



Hampton Pre-Prep School

Statement of Community Involvement

1 Introduction

- 1.1 This Statement of Community Involvement (“**SCI**”) has been prepared by Quod on behalf of the Trustees of Hampton School (“**the Applicant**”) to accompany a full planning application at Hampton Pre-Prep School, Wensleydale Road, Hampton (“**the Site**”).
- 1.2 The development proposal is referred to in this SCI as “**the development**”. A full description of the development is contained in the accompanying Planning Statement.
- 1.3 This SCI outlines the community engagement that has been undertaken on the development. It has considered the development in the context of national, regional and local planning policy and guidance. This SCI should be read in conjunction with the other documents, plans and technical studies submitted to accompany the planning application.
- 1.4 Formal pre-application discussions were held with London Borough of Richmond-upon-Thames (“**LBRuT**”) Officers and the outcome of this discussion is also included within this SCI.
- 1.5 This report has been informed by Central Government Guidance on community involvement in planning, in line with the National Planning Policy Framework (“**NPPF**”) 2019. It has also been informed by the London Borough of Richmond upon Thames Statement of Community Involvement (December 2019).

2 The Site

- 2.1 The Site is located within the administrative boundary of the LBRuT. The Site is situated on Wensleydale Road and it comprises two previously detached houses, with a pre-fabricated building to the rear which is home to the Kindergarten classroom. The Site is within a predominantly residential area, with houses to the north, south, east and west.

3 Approach to consultation

- 3.1 Community involvement is at the forefront of national planning policy and is referenced in Section 4 of the NPPF 2019. The NPPF states at paragraph 49:

“Early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties. Good quality preapplication discussion enables better coordination between public and private resources and improved outcomes for the community”

- 3.2 Furthermore, the NPPF states at paragraph 94:

“Local planning authorities should [...] (a) give great weight to the need to create, expand or alter schools through the preparation of plans and decisions on applications; and (b) work with schools promoters, delivery partners and statutory bodies to identify and resolve key planning issues before applications are submitted.”



Note continued

3.3 LBRuT SCI further states, at paragraph 3.2.4 that:

“Developers are encouraged to consult neighbours and/or local amenity bodies before submitting an application... the Council strongly encourages applicants of all other schemes to engage with the local community prior to submission. Developers will then be able to submit a consultation statement with the application, setting out who has been consulted and how, responses that were received and changes to the scheme that were made as a result”.

3.4 The importance of early and effective engagement is fully acknowledged, and this has been approached in two keys ways:

- pre-application engagement with Officers; and
- an Online Public Exhibition (Webinar).

4 Pre-application engagement with Officers

4.1 The Applicant has sought to maintain an open dialogue with Planning Officers at LBRuT since the inception of the project. Planning Guidance is clear the pre-application stage is a “*2-way process*”¹, and a prospective applicant should expect the following² for a local planning authority:

“A prospective applicant should expect a clear, timely, and authoritative, view on the merits of a proposed development – as well as clear advice on consultation requirements and the information to be submitted with a formal planning application.”

Timeline

4.2 The Applicant submitted and paid for a LBRuT pre-application advice request on **07 July 2020**. The Applicant’s request was acknowledged by LBRuT on **17 July 2020**. The appointed Officer did not make contact until **19 August 2020**, despite a number of requests by the Applicant to make contact via phone and email. Consequently, a Pre-Application Meeting was not held until **16 September 2020** (41 working days after the request was lodged), due to lack of Officer availability.

4.3 The Pre-Application Meeting offered some limited verbal advice, with it agreed that the formal advice would follow in due course (with the Richmond website³ clear “*Within 10 working days of your meeting with a case officer, the case officer will prepare the written advice to be cleared by a Principal Planner, Team Manager or Section Manager*”).

4.4 Weekly emails, and phone calls have been made since the meeting to request the formal written advice, and to seek to agree a Document List (sent to Officers on **23 September 2020**, 5 working days after the meeting, with no response received). The latest correspondence with

¹ Paragraph 005 ID:20-005-20150326 [National Planning Guidance, 2015]

² Paragraph 010 ID:20-005-20150326 [National Planning Guidance, 2015]

³ https://www.richmond.gov.uk/services/planning/pre-applications/pre-application_for_developers



Note continued

the Case Officer, received on **22 November 2020**, confirmed the written advice was not yet complete and had not been submitted to the Team Manager for clearance.

- 4.5 The School has made LBRuT Officers aware that the Application is time critical, and a submission required to be made by the end of November to allow construction to commence during Summer 2021.
- 4.6 At the time of submission, **30 November 2020** (43 works days after the meeting), no formal written advice has been received from LBRuT.

Assessment

- 4.7 In direct conflict of all levels of planning policy and planning guidance, the Applicant considers LBRuT have not taken a proactive, positive or collaborative approach⁴ to working with the School, through their lack of engagement in the pre-application process.

5 Online Public Exhibition (Webinar)

- 5.1 The Applicant sought to promote a digital method of consultation, to accord with current COVID-19 restrictions – as agreed verbally with LBRuT Officers during the Pre-Application Meeting.
- 5.2 Residents, local Councillors, and the Case Officer were invited to attend a virtual exhibition on Wednesday 11th November 2020 at 6.00pm. A copy of the letter is appended to this document at **Appendix 1**. The Webinar, hosted on Zoom, provided a detailed presentation of the proposals, plus offered an opportunity to ask questions.
- 5.3 Four members of the project team (two people from Quod, the Headteacher of the Pre-Prep and the architect) presented various parts of the presentation which included an overview of the requirement for the development, the proposed design and the planning policy context.
- 5.4 The webinar was hosted at on a weekday evening to accommodate those who may be busy at the weekend or during the day. 257 letters were delivered to nearby residents, with the Case Officer and three local Councillors also invited. On the day, nine individuals joined the call, including one of the invited Councillors (Councillor Nicholson).
- 5.5 Following the presentation of the details of the development, consultees were presented with a set of tick box statements as part of online poll. The poll asked attendees the following four multiple choice questions.
 - Do you consider the proposals to be sympathetic to neighbours surrounding the Site?
 - Do you support the provision of improved facilities at Hampton Pre-Prep School to help meet Department for Education Guidance?
 - Do you consider the scheme is well-designed and appropriate for the area?
 - Do you consider the proposed hall is too small, well proportioned, or too big?

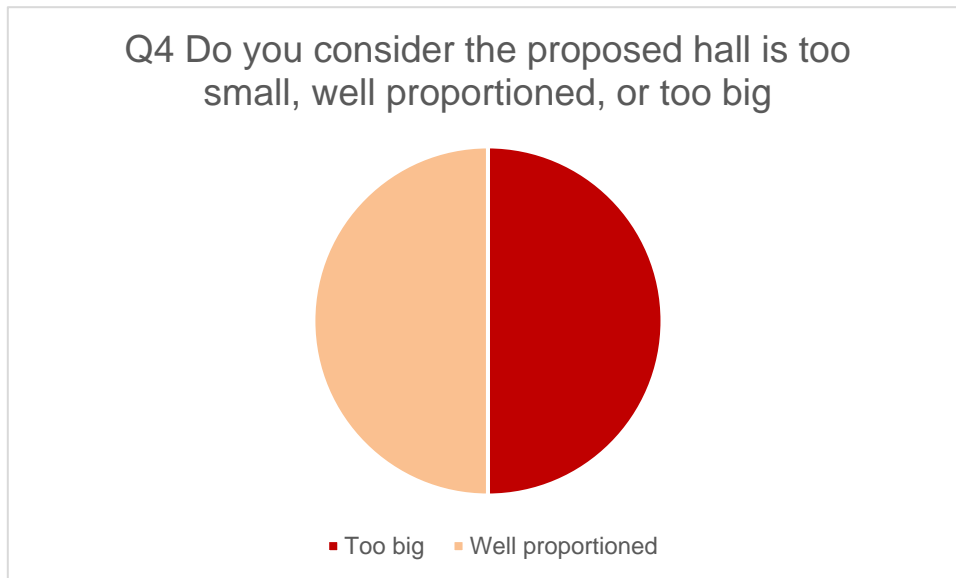
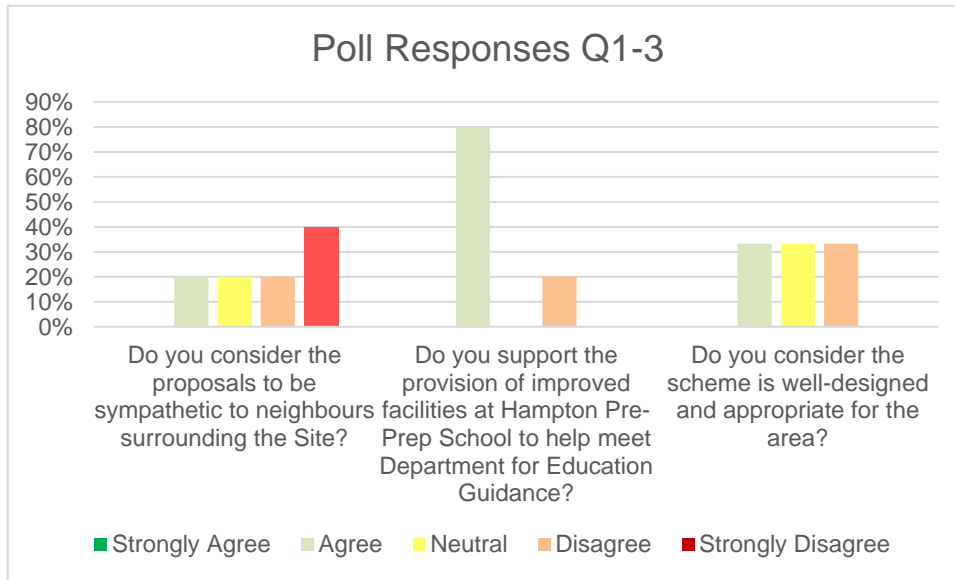
⁴ See Paragraph 94 [National Planning Policy Framework, 2019] and Policy LP29 [Richmond Local Plan, 2018]



Note continued

5.6 The purpose of the poll was to encourage attendees to consider the benefits of delivering improved education provision whilst balancing that with the local character.

5.7 The below figures display the answers in a graphical format.



5.8 As is evidenced above, the responses to the poll were mixed for questions one, three and four, but there is clear support at question two for the provision of improved facilities.

5.9 An opportunity for the attendees to ask the panel questions was provided for at the end of the presentation. Thirteen questions were asked, of which all were answered during the webinar.

5.10 A full copy of the questions is provided at Appendix 2 and a table summarising the key themes from the questions and a summary of the responses given is provided at Appendix 3. The questions focused on the themes of local amenity, construction, parking, planning conditions, timeframes and details of the development and the consideration of alternative options.



Note continued

- 5.11 Following the webinar, a recording of the presentation was made available on a website dedicated to providing information regarding the planning application. The website link is <http://www.hamptonpreprep.org.uk/>. The website also offered a contact email address if any visitors to the website had any further questions.
- 5.12 The digital consultation was an opportunity to present the proposals to local residents and political stakeholders. It was clear that local residents were engaged and keen to find out more about the proposals.

6 Amendments to the scheme

- 6.1 The questions at the webinar raised the issue of whether the local amenity would be impacted by the development, particularly because of any increased noise.
- 6.2 Whilst it is not considered that there will be any increase in noise, owing to the fact there is no increase proposed for pupil or staff numbers, discussions have been held regarding the erection of a taller boundary fence. This is also in line with recommendations from Secure by Design Officers, who have stated there should be a taller boundary fence than existing. Now forming part of the proposals is the installation of a taller fence at the southern boundary, responding to conversations had with neighbours. On the northern boundary, the fence is also proposed to be increased in height to prevent a sightline into number 45 from users existing the building.

7 Conclusions and Next Steps

- 7.1 We would like to thank all local residents and stakeholders who has contributed to the consultation process and the Applicant is grateful for the amount of questions asked. The project team has considered all the comments received and has sought to amend the proposals where possible to accord with the comments received.
- 7.2 The Applicant has sought to follow best practice, with early engagement attempted with LBRuT Officers.
- 7.3 In bringing forward proposals for the extension at Hampton Pre-Prep School, the Applicant has undertaken thorough and transparent community engagement, rolled out through digital platforms and is committed to continuing this engagement throughout the determination period and beyond.
- 7.4 The majority of those consulted understood the need to improve the current provision at the school although not everyone agreed that the proposals were sympathetic to the local character.
- 7.5 Following the submission of the application, LBRuT will undertake a period of statutory consultation. Local residents will then have a further opportunity to comment directly to the Council on the proposals



Note continued

Appendix 1 Invitation to the Webinar



4 November 2020

Dear Neighbour

Proposed Improvements to Hampton Pre-Prep School, Wensleydale Road, Hampton

REVISED WEBINAR DATE – 18:00 -19:00 Wednesday 11 November 2020

An error has been identified between the email address set up and the one provided in our original letter. In the interests of ensuring all who wish to attend are able to, we have moved the webinar back by one week.

For those who wish to attend the webinar, please email liaison@hamptonpreprep.org.uk.

For those of you who have already booked a place on the webinar, there is no need to re-register. We shall look forward to you joining us, unless you let us know otherwise.

We sincerely apologise for any inconvenience caused.

The Hampton School Trust is preparing a planning application to undertake important improvements to the Pre-Prep School. This will enable the School to better cater to the pupils' needs, with details on the proposals set out below.

The proposed improvements are to structures and buildings only. The application will not seek to increase pupil numbers, staff numbers, or car parking provision.

As is best practice, we have engaged with the London Borough of Richmond upon Thames on our proposals, with a formal Pre-Application Meeting held in September 2020; we await written feedback.

1. The Proposals

Hampton Pre-Prep School's core function is to provide an excellent all-round education. We want our pupils to make excellent progress that results in superb achievements while they are with us. We want them to transfer happily and successfully to their next school.

The Pre-Prep School is overdue an upgrade, with existing temporary modular buildings in need of replacement, having been on site for 46 years. Department for Education (DfE) standards have improved in recent years, and the School needs to undertake works to better meet these standards. To do this, Hampton Pre-Prep School is seeking to undertake the following improvement works:

PART OF THE HAMPTON SCHOOL TRUST
IAPS INDEPENDENT DAY SCHOOL FOR BOYS AGED 3 – 11 & GIRLS AGED 3 – 7 YEARS

Gloucester Road, Hampton, Middlesex, TW12 2UQ

Tel: 020 8979 1844 Email: secretary@hamptonpreprep.org.uk www.hamptonpreprep.org.uk Follow us on Twitter: @Hampton_Prep

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“Improvement works at Hampton Pre-Prep, to include demolition of existing modular buildings, provision of a new School Hall, replacement Kindergarten accommodation, a redesigned visitor reception and waiting area, a replacement outside WC block and Reception Class wet area extension, improvements to the sick bay, and improved internal and external connectivity. No increase in pupil numbers, staff numbers, or car parking is proposed”

The proposals are split into two principal elements:

1. A new modular building to be erected in the playground (the new School Hall), following the demolition of the existing pre-fabricated building and two external storage buildings.
2. A minor two-storey extension to the main school building to allow for the enlarged visitor reception area, a visitor WC and a new sick bay.

The proposals will result in a net increase of around 100 sq. m (GIA) of floorspace; however, the new footprint will be much more efficient, maximising useable space for the School. As noted earlier, **no increase in pupil numbers, staff numbers or car parking provision is proposed by this application.**

The useable playground area is principally retained (576 sq. m to 572 sq. m), with the new hall providing an important indoor area for sport and activities in wet weather, currently not available to pupils at the School. The School is also keen to offer local community use of the new hall as appropriate.

2. Webinar

The Hampton School Trust wishes to engage with the local community on the proposals, to explain the proposals, and also understand and consider local views ahead of a planning application being lodged with the London Borough of Richmond Council.

The current Covid-19 pandemic means in-person consultation events are not currently possible; however, we will be holding an online webinar to enable those interested in the proposals to engage. The webinar will be hosted via Zoom, with details provided below:

Proposed Improvements to Hampton Pre-Prep Webinar

18:00 – 19:00 Wednesday 11 November 2020

PART OF THE HAMPTON SCHOOL TRUST
IAPS INDEPENDENT DAY SCHOOL FOR BOYS AGED 3 – 11 & GIRLS AGED 3 – 7 YEARS

Gloucester Road, Hampton, Middlesex, TW12 2UQ

Tel: 020 8979 1844 Email: secretary@hamptonprep.org.uk www.hamptonprep.org.uk Follow us on Twitter: @Hampton_Prep

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To join the webinar, please email liaison@hamptonpreprep.org.uk with the following details by 5pm Tuesday 10 November, and a link will be sent to you ahead of the evening:

Name

Address

Contact details

The webinar will involve a presentation on the proposals by the School, architect and planning consultants, along with time for questions and answers afterwards. For security reasons, only those with a link will be able to join the webinar and participate in the Q&A session.

For those unable to attend on the evening, a dedicated project website will go live at midday, Thursday 12 November 2020 (i.e. the day after the webinar), complete with a recording of the webinar and the slides. Feedback on the proposals, or any questions/queries, should be sent to liaison@hamptonpreprep.org.uk.

Please ensure feedback on the proposals is submitted by 18 November 2020 in order that it can be considered ahead of submission.

3. Next Steps

The School will consider all representations ahead of the planning application being submitted in November.

As noted above, should you have any queries in the interim, please do not hesitate to contact liaison@hamptonpreprep.org.uk, and we will direct you to the most appropriate member of the project team to answer your query.

Yours sincerely



Tim Smith
Headmaster

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IAPS INDEPENDENT DAY SCHOOL FOR BOYS AGED 3 – 11 & GIRLS AGED 3 – 7 YEARS

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Note continued

Appendix 2 Q&A Questions

1. Why don't you use the building next door, which you own?
2. How long will the build take if the plans in their current form are approved and when do you anticipate it happening?
3. Why isn't the new hall using the footprint of the current kindergarten?
4. Has consideration been given to increased noise caused by the Hall & reduction in playground area, for neighbours bordering the playground?
5. What will the noise impact be like for construction?
6. Can you give more detail on the shaded area? Height etc?
7. Parking currently is very problematic for neighbours - how will you stop this becoming even worse during building work - it can't all be done during the holidays.
8. Will you support a Planning Condition controlling pupil numbers similar to that on the Gloucester Road site?
9. If noise expected to be reduced by the building wouldn't it be more neighbourly to build along the boundary with 39 rather than 45, the Headmaster's house?
10. Parking is already bad, how will you stop this being even worse during construction - the building work can't all be done during the summer holidays
11. There appears to be a range of internal changes to the original building on the plans. When would they be undertaken and what's the timeframe for those?
12. Will you take this opportunity to begin to follow the current Planning Informative on using Marshals to improve parking and traffic problems at drop-off and pickup times?
13. Has the school considered moving into temporary accommodation on the main school site in order for the work to be done in term time in a consolidated way?



Note continued

Appendix 3 Response to questions asked

Theme	Response
Alternative site/position	<p>The building to the north of the School is a residential property which is in residential use, with all levels of planning policy resisting the loss of residential properties. Developing the neighbouring is deemed appropriate in this instance.</p> <p>The new hall is not using the footprint of the current Kindergarten classroom as the footprint is not of adequate size to accommodate a new hall. Equally it is felt the location of the Kindergarten is poorly located in relation to the wider site, compromising the use of the playground and obstructing the lookout from classrooms on the ground floor.</p> <p>The hall has been put in a location that minimises potential impacts.</p> <p>Temporary accommodation off-site is not considered appropriate the nature of the works, with the current proposals allowing the children to stay on site.</p>
Construction and Parking	<p>For construction noise and other impacts, the submission and agreement of a Construction Management Plan (or similar) will be required.</p> <p>Part 1 is modular building, reducing construction time considerably. Part 2 is a minor extension with any impacts expected to be short term and minimal.</p>
Timeframes/Phasing	<p>Part 1 is the new hall. This is estimated to have a three-month construction window, to be undertaken in summer holidays of 2021.</p> <p>Part 2 would be undertaken in summer 2022, with the duration of the works to be confirmed.</p> <p>Internal changes are minor.</p>
Amenity	<p>The scheme is designed to minimise the impact on the amenity of neighbours, with noise an important consideration.</p> <p>The new layout relocates much of the active uses away from neighbours to minimise impacts.</p> <p>As there is not a proposed increase in pupil numbers, no material increase in impact is anticipated.</p>



Note continued

Potential Conditions	No change is proposed in pupil numbers, so no need is anticipated for planning conditions to control pupil numbers. Related to the above, no Travel Plans are anticipated to be required.
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