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DEPARTMENT FOR EDUCATION (DfE)  
ON BEHALF OF CfBT SCHOOLS TRUST

FORMER HAMPSTEAD POLICE STATION,  
26 ROSSLYN HILL, LONDON, NW3 1PD

SERVICING & REFUSE STRATEGY/MANAGEMENT PLAN

April 2019

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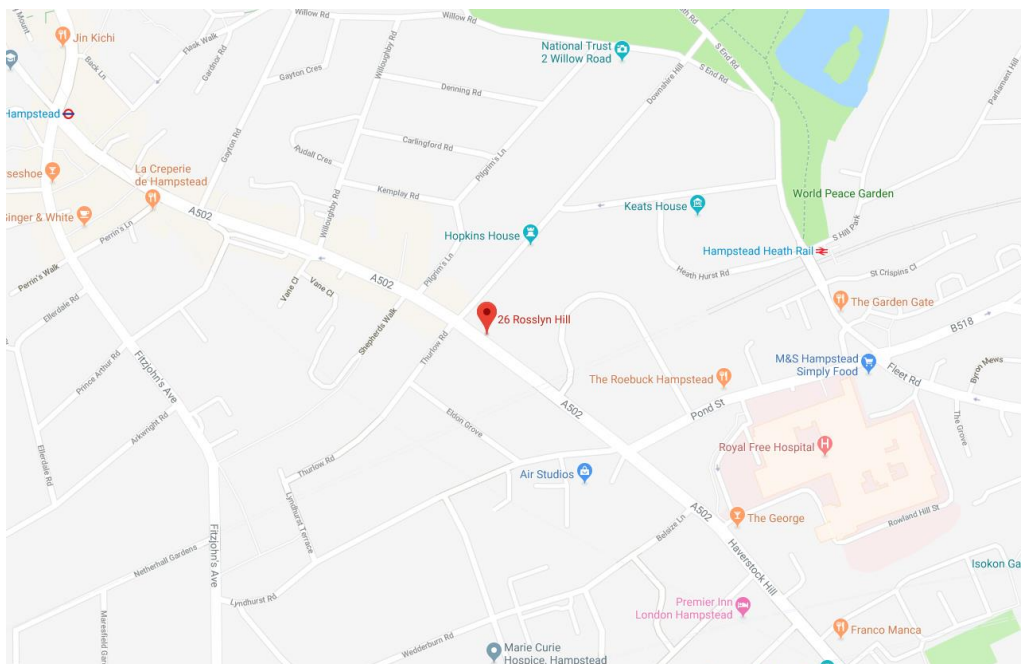
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## I.0 INTRODUCTION

- I.1 Paul Mew Associates is instructed by the Department for Education (DfE) on behalf of the CfBT Schools Trust in relation to the proposed development at the Former Hampstead Police Station, 26 Rosslyn Hill, London, NW3 1PD.
- I.2 The local planning and highway authority is the London Borough of Camden.

### Application Site Details

- I.3 The application site's location is presented on a map in Figure 1 (page 14) of this report; the site's boundary is displayed on an Ordnance Survey (OS) map base in Appendix A.



- I.4 The site is the Former Hampstead Police Station. The site occupies the corner plot of the (A502) Rosslyn Hill junction with Downshire Hill. The site currently comprises of 2,189 sqm gross internal area (GIA) in sui generis use.

- I.5 The main pedestrian entrance to the site is to the front on Rosslyn Hill. There are three separate pedestrian entrances on Downshire Hill plus a vehicle access which provides access to 14 off-street car parking spaces at the rear of the site.
- I.6 The roads adjoining the site are within Camden Council's controlled parking zone (CPZ) 'CA-H' which operates Monday to Saturday from 8am to 9pm.
- I.7 The site has a public transport accessibility level (PTAL) score of 4 which is a 'good' rating as defined by Transport for London (TfL).

### **Proposed Development**

- I.8 This report has been prepared to support a planning application for the proposed change of use of the Former Hampstead Police Station (which is Grade II listed) to permanently relocate an existing established one form entry (FE) primary school, Abacus Belsize Primary School, from its current (temporary) site under D1 of the land use class order. A description of the development is set out as follows:

*"Change of use of the site from a police station (sui generis) to a one-form entry school (Use Class D1) for 210 pupils and business/enterprise space (Class B1) including alterations to the rear and associated works."*

- I.9 There are seven year groups in a traditional primary school from Reception through to Year 6. A IFE school has 30 pupils per year group therefore the capacity of the new school will be 210 pupils plus around 24 members of staff.
- I.10 The courthouse wing at ground and first floor level is proposed to be converted to 231 sqm floor area of 'business/enterprise space' under use class B1. The B1 space will be accessed from Downshire Hill and will be completely independent from the school in terms of access to the building and day-to-day operations. The Council has considered the B1 use as acceptable given the business and employment benefits and the Council's Economic Development team consider there is significant demand for business accommodation in the area, especially

accommodation suitable for small businesses. This has been outlined in the pre-application response provided by the London Borough of Camden dated January 2019.

- I.11 The proposed site plan is presented at Appendix B of this report.
- I.12 The purpose of this Servicing and Refuse Strategy/Management Plan is to appraise the delivery and refuse collection arrangements for the proposed school and BI 'business/enterprise space'. It is expected that Camden Council will secure this document as a condition of any future planning permission.

## 2.0 DELIVERY SERVICING STRATEGY & MANAGEMENT PLAN

### Site Access

- 2.1 The proposed site plan is presented at Appendix B of this report which illustrates the site access arrangements.
- 2.2 As is shown in the ground floor plan, it is proposed to retain the front pedestrian entrance to the main building on Rosslyn Hill. A wheelchair/pushchair ramp will also be installed at the main entrance. The main pedestrian entrance from Rosslyn Hill is anticipated to be used by Years 1, 2, 3, and 4 for drop-offs and collections.
- 2.3 Existing entrances into the building will be retained on Downshire Hill and will be used to access the business and enterprise space aspect of the scheme.



- 2.4 The existing vehicle access to the site on Downshire Hill will be maintained and will provide a secure and gated entrance into the proposed playground area for pupils by foot. Drop-offs and pick-ups on-foot by years Reception, Year 5, and Year 6 are expected to take place from Downshire Hill.

- 2.5 The site access arrangements under the proposals are largely in-keeping with the extant established arrangements and are therefore considered to be acceptable. Please refer to the Transport Assessment which was submitted as part of the planning application for further details regarding site access.

### **Servicing**

- 2.6 The school is likely to generate demand for up to say three to four deliveries a week of food, stationery, and general supplies etc.
- 2.7 In order to accommodate deliveries it is proposed to create an on-site loading area at the rear of the site accessed from Downshire Hill. Refer to Appendix B for the proposed site plan.
- 2.8 The principle of this arrangement has been discussed and agreed as acceptable by Camden Council's highways officer in recent pre-application dialogue.
- 2.9 The largest size of delivery vehicle that would be used to serve the school would be a 7.5 tonne 'Sprinter' style panel van, but predominantly smaller transit vans.
- 2.10 Figure 2 (page 15) of this report presents vehicle swept path diagrams of a 7.5 tonne panel van entering and exiting the on-site loading area from Downshire Hill. As is shown the manoeuvres are comfortably achievable using the existing vehicle access to the site and will not interfere with the existing marked out parking bays in the vicinity of the site access on Downshire Hill.
- 2.11 The school would manage its delivery servicing arrangements so as not to coincide with the morning and after peak periods. The school pupils will have arrived by 9am and departures would start at around 3pm.
- 2.12 Deliveries to the school would therefore be organised to occur between 930am to 12pm and 130pm to 230pm so as to avoid the morning and after peak periods as well as the lunchbreak when the playground will be most in use.

- 2.13 Owing to the small and bespoke nature of the BI 'business/enterprise space' it is not expected that the future occupiers would generate a significant demand for delivery servicing.
- 2.14 Any small number of deliveries to the BI 'business/enterprise space' would be able to utilise the existing supply of pay and display or loading bays on Rosslyn Hill in the immediate vicinity of the site.
- 2.15 Figure 3 (page 16) demonstrates the existing kerb side traffic regulation orders (TROs) in the vicinity of the site. As is shown there are numerous pay and display parking bays on Rosslyn Hill close to the site as well as a designated loading bay on Rosslyn Hill a short trundle distance to the north of the site which is also on the same side of the road as the site.
- 2.16 In summary the site's servicing arrangements are considered to be in accordance with policy T4 of the Council's adopted Local Plan and policy 6.1 of the London Plan and therefore satisfactory. The proposal will not result in conditions prejudicial to highway capacity, road safety, or neighbouring amenity.



### 3.0 REFUSE SERVICING STRATEGY & MANAGEMENT PLAN

- 3.1 The school is likely to generate demand for once weekly collections of waste and recycling.
- 3.2 In terms of refuse and recycling, a secure bin store will be provided within the rear part of the site for the school as can be seen on the proposed site plan in Appendix B.
- 3.3 The school will employ the services of a private waste contractor to collect its refuse and recycling bins.
- 3.4 It would be the duty of the school caretaker to ensure that the bins are presented close to the vehicle access to Downshire Hill at the appropriate time on the day of collection so that the bins can be quickly and easily emptied into a waiting lorry.
- 3.5 This method of refuse collection is considered to be satisfactory and will result in no material disruption to traffic on the adjoining highway.
- 3.6 Refuse collection from the kerb on Downshire Hill is in-keeping with adjoining residents and businesses and is therefore a well-established arrangement.
- 3.7 The BI 'business/enterprise space' is likely to generate a demand for refuse and recycling collections, however owing to the small and bespoke nature of this aspect of the development the amount of waste is not likely to be significant.
- 3.8 Camden Council offers a business waste collection service for the Hampstead area which includes the location of the application site. The collection times for the areas below are 06:00-08:00, 18:00-20:00 and 24:00-02:00:
- Rosslyn Hill (from Hampstead High Street to Downshire Hill only); and
  - Downshire Hill (at the junction with Rosslyn Hill only).

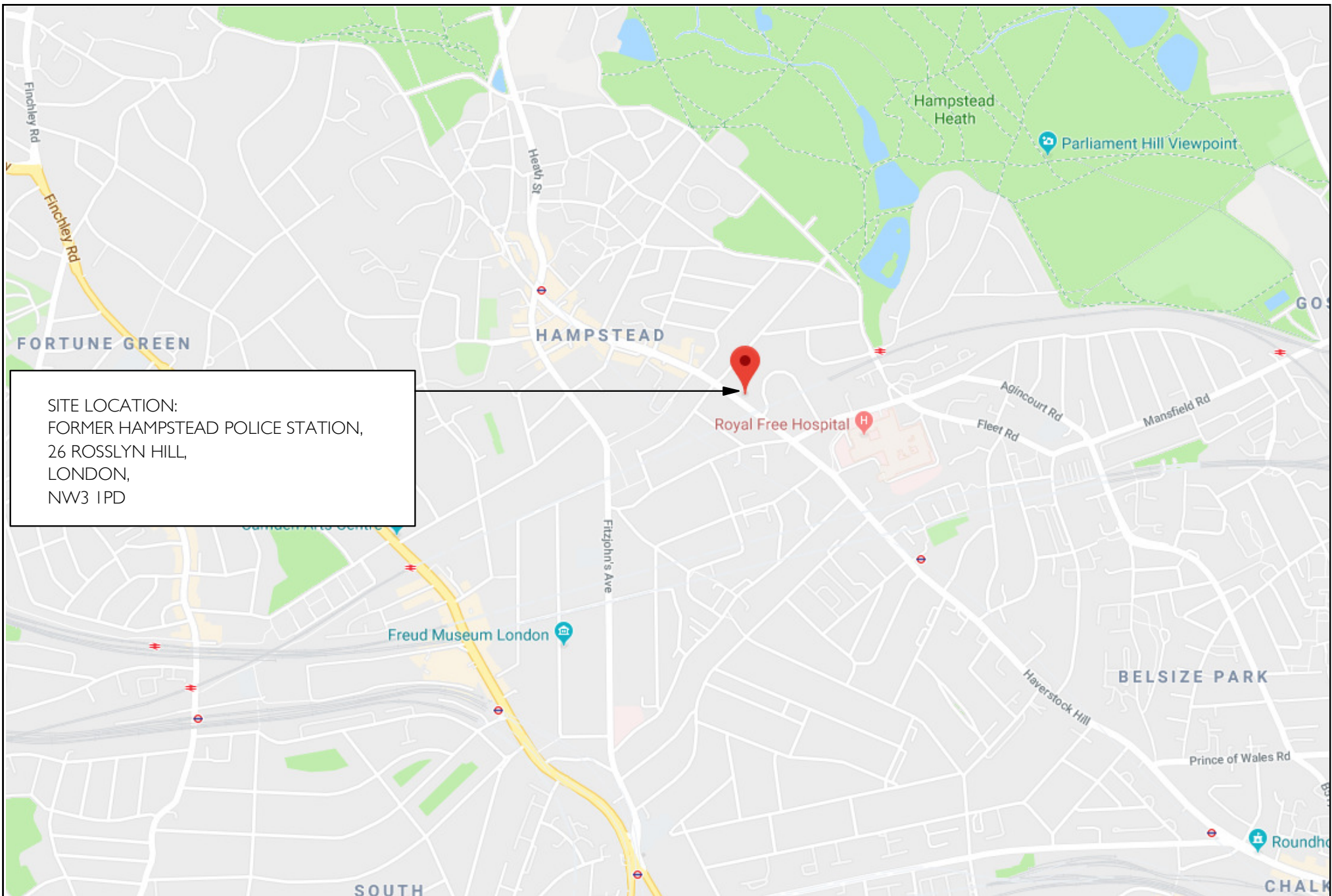
- 3.9 The development site, and therefore the future occupiers of the BI 'business/enterprise space', will be within an area where they can benefit from the Council's business waste collection services.
- 3.10 Businesses (residents who live in flats above shops), are permitted to place their recycling and waste out on the public highway directly outside their own building 30 minutes before collection time. This will be the case for the future occupiers of the BI 'business/enterprise space'.
- 3.11 The site's refuse servicing arrangements are considered to be in accordance with policy T4 of the Council's adopted Local Plan and policy 6.1 of the London Plan and therefore satisfactory. The proposal will not result in conditions prejudicial to highway capacity, road safety, or neighbouring amenity.

## 4.0 SUMMARY

- 4.1 In summary, this report has been prepared to support a planning application for the proposed change of use of the Former Hampstead Police Station (which is Grade II listed) to permanently relocate an existing established one form entry (FE) primary school, Abacus Belsize Primary School, from its current (temporary) site under D1 of the land use class order. The courthouse wing at ground and first floor level is proposed to be converted to 231 sqm floor area of 'business/enterprise space' under use class B1. The B1 space will be accessed from Downshire Hill and will be completely independent from the school in terms of access to the building and day-to-day operations.
- 4.2 The site access arrangements under the proposals are largely in-keeping with the extant established arrangements and are therefore considered to be acceptable.
- 4.3 The school is likely to generate demand for up to say three to four deliveries a week of food, stationery, and general supplies etc and in a vehicle no larger than a 7.5 tonne 'Sprinter' style transit van. It is proposed to create an on-site loading area at the rear of the site accessed from Downshire Hill. The school would manage its delivery servicing arrangements so as not to coincide with the morning and afternoon peak periods.
- 4.4 Any small number of deliveries to the B1 'business/enterprise space' would be able to utilise the existing supply of pay and display or loading bays on Rosslyn Hill in the immediate vicinity of the site.
- 4.5 The school will employ the services of a private waste contractor to collect its refuse and recycling bins. The school caretaker would place the bins close to the vehicle access to Downshire Hill on the correct day so that the bins can be quickly and easily emptied into a waiting lorry. This method of refuse collection will result in no material disruption to traffic on the adjoining highway and is in-keeping with present arrangements.

- 4.6 The future occupiers of the BI 'business/enterprise space' will be within an area where they can benefit from the Council's business waste collection services. Recycling and waste will be placed on the public highway directly outside the building 30 minutes before collection time.
- 4.7 The site's servicing and refuse arrangements are therefore considered to be in accordance with policy T4 of the Council's adopted Local Plan and policy 6.1 of the London Plan and therefore satisfactory. The proposal will not result in conditions prejudicial to highway capacity, road safety, or neighbouring amenity.

## FIGURES



Date: 14-February-2019  
Scale: NTS  
Source: Google Maps  
Drawing No: P1839/SMP/01



P1839: FORMER HAMPSTEAD POLICE STATION, 26 ROSSLYN HILL, NW3 1PD

Figure 1.  
Site Location



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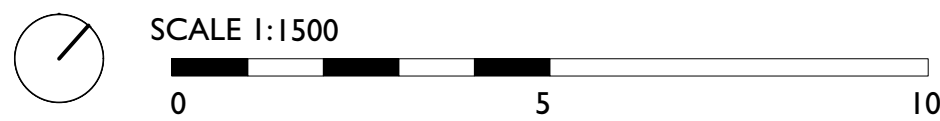


## APPENDIX A

### Site Boundary



PROPOSED BLOCK PLAN



12/04/19   Rev. A Neighboring site line amended		
#   Date:	Revision:	DR:CH: Thumbnail:

Type: **GENERAL ARRANGEMENT**

Dwg.no: **P - 1732 - 001 A**

Scale: 1.500@ A3 Job Title: **Abacus Belsize Primary School**

Client: **DFE** Drawing Title: **Proposed Block Plan**

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All dimensions to be checked on site.  
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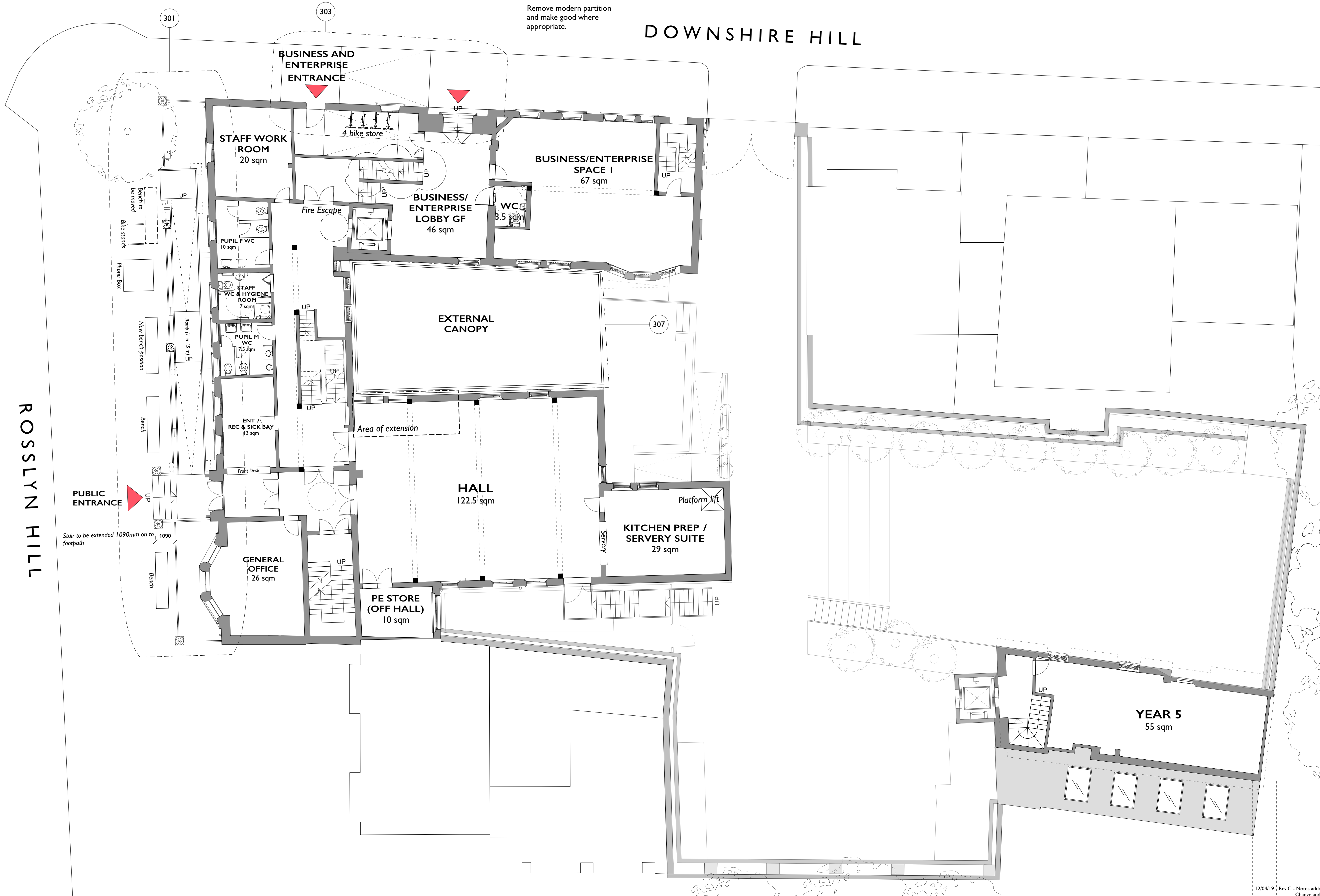
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PROPOSED

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## APPENDIX B

### Proposed Site Plan



PROPOSED GROUND FLOOR PLAN



12/04/19 Rev.C - Notes added  
Change and add bench  
Acoustic wall included  
Annex lift amended  
Canopy columns included  
26/02/18 Rev.B - Bike storage enclosed  
# Date: Revision: DR:CH: Thumbnail:

Type:  
**GENERAL ARRANGEMENT**

Dwg.no:  
**P - 1732 - 101 C**

1:1008 A1  
Scale: 1:2008 A3  
Job Title: **Abacus Belsize Primary School**

Client: **DFE**  
Drawing Title: **Proposed Ground Floor Plan**

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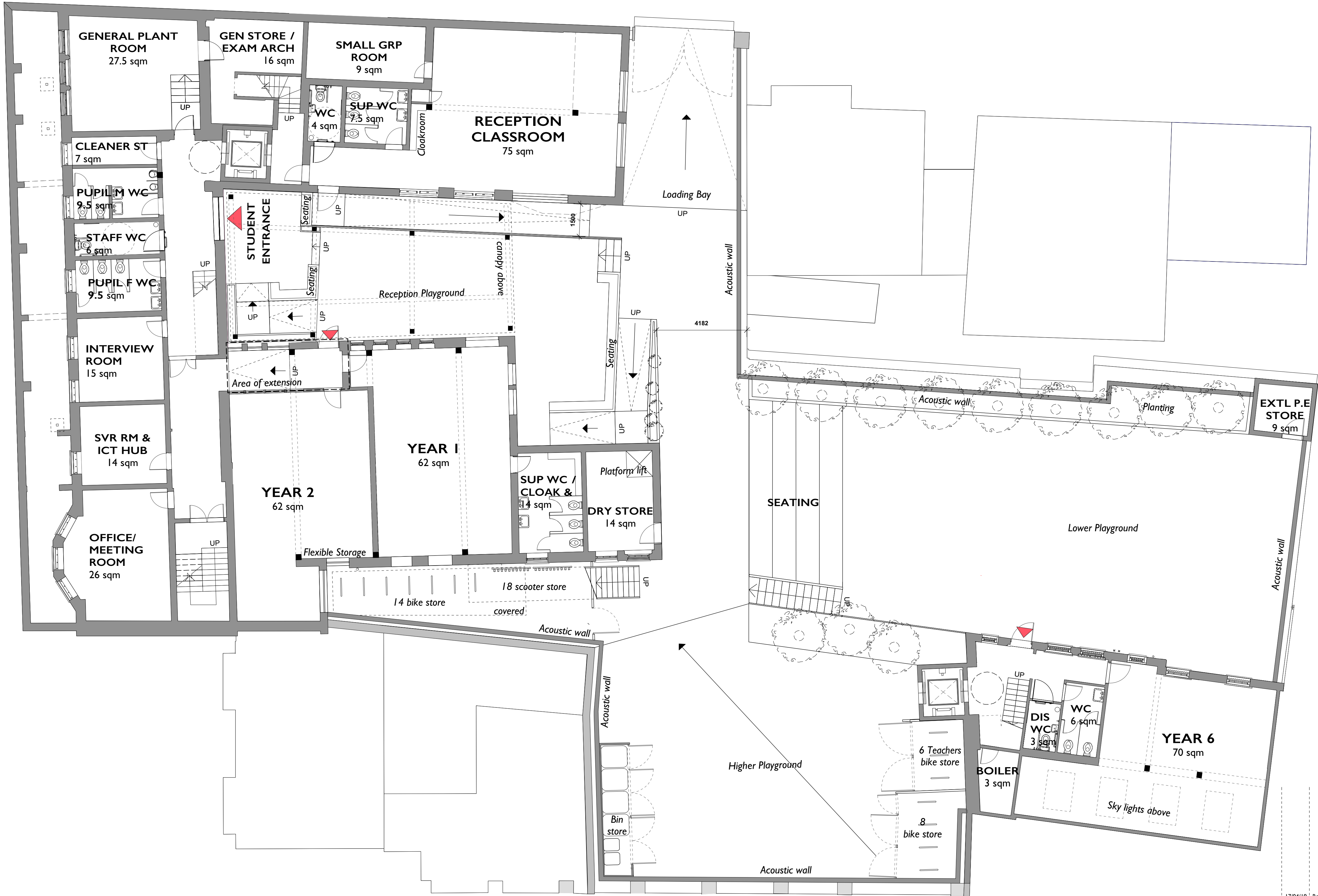
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DOWNSHIRE HILL

ROSSLYN HILL



All flooring will be retained and covered over where necessary.

PROPOSED LOWER GROUND FLOOR PLAN



17/04/19	Rev.D - Teacher cycle number changed
12/04/19	Rev.C - Notes added
	Add post for new ramp
	Canopy beams added
	Acoustic wall included
	Annex lift amended
	Canopy columns included
26/02/18	Rev.B - Bike storage enclosed
# Date:	Revision:
	DR:CH: Thumbnail:

Type: GENERAL ARRANGEMENT

Dwg.no: P - 1732 - 100 D

1:1000@ A1	Job Title: Abacus Belsize Primary School
Scale: 1:2000@ A3	Drawing Title: Proposed Lower Ground Floor Plan
Client: DFE	41 Cornham Street, London N1 6DR
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