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DESIGN & ACCESS STATEMENT



*Extension & Alterations to Fleet Wood Lane Primary School, Fleet
For Lincolnshire County Council*

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1.0 INTRODUCTION

This Design and Access Statement has been prepared to support a full planning application to extend the existing school building and carry out internal alterations to several rooms, to facilitate the extension work, along with making improvements to the main entrance.

The original school building was built in 1870 in typical brick with a pitched slate Victorian style roof. A single-storey brick and flat felt roof extension was erected in 1978, with further classroom extensions in 1991 and 2002. There is a mobile classroom located to the rear (east) of the school building installed in 2003, which has come to the end of its life and has prompted the need for this planning application to establish a permanent replacement.

Fleet Wood Lane Primary School has a capacity of 175 pupil places and is located in the village of Fleet (approximately 3 miles southeast from Holbeach), and lies at the northern extent of Fleet Conservation Area. There are a number of trees on the school site and all of these are protected by virtue of them being within the Conservation Area. The school site also falls within Flood Zone 3.

Beyond the northern, eastern and southern boundaries of the school are arable agricultural fields. On the western boundary of the site are the main roads of Hazelwood Lane, Wood Lane and Hockle's Gate. On the other side of Hazelwood Lane are the nearest residential properties with views of the school building front elevation.

This statement is to be read in conjunction with all documents submitted as part of the application and PDG Architects Ltd series of drawings starting with the number, 24044.

2.0 SITE CONTEXT

2.1 Location

The application site is located in Fleet off Wood Lane. It forms the northern extent of Fleet village, which is located approximately 3 miles southeast of Holbeach.



Fig 1: Site Context [Bing Maps]

The site lies within Flood Zone 3 which has a high probability of flooding a flood risk assessment has been prepared to support the planning application.



Fig 2: Site Boundary [Bing Maps]

2.2 Pre-Application Consultation

The pre-application was registered with the local authority on the 14th March 2024, ref: PAD000176. A copy of the response is in Appendix A of this statement. The proposal submitted for full planning permission is the same as that submitted for written pre-application advice.

Overall the pre-application advice was favourable with the possibility of approval with amendment. Summary of advice,

- Include full details of all materials to be used in the development so that we can have confident about the suitability of these and avoid the need

for details to be secured by way of a condition should permission be granted.

- Demonstrate what alternatives have been considered to the layout/location chosen and a case presented.
- Include a copy of a Tree Survey and Tree Removal Plan that is specific to the development proposed which identifies which trees would be lost along with details of their type, size, category and condition, etc.
- Details of any additional or replacement planting to compensate for the trees lost as a result of this proposal should also be provided which should include the proposed locations, number, species, size, etc.
- Full details of the alteration works to the access and relocated pedestrian gate.
- The extension will need to be designed to take in to account potential flood risk and include flood resilience measures.
- In terms of supporting information for any future application, the following would be required:
 - Planning application form and appropriate fee
 - Drawings – inc Site Location/Application Boundary; Site layout; Elevations; Drainage proposals; landscaping, etc
 - Supporting Statement / Design & Access Statement
 - Arboricultural Assessment and Tree Protection Plan
 - Flood Risk Assessment
 - Site Selection/Justification Statement – this should give details of any alternative positions that were considered for building within the site and explain why these were discounted.
 - Drainage Strategy - an indicative plan showing proposed drainage arrangements including discharge points and rates, any means of attenuation etc is needed if SuDs has been discounted.
 - Transport Statement and Consider Travel Plan
 - Construction/Demolition Management Plan
 - Heritage Impact Assessment

3.0 DESIGN & ACCESS

3.1 Layout & Access

The existing arrangement of the school is effectively a series of classrooms and ancillary rooms around a central circulation space, with limited natural opportunity to connect a new classroom off the exiting circulation space. An alternative to the proposal was considered as shown below in Fig 3, which proposed a classroom and lobby off the eastern end of the main hall. The classroom would occupy a similar location to the current mobile classroom and so would minimise the impact on the existing playground. Other rear extensions would have a greater impact on the playground. This location was dismissed as internal access would be off the main hall, which would be an issue when the hall was in use. Whilst the external lobby access was also available this was not a desirable alternative to internal access due to weather conditions. The proposal would also be closer to mature trees and had the potential to have an impact upon them.



Fig 3: Alternative extension position considered and dismissed

On the basis of the above it was considered that the proposed location for the extension at the front of the school would work well. As it could connect into the existing internal circulation with some internal alterations that were also required as part of the new entrance lobby extension. The proposed extension would also have no impact on the existing playground/playing field and less impact upon existing trees.



Fig 4: Proposed extension position

Access to the site/main entrance will remain similar to what currently exists off Hazlewood Lane. It is proposed that the existing vehicular and pedestrian access will move about 1m south of its current position along with being made wider. The increased width will allow sufficient space behind the re-located car parking bays to manoeuvre in and out of the spaces. This work will require some hedging to be removed which is considered further in the landscaping proposal and the BNG assessment.

3.2 Appearance & Scale

The proposal is for two single-storey extensions on the western (front) elevation of the school facing the main road.

Classroom extension

The extension will have a duo-pitched slate roof with red brick walls and buff brick detailing to match the existing school. A large window on the western gable facing the main road provides a feature and references a similar window that exists along the building frontage. White polyester powder coated aluminium windows and doors would be used.

Entrance Extension

The extension will be constructed with red brick wall and a shallow pitched roof. The roof would be finished with a grey single-ply membrane roofing system with decorative trims applied to create a lead roof effect. White polyester powder coated aluminium windows and doors would be used.

3.3 Amount & Use

The proposal is for two single storey extensions on the western (front) elevation of the school facing the main road. The extensions will consist of the following,

Classroom extension

Internal gross area of 58m² to create a permanent replacement for the existing mobile classroom on site. The extension will occupy an area in front of the school that is currently used as car parking space for three cars. Existing car parking will be re-located on the opposite side with some alterations required to the existing vehicular/pedestrian access as mentioned above in the layout and access section.

Entrance extension

Internal gross area of 18m² will provide a secure and welcoming lobby and new reception area.

Internal alteration to facilitate the extensions are also proposed to re-arrange the space provided to staff room, secretary and head teacher.

3.4 Landscaping

The proposal will require a small oak tree to be re-located elsewhere on site and some hedging would be lost. Soft landscaping is proposed in front of the classroom extension and around the re-located parking bays. Tree planting would also be carried out to the perimeter of the adjacent school playing field.

3.5 Recycling & Waste Management Strategy

Bin provision and collection would not change from what currently exists.

4.0 BIODIVERSITY

4.1 Biodiversity Net Gain

The development will provide minimum 10% biodiversity net gain (BNG) when compared with the site's pre-development biodiversity value. This will mainly be achieved on-site by tree and hedge planting, but will also require the purchase of a very small amount of, off-site units. Further information is contained within the accompanying supporting documents.

5.0 RELEVANT NATIONAL AND LOCAL PLAN POLICIES

5.1 National Planning Policy Framework (NPPF) (December 2023)

The main policies/statements set out in the NPPF which are relevant to this proposal are in summary as follows,

- Paragraphs 11 to 14 (Sustainable development)
- Paragraph 38 (Decision making)
- Paragraphs 39 to 42 (Pre-application engagement and front-loading)
- Paragraphs 111 to 113 (Transport)
- Paragraph 127 (Effective use of sites that provide a community service)
- Paragraphs 131 (Achieving well-designed places)

- Paragraphs 165, 168-175 (Planning and Flood Risk)
- Paragraphs 174(d), 179 and 180 - Biodiversity Net Gain
- Paragraph 195 Significance of heritage Assets
- Paragraphs 200 (Potential Impact on Heritage Assets)
- Paragraph 224 Status of Local Plan policies and consistency with the NPPF

5.2 South East Lincolnshire Local Plan 2011-2036 (March 2019)

The following policies are of relevance in this case,

Policy 1: Spatial Strategy

Identifies Fleet Church End as Other Service Centres and Settlements, where development will be permitted that supports their role as a service centre for the settlement itself, helps sustain existing facilities or helps meet the service needs of other local communities. In this case, the proposed extension would replace the need for the existing mobile classroom that are present on site and create much improved facilities for use by the school. Its intended use therefore dictates its location within the school site which lies within the settlement boundary of the village. Therefore, this proposal would fit well in terms of compliance with Policy 1.

Policy 2: Development Management

Policy 3: Design of Development

Both contain criteria against which development proposals will be assessed and the attributes against which proposals should demonstrate compliance with in order to be supported. These include a need for developments to be of a suitable design, size, scale etc relative to existing development and land-uses; to have suitable access and drainage; reduce impacts on heritage assets, etc. The relevant criteria have been covered within this design and access statement.

Policy 4: Approach to Flood Risk

The site lies within Flood Zone 3 therefore a site-specific Flood Risk Assessment has been submitted in support of the application. By the nature of the proposal there are no other sites available that are at a lower flood risk.

Policy 28: Natural Environment

The application is supported by a Preliminary Ecological Appraisal, Arboricultural Impact Assessment and Biodiversity Net Gain Assessment.

The proposed development will require a small Oak tree to be re-located and the loss of hedging to the site frontage. This is required to allow for the re-location a car parking spaces that currently occupy the site of the classroom extension. Within the 'layout' section of this statement is an overview of alternative options that have been considered and subsequently dismissed as not appropriate for the required use, to demonstrate that alternatives have been considered to the layout/location chosen.

Policy 29: Historic Environment

Heritage assets and the impact the proposal has upon them have been considered within a supporting Heritage Impact Assessment.

Policy 30: Pollution

The proposal will not have unacceptable adverse impact upon the criteria listed within the policy.

Policy 31: Climate Change and Renewable and Low Carbon Energy

The proposal includes at least 10% biodiversity net gain and photovoltaic panels are proposed to the south facing roof plane of the classroom extension.

Policy 36: Vehicle and Cycle Parking

The proposal effectively re-provides an existing classroom use that is currently on-site in a mobile with a permanent structure, which will mean the mobile is then removed from site. Therefore no additional on-site car or cycle parking will be provided as there is no additional use.

6.0 APPENDIX A



Lincolnshire County Council

Via email only

22 March 2024

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Dear Sir/Madam

PRE-APPLICATION ADVICE	
Reference	PAD000176
Proposal	To construct a single storey extensions to front (west) elevation to create classroom and lobby/reception area with alterations to vehicular/pedestrian access and associated car parking
Location	Fleet Wood Lane Primary School, Hazelwood Lane, Fleet, PE12 8NN
Planning Officer	Eloise Shieber
Date request received	14 March 2024
Recommendation	Support in principle
DISCLAIMER: Pre-application advice is given in good faith, without prejudice to the formal consideration of any subsequent planning application which will be subject to wider consultation/publicity and ultimately determined by the County Council. The County Council will not be liable for any loss or damage including without limitation, indirect or consequential loss or damage arising from or in connection with the use of the advice.	

Summary of Proposed Development

The proposal is for two single storey extensions on the western (front) elevation of the school. The extensions will consist of the following:

Classroom extension (internal gross area of 58m²) to create a permanent replacement for the existing mobile classroom on site. The extension will occupy an area in front of the school that is currently used as car parking spaces that can facilitate three cars.

The extension will have a duo-pitched slate roof with red brick walls and buff brick detailing to match the existing school. A large window on the western gable facing the main road provides a feature and references a similar window that exists along the front elevation. White polyester powder coated aluminium windows and doors would be used. Existing car parking will be re-located on the opposite side with some alterations required to the existing vehicular/pedestrian access.

Front entrance extension (internal gross area of 18m²) will provide a secure and welcoming lobby and new reception area. The extension will be constructed with red brick wall and a shallow pitched roof. The roof would be finished with a grey single-ply membrane roofing system that could have decorative trims applied to create a lead roof effect. White polyester powder coated aluminium windows and doors would be used.

Internal alterations to facilitate the extensions are also proposed to re-arrange the space provided to staff room, secretary and head teacher.

It is proposed that a tree and some hedgerow will be lost to facilitate the proposed development.

Site Location and Surroundings

Fleet Wood Lane Primary School is located in the village of Fleet (approximately 3 miles southeast from Holbeach), and lies within the boundaries of Fleet Conservation Area.

The existing mobile classroom is located to the east of the main school building. There are a number of trees on the school site and all of these are protected by Tree Preservation Order (TPOs) by virtue of them being within the Conservation Area. The nearest residential properties are located to the school's western boundary where views of the school grounds can be obtained.

Relevant Planning History / Constraints

The original school building was built in 1870 in typical brick with a pitched slate Victorian style roof. A single-storey brick and flat felt roof extension was erected in 1978, with further classroom extensions in 1991 and 2002. There is a mobile classroom located to the rear of the school installed in 2003.

- School lies within a Conservation Area.
- All existing trees are subject of Tree Preservation Orders (TPO) by virtue of being within the Conservation Area.
- Proposal site falls within Flood Zone 3.

Relevant National and Local Plan Policies

National Planning Policy Framework (NPPF) (December 2023) sets out the Government's planning policies for England and is a material planning consideration in the determination of planning applications. The main policies/statements set out in the NPPF which are relevant to this proposal are as follows (summarised):

Paragraphs 11 to 14 (Sustainable development)
Paragraph 38 (Decision making)
Paragraphs 39 to 42 (Pre-application engagement and front-loading)
Paragraphs 111 to 113 (Transport)
Paragraph 127 (Effective use of sites that provide a community service)
Paragraphs 131 (Achieving well-designed places)
Paragraphs 165, 168-175 (Planning and Flood Risk)
Paragraphs 174(d), 179 and 180 - Biodiversity Net Gain
Paragraph 195 Significance of heritage Assets
Paragraphs 200 (Potential Impact on Heritage Assets)
Paragraph 224 Status of Local Plan policies and consistency with the NPPF

South East Lincolnshire Local Plan 2011-2036 (March 2019) (SELLP) - the following policies are of relevance in this case:

Policy 1: Spatial Strategy
Policy 2: Development Management
Policy 3: Design of Development
Policy 4: Approach to Flood Risk
Policy 28: Natural Environment - relevant as references protection of existing trees
Policy 29: Historic Environment
Policy 30: Pollution
Policy 31: Climate Change and Renewable and Low Carbon Energy
Policy 36: Vehicle and Cycle Parking

Comments

Policy 1 of the SELLP identifies Fleet Church End as Other Service Centres and Settlements, where development will be permitted that supports their role as a service centre for the settlement itself, helps sustain existing facilities or helps meet the service needs of other local communities. In this case, the proposed extension would replace the need for the existing mobile classroom that are present on site and create much improved facilities for use by the school. Its intended use therefore dictates its location within the school site which lies within the settlement boundary of the village (as shown on Inset Plan 33 of the Local Plan). Therefore, this proposal would fit well in terms of compliance with Policy 1.

Policies 2 and 3 of the SELLP both contain criteria against which development proposals will be assessed and the attributes against which proposals should demonstrate compliance with in order to be supported. These include a need for developments to be of a suitable design, size, scale etc relative to existing development and land-uses; to have suitable access and drainage; reduce impacts on heritage assets, etc. Policies 4 and 31 also contain criteria in relation to flood risk and climate change which are of relevance.

Building Position/Design – the school site itself is quite small and so there are limited options available for where the extensions, particularly the classroom extension, would be suitably positioned. It is proposed that the extension will be positioned where there is currently provision for three car parking

spaces. It is proposed that new car parking provision will be created on an existing grassed area located at the front of the school and south of the proposed extension.

Regarding the size, scale and design of the classroom extension, it would be single storey and have a duo-pitched slate roof and an approximate footprint of 58m². It is proposed to be constructed from red brick with buff brick detailing to match the existing school. A large window is proposed to the western gable which is similar to the existing window that exists along the front elevation. White polyester powder coated aluminium windows and doors would be used.

Regarding the size, scale and design of the front entrance extension, it would be single storey and have a shallow pitched roof with an approximate footprint of 18m². It is proposed to be constructed from red brick and the roof would be finished with a grey single-ply membrane roofing system that could have decorative trims applied to create a lead roof effect. White polyester powder coated windows and doors would be used.

Any application submitted should therefore include full details of all materials to be used in the development so that we can have confidence about the suitability of these and avoid the need for details to be secured by way of a condition should permission be granted.

Impact on Trees – it is highlighted that to facilitate the proposed development, it is expected that there will be loss of hedging and a tree.

Given the school's location within a Conservation Area all trees are afforded protection by way of a blanket Tree Preservation Order and so, wherever possible, trees within the school site should be retained and protected from development. The proposed loss of the tree is therefore regrettable and so will need to be justified. As a result, it will be necessary to demonstrate within the application documentation what alternatives have been considered to the layout/location chosen and a case presented (similar to that contained as part of the Supporting Statement accompanying this request). This should explain what options have been considered and why the option chosen is considered the best when considered against those alternatives and having taken into account any other constraints and factors which may have influenced the design, location, scale, etc (e.g. minimising impacts on playing field, proximity to existing school buildings, site operational efficiency, etc).

Any application will need to include a copy of a Tree Survey and Tree Removal Plan that is specific to the development proposed which identifies which trees would be lost along with details of their type, size, category and condition, etc. This information will be necessary to enable the Planning Authority to understand the value and contribution that these trees have both on the site but also the wider Conservation Area so that the impact that the loss of those trees or works identified can be properly understood and evaluated.

Details of any additional or replacement planting to compensate for the trees lost as a result of this proposal should also be provided which should include the proposed locations, number, species, size, etc. Any replacement planting should ideally be provided and secured within the confines of the school site itself however should this not be possible (due to limited suitable space or locations being available) then off-site locations should be considered and detailed within the application.

Highways and Access – access to the site would be via the school's existing access onto Hazlewood Lane. It is proposed that the existing access would be altered to remove existing hedgerow to widen the

access and to relocate the pedestrian gate.

Full details of the works will need to be provided along with a Heritage Impact Assessment which assesses the impacts of this not only on the Conservation Area. In addition, it is recommended that a brief Transport Statement be included as part of any application which details the existing permitted use (staff & pupil numbers, typical vehicle trips) compared with the same for the proposed use. Consideration should also be given to preparing a Travel Plan. Subject to this then the development is considered capable of being compliant with the NPPF and able to demonstrate compliance with the transport/accessibility related policies referenced above.

Flood Risk & Drainage - as the site lies within Flood Zone 3 a Flood Risk Assessment will be required in support of any application. The extension will need to be designed to take in to account potential flood risk and include flood resilience measures. Sufficient information will be required to demonstrate that the use of a suitable drainage system for the management of surface water run-off is appropriate for this site to mitigate concerns with flooding of the property and surrounding land. Sustainable drainage techniques should therefore be favoured (where possible) to manage site drainage over more traditional means.

Biodiversity Net Gain - all development should provide net gains for biodiversity and aim to secure wider environmental gains (as outlined in the NPPF). You are advised to follow the mitigation hierarchy as set out in paragraph 180 of the NPPF and firstly consider what existing environmental features on and around the site can be retained or enhanced or what new features could be incorporated into the development proposal. It must be demonstrated that provision of BNG mitigation on site has been fully explored before off site measures are considered.

From 12 February 2024 all qualifying planning applications will be required to deliver a minimum 10% biodiversity net gain (BNG) when compared with a site's pre-development biodiversity value. For smaller sites/developments, this requirement will come into effect from 2 April 2024. Where BNG is required, you will need to submit information as part of your application, for further details refer to- <https://www.lincolnshire.gov.uk/planning/submit-application/2>

Conclusions

The school site itself is quite small and so there are limited options available for where the proposed development could be positioned. It is unclear if alternative locations and options have been considered for the classroom extension as part of this pre-application proposal.

In order to be capable of support it will therefore be incumbent upon you to provide sufficient information as part of any future application which clearly demonstrates that all options relating to the design, location and impacts arising from this proposal have been taken into account at an early stage.

In terms of supporting information for any future application, the following would be required:

- Planning application form and appropriate fee
- Drawings – inc Site Location/Application Boundary; Site layout; Elevations; Drainage proposals; landscaping, etc
- Supporting Statement / Design & Access Statement
- Arboricultural Assessment and Tree Protection Plan

- Flood Risk Assessment - this will be necessary in order to demonstrate compliance with Policies 4 and 31 of the SELLP.
- Site Selection/Justification Statement – this should give details of any alternative positions that were considered for building within the site and explain why these were discounted.
- Flood Risk Assessment & Drainage Strategy - an indicative plan showing proposed drainage arrangements including discharge points and rates, any means of attenuation etc is needed if SuDs has been discounted.
- Transport Statement and Travel Plan
- Construction/Demolition Management Plan
- Heritage Impact Assessment

Biodiversity & Environmental Gain

Where BNG is required, you will need to submit information as part of your application, for further details refer to

<https://www.gov.uk/guidance/biodiversity-metric-calculate-the-biodiversity-net-gain-of-a-project-or-development>

Finally, county council applications should be submitted via the Planning Portal, ensuring the correct option is selected 'Application is for Waste Management or comes under Regulation 3' for the application to be submitted to Lincolnshire County Council and not the Local District Council.

www.planningportal.co.uk

Further information on how to make an application can be found on our website -

<https://www.lincolnshire.gov.uk/planning/submit-application/2>

For Validation requirements guidance, please see -

<https://www.gov.uk/guidance/making-an-application#Validation-requirements-for-planning-permission>

Yours faithfully

for Neil McBride
Head of Planning



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