

UNIVERSITY COLLEGE SCHOOL

PROJECT 200 EDUCATIONAL DEVELOPMENT

DESIGN & SERVICING MANAGEMENT PLAN

PLANNING STAGE : FINAL – REV A



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ed toovey architects

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Report prepared by Ed Toovey Architects with UCS School:

- 1st Issue: 18 November 2023
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Executive Summary

The School has a well-organised Delivery and Servicing Management Plan that has been in operation for a considerable period of time, reviewed and refined to meet the School needs and requirements. The implementation of the DSMP is constantly monitored and adjusted as necessary.

All deliveries are loaded and unloaded within the School site, away from the public street.

Access is timed to avoid periods of busy traffic [especially at school drop-off and collection times], has a long-standing and clearly identified route, is apart from pupil areas, and is carefully controlled.

The new proposals will not increase pupil or staff numbers, and therefore will not create an increase in servicing requirements or access needs.

1.0 Introduction

This Delivery & Servicing Management Plan (DSMP) has been produced to support a full planning application for the proposed project.

This document includes details of servicing and delivery practice as currently operated and for future requirements, including details of how waste will be transferred and collected. The DSMP sets out how the School will manage the deliveries and the servicing of the School and the new development to minimise impact on amenity and operation of highways and transport infrastructure.

The site is the Senior School campus for University College School, Hampstead, an educational establishment that was formed in 1830 and moved to this site in 1906.

The proposed development will result in a GIA gross area increase of 2,191 m², and is therefore considered to be a “major development” greater than the threshold of 1000 m², so a DSMP is required for the application.

Camden guidance also notes that *“For development with a capacity of between 1,000m² and 2,500m², the management plan should provide a summary of the location of loading and unloading, along with the hours of servicing. It should also include a section for produced waste and transfer”*. Therefore this DSMP provides the required summary of information rather than the greater detail for schemes in excess of 2,500 m².

It is noted that there is no increase in pupil or staff numbers as a result of this project, which is providing qualitative improvement in educational spaces, not an expansion of school numbers. The current servicing arrangements are therefore anticipated to be maintained at the same or similar level once the project comes in to operation.

It is not anticipated that there will be any significant change in servicing requirements.

2.0 The Site

The site lies within the Frognal / Redington Conservation Area in the London Borough of Camden, just to the east of the main arterial trunk road, the Finchley Road, and south of Hampstead village centre.

The site address is:

University College School Senior School
 Frognal, Hampstead, London NW3 6XH



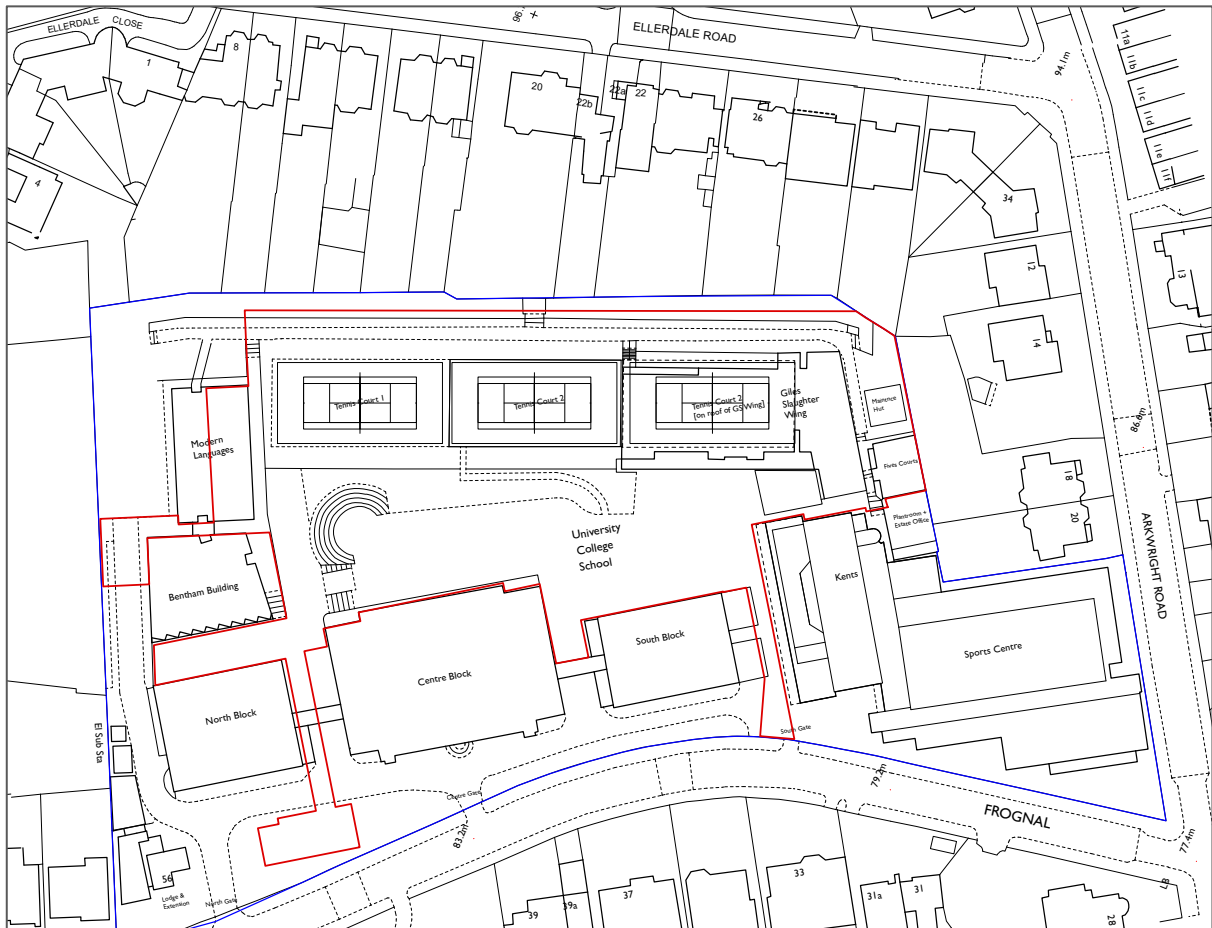
Map of the area with the site in red line

The site was first developed as a School in 1906, and much of the surrounding residential development has followed afterwards. The three main original listed School buildings address the street, behind a frontage of generous grassed areas and a line of semi-mature trees.

Finchley Road is a designated 4.5-mile (7-kilometre) arterial road in north-west London. The Finchley Road starts in St John's Wood near central London as part of the A41, and connects central London, via the A41 Hendon Way, to the M1 motorway at Brent Cross and other roads at that interchange.

To the east of the site is Hampstead High Street which connects to Hampstead village.

The UCS Senior School site sits within a large urban / suburban block. The west side is completely open to the public street, while the other three sides have residential properties to the north, east and south – there are more residential buildings across the street on the west side – being bounded by Frognal to the west, Arkwright Road to the south, Ellerdale Road to the east, and Frognal Way to the north, an informal private road that curves around and itself rises up towards Hampstead village.



Existing site plan with project area defined in red line

On one side the school abuts the public street and defines the edge of the public realm, and on the other three sides it is bounded by the back gardens of private residences, mostly large properties with some in multiple occupancy.

The existing service road and access is on the north side, accessed by a separate North Gate.

3.0 Outline of development proposals

This Servicing statement is submitted on behalf of University College School for proposals for a new development on their Frogna Senior School site.

The proposed educational building development is designed to improve the existing School facilities, provide additional flexibility in relation to today's modern curriculum and replace buildings which have reached the end of their useful life. The proposals are therefore for improvement and re-organisation, not enlargement of pupil numbers. The masterplan proposals will also enhance the accessibility of the buildings and enable the School to better respond to the climate emergency by improving the performance and resilience of the estate as far as it is possible.

The new building site will be created by the partial deconstruction of the existing Giles Slaughter building [known as the "GS Wing"] at the south end of the site, as well as full demolition of the Fives courts building and maintenance hut. Three existing outdoor tennis courts, 2 built on raised ground and 1 on the roof of the GS Wing, will be replaced with new.

The new development will extend along the eastern side of the School rear amenity, play and car parking area, connecting the Modern languages building to the north with the Kents building to the south, and completing the enclosure of the main rear courtyard.

The proposed building will comprise outstanding first-class educational facilities for:

- New Music School including specialist Music Recital Room
- Cafeteria catering space
- Drama Studios
- Hub for Lower School classrooms including shared Common Room
- Lecture Theatre
- Wellbeing Centre with space for contemplation
- Medical facilities
- Ancillary accommodation

The main part of the proposals will be a single storey building at ground level, with three tennis courts on the roof, replacing the existing courts.

At the south end of the site, beyond the tennis courts, the building rises to 2-storey above ground, including a special double-height space for the new Recital Room. There are proposed to be interior plantrooms for building and ancillary services, so that all main plant is concealed.

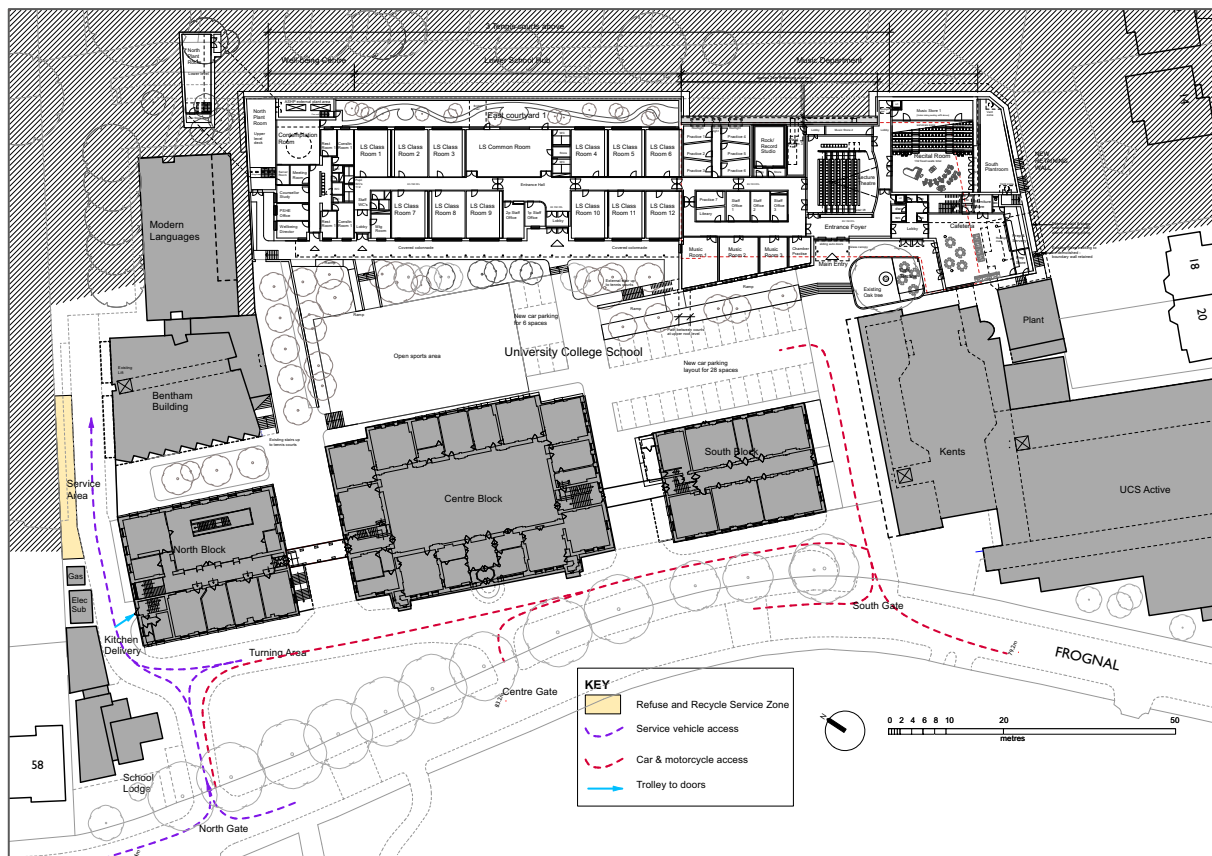
The proposals will also extend and enhance landscaping, biodiversity and trees at the Frogna site, replacing smaller areas of informal planting. This includes a large green extensive planted roof on the new building, a continuous first floor deep planter at the west front of the tennis courts terrace, and landscaped gardens with new trees along the main west frontage.

The DSMP can be read in conjunction with the School's Travel Plan and with the Transport Assessment that accompanies the planning application.

4.0 Outline of Servicing plan & arrangements

4.1 Access

The plan below illustrates the main aspects of servicing at the UCS Site, highlighted on a plan of the proposed development, as follows:



Site & ground floor plan proposed with servicing arrangements

Access from public streets and factors:

- Immediate access is from Froggnal, generally with vehicles from the Finchley Road
- This street is two-way road
- CPZ hours are Monday – Saturday 09:00 – 18:00 hours
- Camden have confirmed that this section of Froggnal is under consideration as a “Healthy School Street”
- There is a pedestrian crossing just north of the Centre Gate on Froggnal, and this corresponds to the pedestrian gate that is opened at drop-off and collection time for pupils, when it is manned by security for that period.

General Access into / out of UCS Site:

- The School has 3 vehicular and 3 pedestrian gates along Froggnal, on the School's west boundary
- It should be noted that the boundary piers, gates and railings are all Grade II listed

- The South Gate is the School's main general access for staff and visitor vehicles; adjacent to that is the main pedestrian entry for pupils, staff and all other pedestrian visitors. Staff and visitor parking is available along the west frontage – this area is enclosed from main School pupil areas by gates and railings at the colonnade connections between the Listed buildings, so is effectively out of bounds for pupils during the school day. There is further staff car parking on the rear east courtyard area. Vehicles parking on the west front can leave via the Centre Gate or the North gate – both with motorised opening devices being controlled from the School Reception.

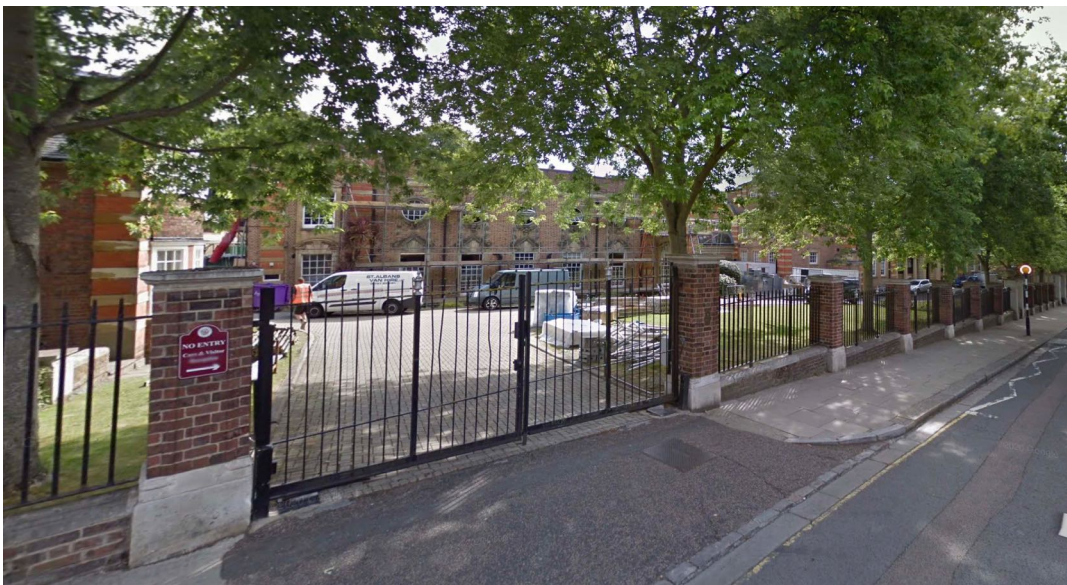


South Gate from the North



South Gate from the South

- The Centre Gate is generally used for egress only, from the west front car parking areas.
- The North Gate is generally used as the main Service entrance and egress at permitted times only, that do not coincide with staff and pupil cycle access. The School's service road is along the northern boundary of the site, and accesses:
 - The Kitchen delivery door at the north-west corner of North Block, with access via stairs up to the top floor main School Kitchen
 - Electricity Substations
 - Gas station
 - Refuse and Recycle Area



North Gate from the North

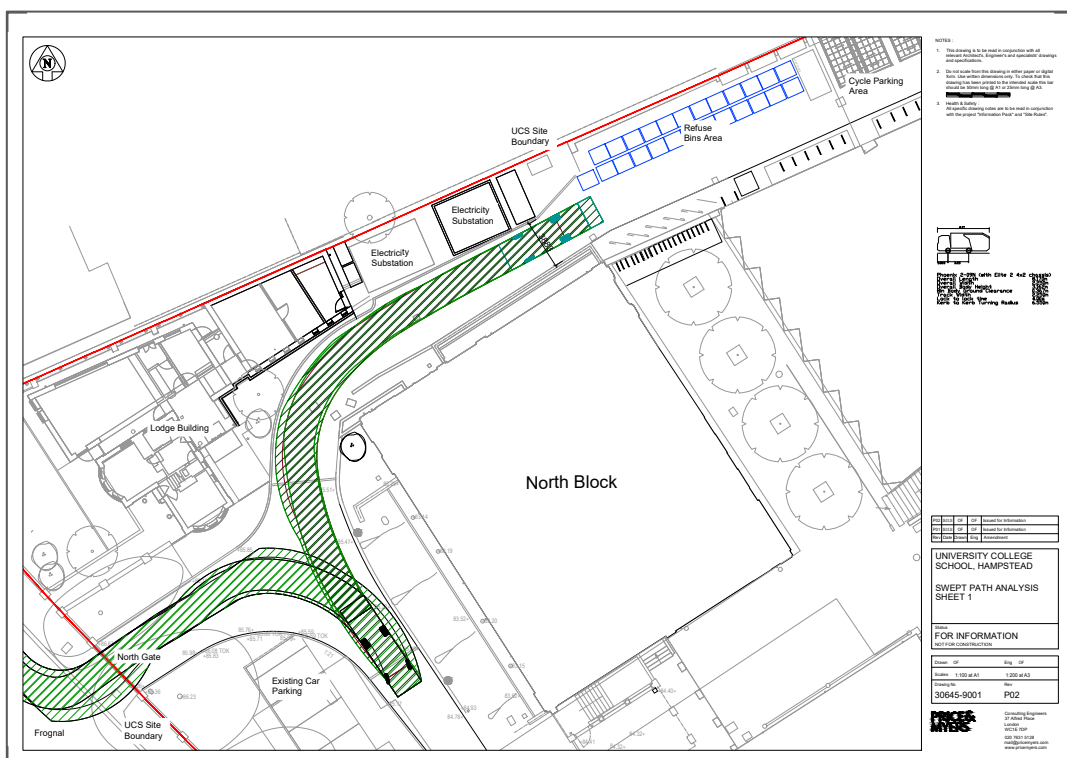


North Gate from the West [from Frogna Close]



North Gate from the South

- The north access road also gives access to the main cycle parking area. With the new proposals this cycle parking will be expanded, as shown on the Landscape Architect's drawings. Management measures to separate vehicles and cyclists are outlined in the following section.
- The north service road is also fenced and gated off from pupil areas of the School, and can be accessed also from the path between the Bentham Design Technology Building and Modern Languages Block.
- A swept path analysis plan has been provided showing the largest vehicle path to access the service area, expected to be a refuse vehicle. A full scale plan is also provided as a separate scale drawing no. 30645-9001_P02 by Price + Myers transport consultants:



4.2 Service Area

The photographs below illustrate the Refuse, Recycling and Service Area:



Area at west end



Electricity Substation



Refuse Bins & Skip area



Refuse Bins & Skip area



Area at east end looking west



Refuse Bins & Skip area



Aerial Bird's eye view of service area on north boundary

4.3 Servicing details and safety measures

- All main loading and unloading takes place in the northern service road accessed by the North Gate – these are long standing and developed servicing arrangements and the new proposals are not expected to increase this requirement, as there is no increase in pupil or staff numbers.
- The northern service road has a tall brick wall on the north boundary which serves to screen neighbours from vehicle noise.
- The current arrangements developed over many years are that deliveries do not take place during the start and end of the school day on the grounds of Health & Safety and also due to Child Safeguarding measures. Not only would there be a safety issue near the new cycle parking location but there would also be a conflict between pupils and the delivery vehicle on the existing site access route, as the site is busy at that time. The timed delivery periods and supervision of pupils by School staff at arrivals and departures ensures good safety management.
- Deliveries are timed and not permitted during the periods at the start and end of the School day when staff and pupils are accessing and egressing the cycle parking areas. At these periods the School has staff at the front of the UCS site monitoring and controlling access and egress to ensure safe separation.
- This arrangement, to separate out servicing and cycle access into different permitted time periods, will continue with the new proposals for the expanded cycle parking area.
- Hours of servicing: deliveries are restricted in the times that can arrive at the site:
 - During term time, it is restricted to between the periods of:
 - 06:00 - 07:30 [am]
 - 09:00 - 11:00 [am]
 - or later in the day from 16:00 – 20:00 [pm]
 - As the time periods show, service vehicles are not permitted during times for cycle access and egress at the start and finish of the School day, during arrivals and departures.
 - The evening slot is mainly for Biffa rubbish collection.
 - In the holidays the hours are 07:00 - 18:00
- Vehicle frequency:
 - Catering delivery is typically once a day – on special occasions, such as for an event or dinner, there can be additional deliveries of food.
 - Refuse collection is 3 times a week
 - Cardboard Collection is once every two weeks
 - Amazon parcel deliveries are variable
- Bins in the Refuse Areas:
 - 10 Standard bins of 120 litres capacity
 - 10 Recycled bins of 120 litres capacity
 - 5 Food waste and a general waste skips

- Refuse Collection:
 - Refuse and waste is collected by Biffa
 - Confidential document shredding is arranged for once a year and that is in summer holidays – the document shredding vehicle is stationed in the rear courtyard for this operation

- Delivery content:
 - All bulk stationary deliveries are outside of term time and usually in the summer holidays
 - There will be occasional Amazon deliveries during term time for small packages

- Other vehicles / servicing:
 - In addition to this are Contractors' vehicles for building and maintenance works, such as for repairs to stonework, which is a regular maintenance activity in the holidays
 - The School has an engineer on site 3 days a week during term time
 - If there is an emergency then there is the potential of multiple contractors and vehicles being on site.
 - Outside of term time, UCS have a number of contractor vehicles on site.
 - Note that the new Cafeteria servery will not have cooking or accept outside deliveries – all catering deliveries for the campus will still go via the North gate to main kitchen, with supplies or cooked food being taken by trolley or electric cart to the new cafeteria servery.

5.0 Summary of Servicing Plan

The information has shown that the School has a well-organised Delivery and Servicing Management Plan that has been in operation for a considerable period of time, reviewed and refined to meet the School needs and requirements.

The implementation of the DSMP is constantly monitored in its implementation, and adjusted as necessary.

All deliveries are loaded and unloaded within the School site, away from the public street.

Access is timed, clearly identified and carefully controlled, so that there is no overlap between service access with cycle or other access.

The School has limited storage areas and facilities, so the deliveries have been carefully planned to utilise those areas to the maximum and reduce deliveries as much as possible.

The School is committed to the principles of minimising waste in accordance with the hierarchy of Reduce / Re-Use and Recycle.

The School is within London's Ultra Low Emission Zone [ULEZ] so all delivery vehicles must comply with the legislation accordingly and are encouraged to reduce emissions.

The servicing access is well separated from the main School areas to the south, and in particular is fenced and gated from pupil areas, all in the interests of safety and Child Safeguarding.

The vehicles have an adequate turning area in the west frontage area, within the site.

A swept-path analysis is provided with the proposals.

During the construction period for the project, because the Contractor's access is proposed to be via the South Gate, existing servicing arrangement can be maintained.

The new proposals will not increase pupil or staff numbers, and therefore will not create an increase in servicing requirements or access needs. The existing main refectory, for example, is currently extremely busy during the lunch hours and therefore employs a system of phased use by different year groups – so the proposed cafeteria will take the pressure off, but will still be serviced for food and waste from the School's main Kitchen, not independently. All waste and refuse from the proposed new development will be taken to the existing north service area for temporary storage, pending collection.

This document demonstrates that the School has a safe and efficient DSMP in place and the proposed new development will not fundamentally affect this system.