open land, affordable housing and other community services. The retention of existing housing is also a priority and it is recognised that there will be some specific locations and

Neighbourhoods where a different local priority need should be met and sites with special attributes where other uses are particularly suitable.

4.7 UDP Policy CSI New Community Facilities and Extension of Existing Community Facilities is especially relevant to this Brief. CSI refers to education, social or other community services and indicates that proposals to improve or extend existing facilities will normally be acceptable provided that:

- adequate public transport is available from all parts of the catchment area
- traffic conditions, residential amenities and environmental considerations are not adversely affected

Other relevant UDP policies are set out in Appendix 2.

4.8 The NKC site not within a conservation area, but there are conservation areas to the west along the river (Riverside North CA) and south (Richmond Road CA) (UDP Policy BE3). It adjoins the residential Tudor Estate Local Area of Special Character to the east (UDP Policy BE2). There are no Listed Buildings, Buildings of Townscape Merit or trees with Tree Preservation Orders (TPOs) on the site although there are trees worthy of TPOs. The site is within Low Risk Flood Zone I (UDP Policy

OLI8). The Thames-side Area of Special Character (UDP Policy BE1) and Thames Policy Area designation (UDP Policy OI14) is approximately 100m to the west of the site.

4.9 Richmond Park to the east of the NKC site, is an important historic and natural area of open space which is a Grade I Park in the national Register of Historic Parks and Gardens, Metropolitan Open Land, a Site of Special Scientific Interest and a European Site of Nature Conservation Interest under the Habitat Directive (in respect of stag beetles). In view of the latter, the school proposal is likely to require 'Screening for Appropriate Assessment' under the 1994 Habitat Regulations.

4.10 The site is outside the key view/panorama from Richmond Park Thatched House Lodge towards Kingston Bridge and the Guildhall in Kingston town centre (UDP Policy BE1 and Kingston town centre Area Action Plan 2008 Policy K9).

The Kingston Plan

4.11 The 2008 Kingston Plan (the Community Plan) prepared by the Kingston Strategic Partnership has three themes as follows, underpinned by 10 objectives:

- a sustainable Kingston, where the environment is protected and enhanced
- a prosperous and inclusive Kingston

- a safe, healthy and strong Kingston

This Brief is consistent with those themes and objectives.

The emerging Local Development Framework Core Strategy for RBK

4.12 The Local Development Framework will comprise a series of planning documents that will replace the Unitary Development Plan and guide development and change in the borough over the next 20 years. The Core Strategy is a very important part of the LDF as it will set the overall planning framework for the borough and deliver the spatial aspects of the Kingston Plan. The Core Strategy is at Submission Version Stage.

4.13 The Core Strategy is aligned with the three Kingston Plan themes and one of 24 objectives is to ensure that sufficient school places are available for all age groups

4.14 Core Strategy Policy DM23 Schools seeks to ensure that sufficient school places are available for all age groups, to facilitate improvements to the school estate and identifies the need for a new secondary school. The North Kingston Centre is referred to as the potential site. The Policy sets out criteria against which proposals for new schools and school expansion will be assessed.

5. Planning Objectives and Development Principles/Assessment Criteria

5.1 Planning objectives and principles for development proposals to achieve are set out under three headings:

- Design and Layout
- Environment and Sustainability
- Transport, Access and Connectivity

These will be act as criteria against which to assess future development proposals.

Design and Layout

5.2 Success criteria for high quality design and layout are:

- a legible and accessible layout that gives priority to pedestrians and the less mobile whilst addressing the needs of all users
- attractive buildings and grounds that are welcoming to the school and the local community, whilst providing adequate security
- buildings and spaces that relate well to their surroundings in terms of scale, height and massing
- building and spaces safeguard the amenity of adjoining residents/properties; minimise disturbance, visual intrusion, loss of outlook and privacy and facilitate the Vision for wider community use

- maximise provision of well designed external spaces – offering a variety of different settings for leisure, sport and learning
- maximise opportunities for tree planting, landscaping and habitat creation
- building and spaces are fit for purpose and enhance experience for all users
- use of attractive, durable and sustainable materials which are easily maintained

Environment and Sustainability

5.3 A sustainable approach to design, construction, environmental servicing through:

- Good organisation of internal and external spaces – legible and accessible for all users
- Flexible design that allows for wider school and community use throughout the year and is adaptable to allow short term changes to layout and use and accommodate longer term changing needs
- Passive design to create good environmental conditions with natural daylight and ventilation
- Reducing carbon emissions through improved energy performance and

conservation and use of low carbon technologies

- Minimising waste and avoiding use of pollutants
- Providing green spaces and habitats for plants and wildlife
- Buildings designed to achieve a target BREEAM rating of 'excellent', with a minimum rating of 'very good'

Transport, Access and Connectivity

5.4 Robust site and travel planning to:

- reduce the number of car journeys to the site
- minimise adverse impact on local roads and highway safety from congestion and parking
- limit/control on-site parking
- promote sustainable modes – walking, cycling and public transport
- provide safe pedestrian and cycle routes to/from the local catchment area and conveniently located, secure cycle parking.



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6. Constraints and Opportunities

6.1 This section draws on sections 3, 4 and 5 and summarises key policy issues and site constraints and opportunities (See also Plan 3 on page 8).

6.2 Key policy issues are summarised as follows:

- safeguarding land already in education use for education facilities to meet additional demands and ensuring sufficient school places are available to meet the needs of all age groups
- safeguarding the environment and requiring a high standard of design that will enhance its surroundings
- ensuring sustainable school buildings that contribute to a reduction in carbon emissions and energy use
- ensuring good accessibility by public transport, on foot and by bike
- achieving full use of school facilities for the community in the evenings and at weekends

6.3 Constraints

- the size of site – 1.6ha is constrained for a large secondary school
- the need to protect and enhance the character of the surrounding area. This comprises residential and education uses – with 2-3 storey suburban housing and houses and flats up to 4 storeys along

Richmond Road; two nearby conservation areas; and adjoining schools with the 3-4 storey Tiffin Girls School set in extensive grounds, parts of which are protected local open space and the 1-2 storey Fern Hill Primary School

- the need to safeguard residential amenity
- the location next to two existing schools – Tiffin Girls with 4 Forms of Entry (FE) and 900 pupils and Fern Hill due to expand from 420 pupils (2FE) to 630 pupils (3FE), which puts a strain on transport infrastructure (roads, buses, footways) at school starting and finishing times. This means that transport issues need to be addressed to reduce the impact on transport infrastructure and adverse effects on the surrounding area.

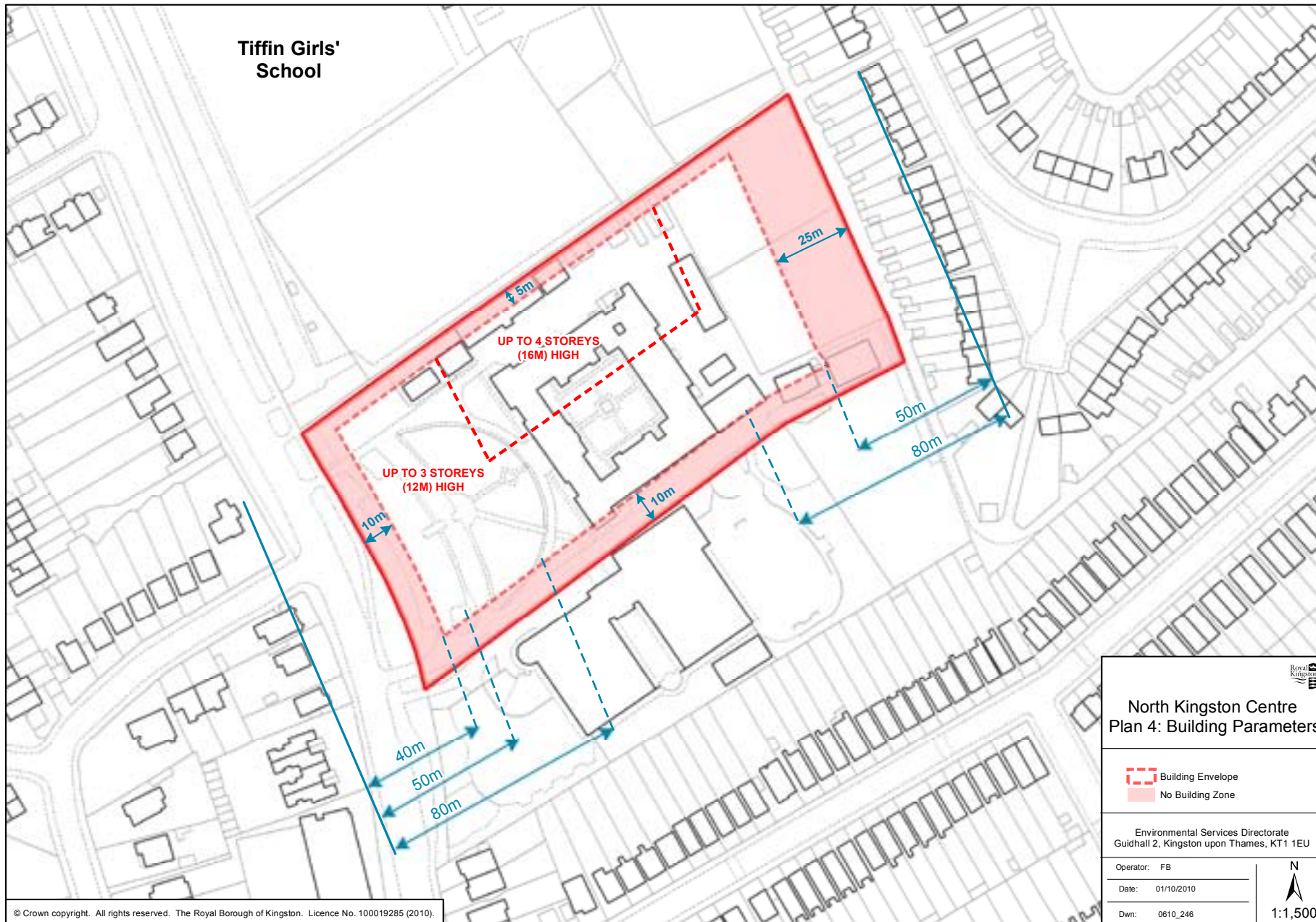
6.4 Opportunities


- the site is in education use within an 'education campus' and there are opportunities for more effective use of the site
- the site is well located in relation to its likely catchment area which means that a high proportion of pupils should be able to walk or cycle to school
- the site is located on Richmond Road, a secondary road and a bus route providing



good north-south access, including to Kingston town centre

- measures to improve pedestrian and cycle routes and crossings, provide adequate cycle parking, robust school travel planning and staggering school starting times to reduce the impact of the school on transport networks and the local area
- the occupation of the new school and the increase in pupil numbers at Fern Hill school would happen incrementally over a period of 10 years from 2011 to 2021, allowing time to assess travel patterns and impact, achieve school travel plan targets and address issues that may arise
- to achieve high quality design
- to benefit from synergies resulting from the 'campus' setting adjacent to two existing schools
- to provide for flexible accommodation suitable for community use
- for reinforcing tree planting and landscaping along the Richmond Road frontage and within the site
- to improve the existing pedestrian route from Richmond Road to Wolsey Drive through widening, upgrading and lighting.
- to maximise energy efficiency

Tiffin Girls' School





North Kingston Centre
Plan 4: Building Parameters

 Building Envelope
 No Building Zone

Environmental Services Directorate
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Operator: FB
 Date: 01/10/2010
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7. Planning and Development Guidance

7.1 This section sets out planning and development guidance taking account of: the characteristics of the site and its surrounding area, constraints and opportunities, the planning policy context, development principles and objectives and educational requirements, as set out in preceding sections.

Use of the Site

7.2 The North Kingston Centre building was originally built and used as a secondary school. Its current use as an adult education and training centre falls within Planning Use Class D1 (Non-Residential Institution), which is the same Use Class as the proposed secondary school. Planning permission would not be required for a change from the NKC's current use to a secondary school. The principle of using the site for a secondary school is therefore acceptable. Planning permission will of course be required for the redevelopment of the site and the erection of new buildings.

7.3 At present, there is no community secondary school within the Kingston area, which results in secondary pupils having to travel out of the area to school. Tiffin Girls' School, adjoining NKC and Tiffin Boys' School, on the edge of Kingston town centre are both selective schools that draw

pupils from a wide catchment area, with the majority of their pupils living outside the borough. The nearest community schools are Coombe Girls in New Malden, Hollyfield in Surbiton, Grey Court in Ham and Teddington School, the latter two being in the borough of Richmond. The provision of a community secondary school on the NKC site would serve the Kingston area and reduce travel out of the area to school.

7.4 The demolition of the NKC buildings and the redevelopment of the site for a secondary school will result in intensification of use of the site which will have an effect on the surrounding area. This Brief provides a planning framework to guide the preparation and assessment of development proposals, in particular, guidance on urban design, sustainability and transport, with the aim of reducing and mitigating potential adverse impact.

Design, Layout and Access

7.5 The main access to the site (for pedestrians, cyclists and vehicles) will continue to be from Richmond Road. A comprehensive approach to access and parking provision along the frontage is required taking account of the adjoining schools, in order to avoid congestion and maintain highway safety for all users. The existing layout and entrance/exit points to the Tiffin Girls parking and

drop off area and the pedestrian access to Fern Hill School will need to remain. Site layout proposals for the NKC site should incorporate land occupied by the shared parking and drop off area for Fern Hill School on the frontage of the NKC site and re-provide parking to serve Fern Hill (see para. 7.30). The provision of a combined parking area to serve Fern Hill, the new school and community use of both schools has some merit, subject to suitable car park management arrangements and staggered school start and finishing times. The retention of a drop off/pick up area would require detailed testing through the Transport Impact Assessment.

7.6 The site layout should respond to the design and layout objectives set out in section 5 and aim to maximise the provision of useable outdoor space for: informal social space, games courts, educational/ecological habitat and landscaping, whilst providing a high quality school building(s) within the massing/height parameters set out in paras.7.7-7.16.

7.7 The spatial context of the site, as well as the characteristic scales and massing of surrounding buildings will require careful consideration in setting a scale and massing concept for the building design of the new school. Taking account of the objectives

and design principles set out in section 5 in particular: the need to safeguard residential amenity, respond to the character of the area and achieve a satisfactory relationship with adjoining schools and surrounding residential properties. Guidelines have been prepared which set out building footprint, height and massing parameters. These parameters are based on an analysis of the character of the area and its townscape. Designs for the new school will need to demonstrate that they will create a high quality environment and enhance their surroundings.

- 7.8 Plan 4 defines a building envelope and no build buffer zones around the periphery of the site. School building(s) should be designed within the building envelope and should aim to take up about a third of the overall site area in order to make best use of the site and maximise outdoor space. In any event school buildings should not occupy more than half of the site area. Opportunities to use roof space for learning and habitat creation (green roofs) should be investigated, subject to there being no adverse impact on the surrounding area. The 'no build zone' aims to protect existing trees, residential amenity and Fern Hill School and to provide space for emergency access and for an improved pedestrian/cycle route along the northern boundary of the site.

- 7.9 To the north, the open landscape in front of Tiffin Girls School (TGS) buildings provides a natural prominence to the north elevation of the new school building and a potential landmark feature/vista on entering Kingston from the north. The development of the school offers the opportunity to improve the quality and width of the path that runs along the northern boundary of the site between NKC and TGS all weather sports pitches to provide an improved walking and cycling route, as well as a potential emergency access route for fire engines. The proposed layout for the school should respond to this and the building footprint of the new school should be set back from the boundary to allow the existing path (on land owned by RBK) to be widened from 1.5m to 5.0m to provide a well lit and resurfaced shared footway/cycleway, (subject to the necessary processes) plus an additional allowance in order to achieve a satisfactory relationship between the widened route and the new school building. It may be acceptable for upper floors to overhang this 2m set back, subject to detailed testing. A widened and upgraded route will improve access from Wolsey Drive and the residential catchment area for the school and thus encourage walking and cycling. The set back will also need to take account of emergency access requirements for the Fire Brigade along the northern elevation. The 5m path could cater for this need subject to

construction/surfacing being suitable for use by emergency vehicles.

- 7.10 Along the western Richmond Road frontage of the site, also offers the greatest chance for the school design to exhibit its identity. A minimum 10m wide 'no build' buffer zone should be provided between the site boundary to Richmond Road and the new building, in order protect the mature trees on the grass verge in front of the site and the line of trees along the site boundary, which provide important visual amenity and contribute to the streetscape and biodiversity. The use and design of this buffer zone will need special consideration, in particular how the building and this landscape setting work together to provide an attractive identity and a welcoming entrance for the school.
- 7.11 Designs for this western elevation will need to have regard to the varying scales and building lines on Richmond Road. The mainly residential properties range from a small one/two storey house to a large five storey block of flats (that is from 2.5 - 12.5 metres ground to eaves height). The key issue is the bulk and mass of the school building and its relationship and impact on the townscape and properties in Richmond Road. School buildings up to 3 storeys high (up to 12m) could be acceptable, subject to detailed testing of designs to demonstrate their relationship and impact on their

surroundings. It is relevant to note that school storey heights differ from residential storey heights, averaging 3.8m per storey compared to 2.5m per storey for residential.

- 7.12 Desirable distances between existing building frontages on the west side of Richmond Road and school development are 40m for development up to 2 storeys high and 50m for development up to 3 storeys high, subject to detailed designs and assessment of impact. New development should provide a high quality frontage with appropriate articulation and design features to break up the massing. There are opportunities for landmark features to provide identity and legibility.
- 7.13 Along the southern boundary of the site, which adjoins Fern Hill Primary School, the existing NKC building line forms the southernmost extent for any new building in order to provide sufficient space (10m) for access between the two schools for emergency purposes and maintenance and in order to achieve a satisfactory relationship between Fern Hill and the new school in terms of maintaining daylight, security and reducing conflict of access. Maximising the building set back from the southern boundary has advantages as the southern part of the site offers the best opportunities to provide south facing outdoor social space and games courts. Any development on this part of the site should

be no more than 3 storeys high (up to 12m) subject to testing of detailed designs to ensure that the building has a satisfactory relationship with Fern Hill, which is 1-2 storeys high with a 2 storey extension proposed along the boundary.

- 7.14 The eastern side of the site which adjoins two storey houses in Wolsey Drive and their rear service road enjoys a quieter character. Close proximity to residential means that the scale of the school and use of space along this eastern boundary will need to be carefully considered to safeguard residential amenity and avoid adverse impact through loss of daylight, sunlight or outlook or through noise and disturbance. A distance of 50m should be maintained between the new school building and the main rear elevations of the houses in order to safeguard residential amenity and reflect local character. This equates to a 25m wide buffer zone from the site boundary which will provide space for landscaping, tree and shrub planting to enhance visual amenity and biodiversity and to provide natural habitat for use as a learning resource.
- 7.15 Outside the buffer zone on the eastern side of the site, school development up to 3 storeys (up to 12m high) would be acceptable, subject to detailed testing of the relationship with adjoining properties and impact. New development should provide high quality elevations with appropriate

articulation and design to break up the massing of the new building.

- 7.16 The northern half of the centre of the site is located well away from residential properties and offers the opportunity for the tallest part of the building – up to 4 storeys (up to 16m high), subject to detailed testing of building designs to show the relationship of the building to its surroundings and view assessments to demonstrate the impact in longer range views. For comparison purposes, the prevailing height of the main Tiffin Girls' School buildings is 3 storeys (11-12m) with the entrance building and the roof projections on the rebuilt wing reaching 4 storeys or around 15m.

Trees and Landscaping

- 7.17 Existing tree planting and landscaping along the Richmond Road frontage of the site, which makes a significant contribution to the street scene, visual amenity and biodiversity, should be protected and reinforced. As referred to in para.7.10, this will require a buffer zone extending for 2m beyond the tree canopy line shown on the Tree Survey, which equates to a 10m 'no build' zone from the site boundary along the frontage of the site.
- 7.18 The willow tree near the entrance to the Fern Hill School building has merit and should be retained and protected as part

of the mature setting of that part of the site. Elsewhere, if trees are removed as part of the redevelopment proposals, the layout should include provision for two replacement trees for each tree lost (UDP Policy BE9) and associated space to allow for their proper development.

- 7.19 There are opportunities for tree planting and landscaping within the site, in particular along the rear boundary with residential properties in Wolsey Drive. A landscaping scheme will be required as part of any pre-application submission and subsequent planning application submission. Landscaping and planting proposals should be incorporated in a cohesive layout and landscape structure.

Boundary Treatment

- 7.20 Appropriate boundary treatment will be required around the site to provide attractive buildings and grounds that are welcoming to the school and the local community, safeguard residential amenity, provide adequate security, protect and provide trees and landscaping and enhance local character .

Sustainable Travel

- 7.21 A secondary school could have up to 1700 pupils and 160 staff and would generate a significant number of trips in the morning and at school finishing times plus trips

associated with community use of the school. The current NKC generates an average of 750 trips per day, 300 in the morning, 250 in the afternoon and 300 in the evening from its current uses. The proposed expansion of Fern Hill Primary by 210 pupils from 2 Forms of Entry to 3 Forms of Entry plus additional staff will also generate additional trips on local transport networks. The school roll will increase incrementally over a period of seven years from September 2011 until 2017 when the school reaches its new capacity.

- 7.22 In order to accommodate the new school and manage travel to and from it to minimise adverse impact on the surrounding area and local transport networks (highway, buses, walking and cycle routes), a number of measures will be required to maximise walking and cycling to school and minimise car use including:

- a robust school travel plan
- improvements to pedestrian and cycling routes that link to the NKC site
- an increase in bus capacity
- secure cycle parking provision
- staggered school start and finishing times

School Travel Plan (STP)

- 7.23 The preparation of a robust School Travel Plan (based on Transport for London

[TfL] Guidance on STPs) will be required to accompany any planning application for the redevelopment of the site for a new secondary school. This should include draft modal split targets, set out how it is proposed to manage travel to the site and mitigate adverse impact on the surrounding area and local transport networks. The submitted STP will act as a framework for the ongoing management, funding and implementation of the travel plan by the School, once it is in existence, and should include the following commitments:

- the submission of a full travel plan, at least six months prior to the opening of the School setting out: the School's commitment to the STP, details of mitigation measures and modal split targets, how the STP will be implemented and incorporated into the operation of the School
- annual updating of the STP and monitoring of travel patterns to determine whether targets are being met and whether any travel issues have arisen
- to input all survey data onto the TfL iTrace system
- assurance that the School will set aside adequate funding and staff resources to implement the travel plan (including the identification of a travel plan co-ordinator) and its associated measures and targets

- to take action if STP targets are not being met and to address any transport issues that may arise as a result of the new school.

7.24 The average modal split for non-selective secondary schools within the borough based on survey data is set out below. Data for the two selective schools has been excluded as they have a wide rather than a local catchment area and a majority of pupils travelling from outside the borough meaning that a much lower proportion of pupils live locally and are able to walk or cycle to school:

- o 36% on foot
- o 4% by bicycle
- o 44% bus
- o 4% by train
- o 12% by car

and for staff of:

- o 10% on foot
- o 12% by bicycle
- o 14% by bus/train
- o 63% by car
- o 1% other

7.25 Modal split targets for a new secondary school to achieve are set out below. These

have been adapted from the borough average taking account of the planned local catchment area around the school and the ability for a high proportion of pupils to walk or cycle to school:

- o 50% on foot
- o 15% by bicycle
- o 30% bus/train
- o 5% by car

and for staff of:

- o 45% by car
- o 55% by sustainable modes (walk, cycle, bus, train)

Bus Travel

7.26 The new school is located on bus route 65 that links Kingston and Ealing via Richmond every 8-9 minutes (7 per hour). The bus will be a convenient and attractive method of travel to school for pupils living along the route and outside convenient walking distance. This will be particularly so if the existing provision of free bus travel for the under 16's continues. The average modal share of pupil trips by bus for RBK Secondary Schools is 38%, but can reach 54%. Capacity analysis shows that the existing bus route is nearly at capacity and that extra bus capacity will need to be secured to serve the new school, funded

as part of the school provision TfL have indicated that following the submission of a Transport Assessment with any planning application for the new school, they will be able to fully assess the impacts and provide further direction on the implementation of mitigation measures. Apart from extra bus capacity, there will need to be adequate footway space around the bus stops, unhindered for other pedestrians and particularly for disabled users.

Walking and Cycling

7.27 There is potential for high levels of walking and cycling and this should be maximised by the school. A walking target of 50% of pupils is considered achievable, as the school is located centrally within its intended catchment area. Tolworth Girls School have recently achieved a target of 62% of pupils walking to school. For cycling, several borough schools have achieved cycling levels of 10-15% and a minimum target for cycling of 10%, with an aspirational target of 15% are considered realistic and achievable, especially in view of the flat topography of the area.

7.28 Safe and convenient access to the school for pedestrians and cyclists is essential in order to facilitate the strong culture of walking and cycling which is required to meet these targets. Pedestrian flows by pupils and parents/carers are already high around

Tiffin Girls and Fern Hill at school starting and finishing times causing crowding along the pavement. Measures are required to address this and to accommodate the new school without exacerbating the situation. This will require improvements to existing highway infrastructure and walking/cycling facilities, funded as part of the provision of the school, including:

- upgrading of the existing route from Richmond Road to Wolsey Drive between the NKC and Tiffin Girls to a 5m wide shared footway/cycle path (subject to due processes)
- improvements to crossings and cycle routes on Richmond Road from the existing cycle routes along the river
- consideration of new cycle routes in roads to the north and east of the site that could utilise the new footway/cycle path from Wolsey Drive
- provision of adequate levels of cycle parking on site for pupils, staff and visitors, around 300 cycle parking spaces should be provided, which should be of high quality, covered/weatherproof, secure from theft and conveniently located in relation to school access points. Cycle equipment lockers should be provided, close to the cycle parking. The provision of shower and changing facilities for cyclists should also be considered

- measures by the school through the STP to support and encourage cycling including: providing free advanced cycle training (bikeability level three), bicycle maintenance classes, lead rides to the site for new pupils at the start of term, cycle route planning and after-school bike clubs.

Parking

7.29 The level of provision of on-site car parking needs to take account of and balance a number of factors including the need to:

- maximise sustainable travel – walking, cycling and public transport
- minimise overspill parking associated with the school in surrounding residential streets
- provide sufficient parking to facilitate school events and community use
- ensure that there is sufficient outdoor space for games and informal social areas and that the school grounds are not dominated by parking areas

7.30 A maximum of 50 car parking spaces is considered to be an appropriate level of parking for the new school taking account of the above factors, the site's size and accessibility, the potential size of the school and likely staff numbers (up to 160 staff including full and part time teaching and support staff), This roughly equates

to a maximum standard of 1 space per 4 members of staff, plus 10 spaces for disabled and visitor parking. Such provision accords with national planning guidance in PPG13 Transport and London Plan parking policies. A car park management plan will be required to help prevent overspill on-street parking and to control the pick up/drop off by parents at peak times. The feasibility of sub-basement parking should be investigated in order to maximise the provision of open space on the site. Up to 30 parking spaces should be provided to serve Fernhill Primary School.

Servicing

7.31 The site layout should make provision for loading bays and turning space within the site for delivery and servicing vehicles. Swept path analysis of these vehicles should be included in the Transport Assessment and the Delivery and Servicing Plan. The preparation and submission of a Construction Logistics Plan and a Delivery and Servicing Plan will be required by TfL in accordance with London Plan policies following the grant of any planning permission and would be secured by a planning condition.

Highway Impact

7.32 Development proposals at pre-application and submission stage will need to be accompanied by a comprehensive Transport

Assessment (with sensitivity testing) and School Travel Plan (para.7.23) to assess the likely impact of the school on the local area and transport networks and to demonstrate that the impact is acceptable and that highway safety would not be compromised.

Sustainable Design and Energy

7.33 The development should be designed taking account of the sustainability principles set out in section 5. In terms of sustainable energy, it should be designed in line with the London Plan Energy Hierarchy: Be Lean (use less energy), Be Clean (use clean energy), Be Green (use renewable energy).

Be Lean

7.34 The school should be designed to maximise the use of passive design such as natural ventilation and lighting and should use energy efficient appliances and equipment wherever possible. The buildings should be designed to ensure that air tightness and thermal insulation is prioritised to minimise the heat loss from the building.

Be Clean

7.35 The possibility of decentralised energy generation should be considered and prioritised above conventional building services. This should include combined heating/cooling and power. Use of traditional building services should be made as energy efficient as possible and should

minimise their CO₂ emissions.

Be Green

7.36 A minimum of 20% reduction of CO₂ emissions from on-site renewable energy generation will be required from the development. This requirement is on top of the savings already made by being Lean and Clean. The consideration and selection of renewable technologies should be ranked in terms of energy and cost efficiency.

Flood Risk, Water Supply and Drainage

7.37 The site is in Flood Risk Zone 1 which has a low probability of fluvial flooding. The site is over one hectare in size and any planning application will therefore need to be accompanied by a Flood Risk Assessment. This should be prepared taking account of PPS25 Development and Flood Risk, its accompanying Good Practice Guidance, the Strategic Flood Risk Assessment for the borough, London Plan Policies 4A.12 and 4A.13 and UDP Policy OLI8.

7.38 Development proposals should take account of infrastructure capacity including water and sewerage infrastructure. In some circumstances it may be necessary for developers to fund studies to ascertain whether the proposed development will lead to overloading of existing water and/or waste water infrastructure. Where there

is a capacity problem and no improvements are programmed by the water company, then agreement will need to be reached on what improvements are required and how they will be funded prior to the occupation of the development. Thames Water Utilities should be contacted for further information on water supply and sewerage/sewage treatment (email:developer.services@thameswater.co.uk or telephone 0845 850 2777).

7.39 The Richmond Road area is known to suffer from lack of sewerage capacity (for surface water drainage) and there have been instances of flooding in periods of heavy rainfall. PPG25 (Appendix F) advises that:

“Surface water arising from a developed site should, as far as is practicable, be managed in a sustainable manner to mimic the surface water flows arising from the site prior to the proposed development, while reducing the flood risk to the site itself and elsewhere, taking climate change into account”. To this end, development should (as far as is practicable) be designed so that flows generated by the development are safely contained within the site up to and including the 1% (1 in 100) design event, including an allowance for climate change. Surface water flows that exceed this event should be managed so that they do not pose an unacceptable risk to people or property.”

Sustainable Drainage Systems (SUDS)

7.40 The management of surface water is an essential part of reducing future flood risk to the site and its surroundings. The appropriate SUDS scheme for the NKC will be dependent upon the topography and geology of the site and its surroundings. Therefore site characteristics need to be carefully considered to ensure future sustainability in addition to easy maintenance. Types of SUDS include: permeable surfaces, green roofs, filter drains, filter strips, swales, basins, ponds and wetlands. London Plan policies 4A.14 and 4A.18 and UDP Policy OLI9 are relevant. Early contact with the Environment Agency is advised to discuss requirements and appropriate measures.

Water Conservation and Control

7.41 The borough is in a designated area of serious water stress, where water efficiency targets exist in the London Plan. It is also within the Thames Water London Zone, where a deficit in water supply is met by the use of a desalination plant. The use of rainwater collection systems should be considered in order to minimise use of potable water. London Plan Policies 4A.16 and 4A.17 are relevant.

APPENDIX I: Summary of Events leading up to the preparation of this Brief

- June 2008 - the Council's Executive approve the Authority's Transforming Kingston Schools (TKS) Strategy comprising the Building Schools for the Future (BSF) and Primary Capital Programme.
- December 2008, the Executive approve the Authority's Expression of Interest for entry into the BSF Programme and the proposal to build a new secondary school in the Kingston Town area, as part of the BSF proposals, in response to revised data on pupil numbers and the need for additional secondary school places by 2014-2015.
- April 2009 - the Executive approve a proposal to develop a new 6-8 form entry secondary school and the consultation processes for establishing a new school.
- July-September 2009 - pre-statutory consultation on a proposed site for a new secondary school in the north of the borough
- 29 September 2009 - the Executive:
 - o Note the outcome of the informal consultation
 - o Approve the proposal to proceed to the statutory process, including formal consultation
 - o Request officers to develop detailed plans for the submission of a planning application for an 8 form entry school on the North Kingston Centre site with potential limited additional facilities on the Hawker Centre site
 - o Approve the next steps in the consultation and expansion processes.
- January-February 2010 - Statutory consultation on the proposal to establish a new 8 form entry secondary school on the North Kingston Centre site
- 9 March 2010 - the Executive:
 - o Note the outcomes of the consultation
 - o Confirm the specification for the new school as set out in the consultation document
 - o Agree to proceed to the competition stage of the statutory process to establish a new secondary school
 - o Note the work being undertaken to develop the design proposals and the proposed Planning/Development Brief approach (instead of proceeding to prepare and submit a planning application in 2010)
- 31 March 2010 – report to the Executive providing an update on the Building Schools for the Future (BSF) Programme and the Strategy for Change. Key to the strategy is the provision of a new secondary school to serve the north Kingston area.
- April 2010 – first Competition Notice published by RBK inviting bids from potential providers of the new school (this is a statutory requirement)
- July 2010 – report to the Executive on the implications of the government announcement that funding under the BSF programme will no longer be available and that alternative arrangements will be made.

APPENDIX 2: Relevant London Plan and RBK Unitary Development Plan Policies

Relevant London Plan (2008) Policies

- Policy 3C.9 increasing the capacity, quality and integration of public transport
- Policy 3C.17 Tackling congestion and reducing traffic
- Policy 3C.19 Local transport and public realm enhancements
- Policy 3C.21 Improving conditions for walking
- Policy 3C.23 Parking strategy
- 4A Climate Change, Sustainable Design and Construction policies including 4A.1-4A.3, 4A.7 Renewable Energy, 4A.14 Sustainable drainage, 4A.16 Efficient use of Water and 4A.18 Water Sewerage Infrastructure
- 4B Design policies including 4B.1 Design principles, 4B.5 Creating an inclusive environment, 4B.8 Respect local context and communities, 4B.9 Tall Buildings – location and 4B.10 Large –scale buildings – design and impact. Policies 4B.9 and 4B.10 apply to all buildings that are significantly taller than their surroundings.

Relevant RBK Unitary Development Plan (2005) ‘Saved’ Policies

- STR6 Conserving and Enhancing the Built Environment – which requires a high standard of design for new development, appropriate to the character of the surroundings
- STR13 Sustainable Transport Strategy – which seeks to reduce the need for travel, especially that by private car, and to limit the length of journeys to be made, through appropriate land use policies. It also seeks to improve accessibility of the various transport networks to secure an improved environment and reduced traffic congestion, including through:
 - o Managing and developing public transport so as to provide the main means of travel
 - o Improving facilities so as to encourage walking and cycling
 - o Reducing reliance on car travel, particularly at peak hours by managing the availability of car parking
 - o Protecting the environment by implementing appropriate traffic calming measures
- STR16 Developing and Promoting Sustainable Transport Modes – through

enhancing the role of rail, bus, cycling and walking to meet travel needs

- HI Protection of Residential Amenities – in terms of noise and disturbance, privacy and safety, outlook and daylight.
- BE2 Local Areas of Special Character - where the Council will safeguard the townscape of LASCs by protecting the individual character, scale and quality of areas and features that contribute to that character.
- BE3 Development in Conservation Areas – where the Council will give special attention to design of development proposals within or adjoining conservation areas.
- BE9 Trees and Soft Landscaping – which seeks to maintain and improve the quality of the local environment by avoiding the loss of trees that contribute to local amenity and requiring new development to include comprehensive landscaping proposals including larger trees and requiring replacements of at least 2 for 1 for any trees lost in development schemes.
- BE11 and BE12 Design of New Buildings and Extensions/Layout and Amenity of Buildings and Extensions – which seek to ensure that new development does not

cause unacceptable harm to the visual quality and character of the locality and that development proposals have proper regard to the amenity of its users and users of nearby developments.

- BE14 Height of New Buildings – which indicates that new development should respect the height of surrounding buildings, unless it can be demonstrated that taller buildings would not adversely affect the character of the local environment and amenity and would provide a positive a beneficial visual focus.
- BE22 Pedestrian Environment – this encourages the creation and enhancement of pedestrian routes.
- OL6 Protection of Other Open Land and OL9 Development adjoining Open Space - which seek to resist built development on open land including that which is listed in the Schedule of Protected Open Spaces (which includes the Tiffin Girls School sports pitches and grassed area) and to ensure that new development next to existing open space does not adversely affect its setting, amenity or ecological value by virtue of its height, scale, massing, location or function.
- OL18 Flooding
- OL19 Water Conservation and Control
- MW3 and MW4 Energy Efficiency and

Conservation, Renewable Energy and Energy Recovery – which seek to ensure that development proposals address these matters through design, materials, orientation and layout.

APPENDIX 3: Planning application and pre-application requirements

A checklist of planning application requirements to enable a planning application to be validated is available on the Council's website

www.kingston.gov.uk/planning_application_forms

The requirements for pre-application advice are set out in the Council's Pre-Application protocol and advice note also available on the Council's website

www.kingston.gov.uk/planning/preapps

Plans and Documentation that will be required to accompany the planning application form will include the following:

- Location plan and site plan
- Scaled site layout and block plan, floor plans, elevations and sections (existing and proposed)
- Planning Statement
- Design and Access Statement
- Air quality assessment
- Biodiversity/Ecology survey and report
- Daylight/Sunlight Assessment
- Flood Risk Assessment to include sustainable surface water drainage
- Services capacity assessment (water, sewerage, utilities)

- Ground conditions /topographical survey
- Landscaping scheme
- Lighting assessment
- Noise impact assessment
- Parking provision (existing and proposed)
- Photographs/photomontages showing how the proposal integrates with the surrounding properties/streetscene
- School Travel Plan
- Site waste management plan
- Statement of Community Involvement
- Sustainability and Energy Statement
- Transport Assessment to include a Delivery and Servicing Plan and a Construction Logistics Plan
- Tree Survey/arboricultural statement

Prior to the submission of any planning application:

- a request for a Screening Opinion will need to be submitted in respect of Environment Impact Assessment
- the proposals will need Screening for Appropriate Assessment under the 1994 Habitat Regulations (see Section 4 paragraph 4.9 of the Brief)

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