



**Supporting Statement**

**Full Planning Application**

**Reception Building & School Entrance Works**

**At**

**Bishopshalt School**  
**Royal Lane, Uxbridge**  
**UB8 3RF**

Project Ref: 3698

Issue: Version 1

January 2024

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## **1.0 Introduction**

1.1 This supporting statement has been prepared to accompany an application for Full Planning Consent for the.

- Conversion of existing the classroom building adjacent to the main entrance into the new reception and office facilities, comprising of visitors entrance, accessible WC facilities, medical room, staff kitchenette, meeting room, office accommodation.
- External refurbishment of the proposed new reception building including new windows, doors, wall and roof cladding.
- Installation of a new external canopy to the main entrance.
- Site security improvements comprising of new automated entrance gates and the formation of a secure vehicle entrance with associated fencing.

1.2 This application encompasses works to the existing classroom building located adjacent to the main site entrance and the vehicle entrance. Refer to the below site plan.



*Plan showing the site of the proposed works to the school entrance and adjacent classroom building*

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## **2.0 Proposals**

2.1 The proposed works are shown on drawings.

- 3698/AB-01\_PLI – Existing plans and elevations; Site & Block Plan
- 3698/AB-02\_PLI – Proposed plan of the new reception building.
- 3698-AB-03\_PLI – Proposed site entrance plan and proposed elevations.

2.2 The works are located within and to the existing classroom building and the site entrance. No other areas of the School are affected by the proposals.

2.3 The works to the school entrance will comprise of:

- Replacement of the existing automated perimeter gates for new.
- Installation of new automated gates within the school grounds in order to provide a secure vehicle entrance.
- Installation of fencing between the gate sets to provide a secure entrance area.

2.4 The existing perimeter fencing and pedestrian gates will remain as existing. No alterations are proposed to the current arrangements.

2.5 The works to the existing classroom building will comprise of:

### *External Works*

- Installation new windows and doors to the existing apertures.
- Formation of new window apertures to the South elevation to suit the proposed new room layout.
- Installation new external roof and wall cladding.
- Installation of a new external entrance canopy.

### *Internal Works*

- Conversion and refurbishment of an existing classroom area to form an office area for the school premises and maintenance team.
- Conversion and refurbishment of an existing classroom area to form a new reception area.
- The creation of ancillary facilities to compliment the reception function including; secure storage area for confidential filing; accessible WC; medical room with WC; staff kitchenette, small meeting room.

### *Reasoning for the proposals*

2.6 At present the school reception facilities are located in the main building which is remote from the main entrance which has the following disadvantages:

- Visitors have access to the school premises before arriving at the main reception. This presents safeguarding and safety risks to the staff and students.
- Pedestrians can access the site via the vehicle entrance which presents risks of injury.
- There is no direct visual outlook from the current reception to the main entrance.
- Visitors are not immediately aware of the current reception location.

- The current entrance system does not prevent 'tailgating' or unauthorised access onto school premises as a single gate is provided.

2.7 The proposals seek to address the above issues by providing.

- A direct visual outlook to the school entrance.
- A secure vehicle entrance which prevents 'tailgating'.
- A directed approach to the existing pedestrian access.
- A directed approach into the main reception by all visitors to the school.

2.8 In addition to the safety and safeguarding improvements providing by the new site entrance, by relocating the reception to a location adjacent to the main entrance the following advantages can be realised.

- Improved visitor experience.
- Improved functionality of the reception by the provision of secure storage for confidential files and information.
- Improved medical facilities for dealing with and treating students with minor ailments. At present unwell students are treated within the current reception area. The new proposal seeks to provide facilities which are separated from the general reception operations.
- Accessible WC facilities are proposed as no such facilities exist within the current reception area.
- A small meeting room to enable staff, parents and students to hold meetings, interviews etc. This may be particularly important where confidentiality is required.
- Relocating the premises team to the building will consolidate the existing facilities and release currently used areas for better purposes.

2.9 The conversion and refurbishment of the existing classroom building will also release the area currently utilised by the existing reception to other school functions. This consolidates school functions into the main building, reducing the need to staff and students to travel around the premises and campus.

### **3.0 Conclusion**

3.1 The proposals will;

- Improve a currently under-utilised building.
- Improve the aesthetic and thermal performance of an existing building.
- Create better room and space functionality within the main school building without an increase in the building area or floor space of the school.
- Improve safety and the safeguarding of students.



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## **APPENDIX A**

Reference photographs showing the existing classroom building and school entrance.

Bishopshalt School - New Reception Bldg & Site Entrance -  
Reference Photos



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17072023 20230717\_113018



17072023 20230717\_121253



Bishopshalt School - New Reception Bldg & Site Entrance -  
Reference Photos



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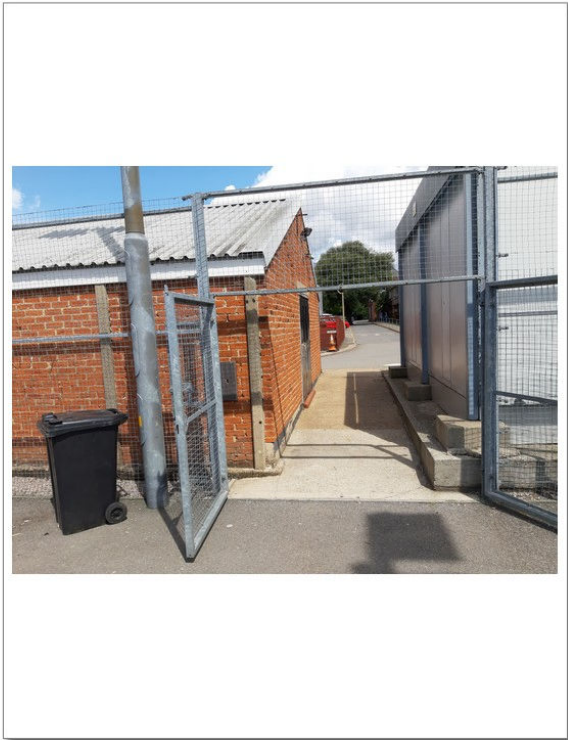
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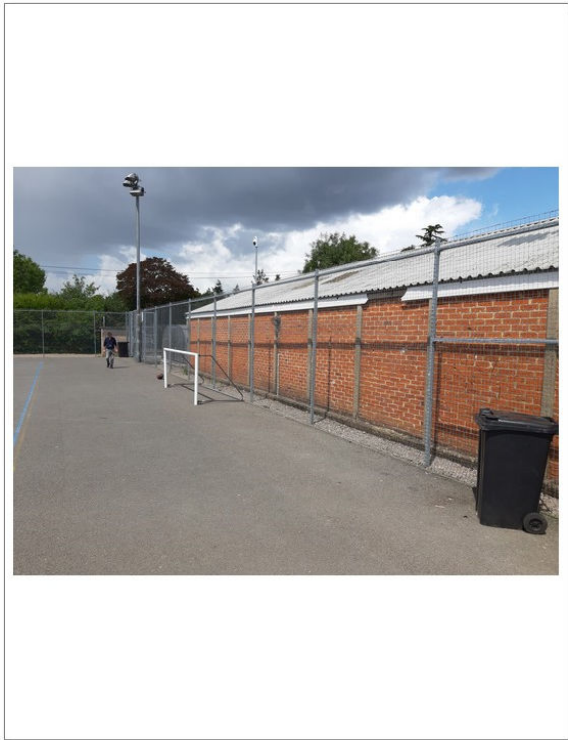
Bishopshalt School - New Reception Bldg & Site Entrance -  
Reference Photos



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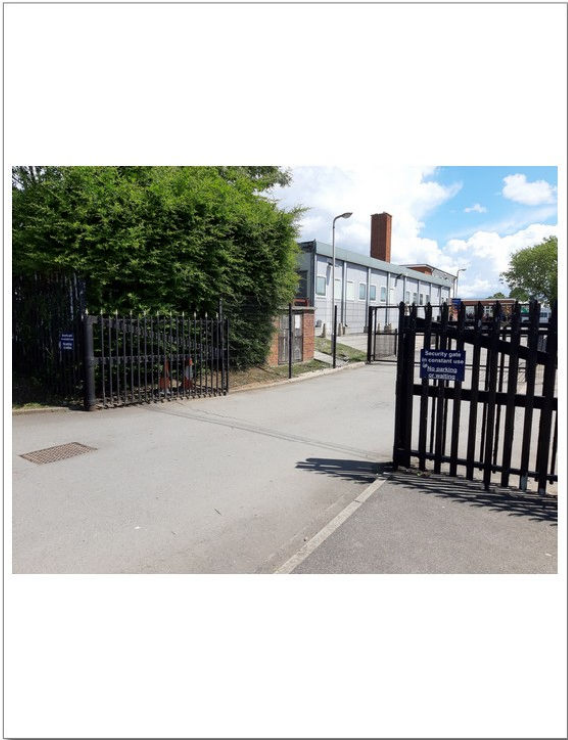


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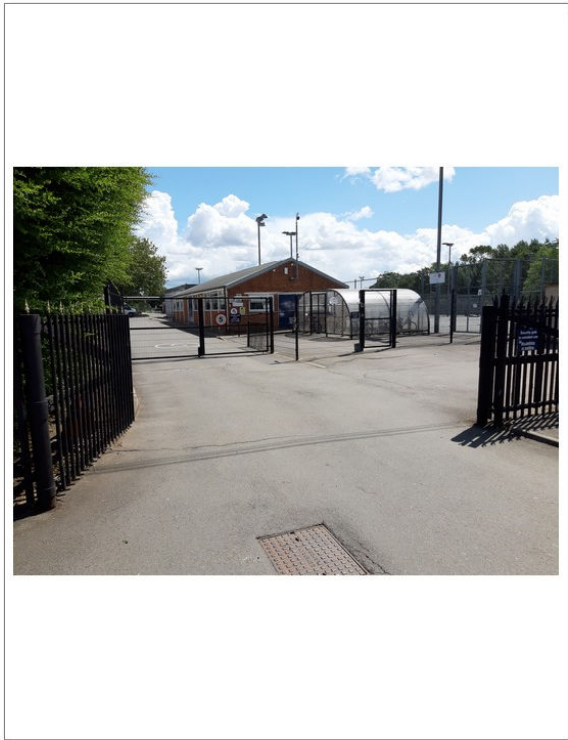
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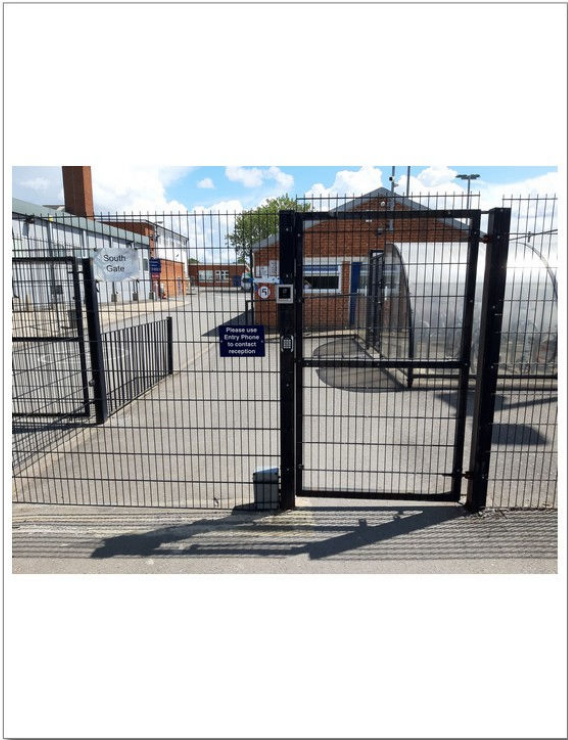
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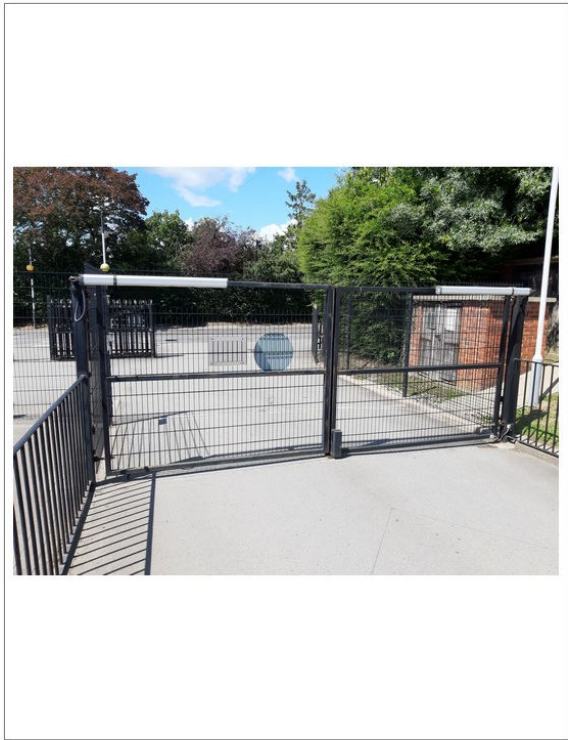
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