Community Access Plan

Bishop Winnington Ingram

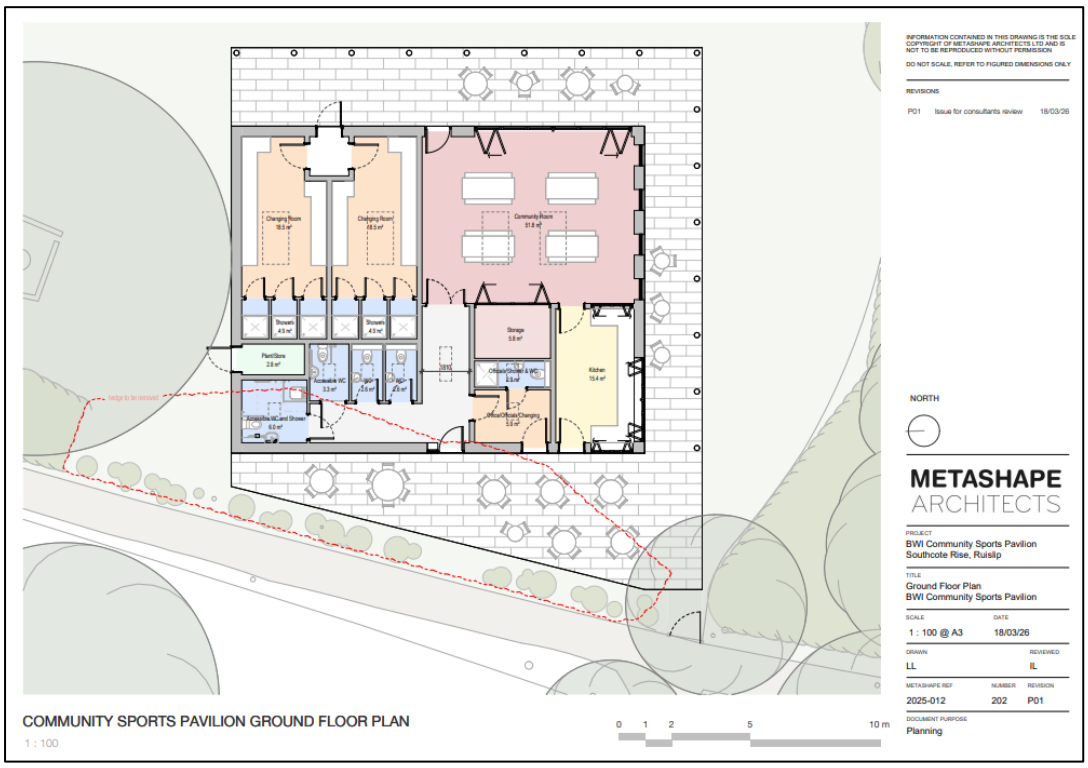
Church of England Primary School, Ruislip – October 2026

1. Introduction

1.1 Purpose

This plan outlines the policies and procedures for community access to the BWI Pavilion, ensuring equitable and safe use of the facility by all members of the community. The pavilion will contain a changing room, community room, kitchen, office, and showers/toilets (as illustrated in drawing prepared by Metashape Architects below) and will work to enhance the educational facilities of the Bishop Winnington Ingram (BWI) Primary School and community facilities in the area. It will be located on BWI's open land, which includes a playing pitch, with access via the public footpath that runs adjacent to the land to the west. The pavilion will serve as ancillary to the playing pitch, providing high-quality facility that enhances its functionality and overall offer.

The proposed pavilion is intended primarily to support the existing playing field and school activities whilst providing wider community benefits. Community use will be managed through a formal booking system and this Community Use Agreement. The agreement incorporates controls over hours of use, attendance levels, parking management, noise management and event scheduling to ensure that community activities can take place without giving rise to unacceptable impacts on neighbouring occupiers or the local highway network.



1.2 Vision

To provide a valuable multi-purpose facility that will enhance both educational provision and opportunities for community use. The pavilion will support curriculum delivery, small-group learning, staff training, extracurricular activities and the School's Forest School programme, whilst also providing a flexible and accessible facility for local residents, community groups and sports organisations outside normal school hours. The pavilion will improve the functionality and accessibility of the existing playing field through the provision of changing and welfare facilities, enabling greater participation in sport and recreation and supporting health, wellbeing, social inclusion and community engagement.

1.3 Advertising Strategy

The hire of the pavilion will be advertised on the School website.

1.4 Guiding Principles

- Accessibility: The pavilion shall be accessible to people of all ages, abilities, and backgrounds.
- Inclusivity: All community members are welcome to use the pavilion, regardless of race, religion, gender, or sexual orientation.
- Sustainability: The pavilion operations shall be environmentally responsible and financially sustainable.
- Safety: The safety and security of all users shall be paramount.

2. Eligibility, Capacity and Booking Procedures

2.1 Eligible Users

The facilities may be hired by:

- Local sports clubs and teams.
- Community and voluntary organisations.
- Youth groups and educational organisations.
- Local residents for approved community events.
- Charitable and not-for-profit organisations.

Commercial activities will only be permitted where they contribute positively to community use and have been approved by the School.

2.2 Maximum Attendance

The maximum occupancy of the pavilion building shall be determined in accordance with Building Regulations and fire safety requirements.

For planning purposes:

- Community room: maximum 40 persons.
- Changing facilities: maximum 30 users at any one time.
- Outdoor sporting activities will generally comprise organised coaching sessions, training activities or matches associated with local clubs and community groups.

The facility is intended to support local community and sporting activities and is not proposed as a venue for large-scale events. Attendance levels shall be managed through the booking system to ensure activities remain compatible with the capacity of the site and available parking provision.

2.3 Availability

The pavilion shall be available for community use outside normal school operating hours.

Community use will generally be available:

- Monday to Friday: 17:00 to 22:00
- Saturdays: 08:00 to 22:00
- Sundays and Bank Holidays: 08:00 to 22:00

Community use will principally comprise sports coaching, youth activities, educational workshops, community meetings and recreational activities serving the local catchment area.

The School reserves the right to restrict availability where required for school activities, maintenance, safeguarding requirements or operational reason.

The School will ensure a minimum 30-minute interval between consecutive bookings.

2.4 Booking and Management

All bookings shall be managed by the School or an appointed facilities manager.

Users must:

- Submit a booking request in advance.
- Provide details of the activity, attendance levels and duration.
- Agree to the facility hire terms and conditions.
- Nominate a responsible organiser for each booking.

The School shall maintain a booking calendar to avoid conflicts and manage cumulative impacts. The School will ensure a minimum 30-minute interval between consecutive bookings.

3. Community Use Management

3.1 Permitted Uses

Local activities and events, including dance, fitness, yoga and Pilates classes; craft and educational workshops; community meetings and support groups; children's parties and youth activities; organised sporting and recreational activities; inter-school competitions; after-school clubs; and school-related uses such as operational meetings, small-group learning, staff meetings, professional development sessions, governor meetings, and INSET day activities.

3.2 Regulations

Users must adhere to all health and safety regulations. The pavilion must be left clean and tidy after use. No smoking or vaping is permitted on the premises. Alcohol consumption may be permitted for certain events, subject to approval.

3.3 Management Responsibilities

A designated School representative shall be responsible for:

- Booking administration.
- Opening and securing the facility.
- Ensuring compliance with safeguarding requirements.

- Monitoring attendance levels.
- Addressing any complaints or operational issues.

3.4 Parking Management

The School will undertake improvements to the existing car park, increasing provision from 14 to 30 parking spaces, specifically to support both school operations and community use of the pavilion. The expanded parking area is expected to accommodate the majority of parking demand associated with community activities.

The following measures will apply:

- Community users will be encouraged to walk, cycle or utilise public transport where practical.
- Event organisers shall provide travel and parking information to participants in advance.
- Parking shall be directed to the approved on-site parking area.
- Activities will be scheduled to avoid overlap between bookings and minimise peak vehicle movements.
- Activities anticipated to generate parking demand beyond the capacity of the on-site parking provision will not be approved.
- The School will monitor parking demand and operational issues arising from community use.

The accompanying Transport Statement concludes that community use of the pavilion is not expected to result in excessive traffic generation and that parking demand associated with the pavilion is expected to be largely accommodated within the expanded car park, with limited demand for parking on the surrounding road network

3.5 Event Scheduling

Community use will be focused on local sporting, educational and recreational activities. The School will maintain a booking calendar and manage event scheduling to avoid overlapping activities that could result in excessive vehicle arrivals or parking demand. Where multiple bookings are proposed, staggered arrival and departure times may be implemented to minimise impacts on the surrounding highway network and neighbouring residential properties.

To minimise impacts on neighbours:

- Only one organised community event shall normally take place at any one time.

- Events shall be managed through the booking system to avoid overlapping peak arrivals and departures.
- Activities involving amplified music or public address systems shall require prior approval.
- Outdoor activities shall cease no later than 20:00.
- Users shall leave the site quietly and respect neighbouring residential properties.

3.6 Noise and Neighbour Amenity

Users shall act responsibly and minimise disturbance to neighbouring occupiers.

The following controls shall apply:

- No amplified outdoor music.
- Doors and windows to remain closed where practical during evening events.
- Activities generating excessive noise shall not be permitted.
- Event organisers shall supervise arrivals and departures.

3.7 Review and Monitoring

The School shall maintain records of:

- Number of community bookings.
- Attendance levels.
- Any complaints received.
- Any parking or highway issues.

The operation of the Community Use Agreement shall be reviewed annually and amended where necessary to ensure continued protection of residential amenity and highway safety.

4. Accessibility and Inclusivity

4.1 Physical Accessibility

The pavilion shall be made accessible to people with disabilities, including:

- Wheelchair access

- Accessible toilets

4.2 Inclusivity

All users shall be treated with respect and dignity. The BWI Pavilion shall be a safe and welcoming space for all.

5. Communication and Feedback

5.1 Communication: Regular communication with users will be maintained through newsletters, website updates, and social media. A feedback mechanism will be in place to gather user input and suggestions.

6.2 Review: This Community Access Plan will be reviewed annually to ensure its effectiveness and relevance.

6. Contact Information

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