



ALL MASTER PARK'S NEEDS UNDER ONE ROOF

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NEW PAVILION PLANNING STATEMENT

MASTER PARK PAVILION CHARITY
MASTER PARK, OXTED

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1.0 PROJECT BACKGROUND

Master Park is a Registered Charity, number 200846. Master Park is managed by a committee of Trustees, namely the Master Park Management Committee (MPMC).

In 1923 Charles Hoskins Master had the vision that a “*piece of land (Master Park) should be laid out and reserved for ever hereafter for the healthy recreation and amusement of the inhabitants of the parish of Oxted*”.

That vision of sport & leisure being available for the community is as relevant now as it was in 1923- but the challenges have changed.

Master Park receives regular income in order to maintain the park via a £4000 grant from the Parish Council, and assistance from Tandridge District Council in the form of grass cutting of the wider grass areas. The park also receives a subscription in the form of rent from resident sports clubs: - Oxted and District Football Club, Oxted and Limsfield Cricket Club and Oxted Lawn Tennis Club giving a combined total of £4,403 per annum. The Trustees charge low rents to the regular sports clubs so as to make these sports affordable to the wider community.

The Trustees also receive income from both regular and ad-hoc lettings of the grassed areas through the Summer months. Lettings include commercial organisations as well as those supporting charities, events such as the Boot Fair, Beer Festival, Carnival, Pram Race, Funfair and Circus.

Lettings of the pavilion e.g. for Pilates classes and for other ad hoc lettings such as for meetings and community events, also provides income but this is limited due to their being only one lounge room and the needs of the resident sports clubs. The Trustees are regularly declining requests to rent the space due to its non-availability, so clearly there is a demand in Oxted.

Master Park Management Committee Trustees were approached by Oxted and Limsfield Community Sport Association with a view to improving sports facilities on Master Park in the form of constructing a new fit for purpose pavilion on the park. The Master Park Trustees agreed to this proposal on the basis the new pavilion should be an inclusive building which also provided facilities for the wider community and not specifically those taking part in sport.

The Master Park Management Committee set up a new and independent charity under limited company status called the Master Park Pavilion Charity (MPPC). The purpose of this independent charity is to oversee the design, development and fundraising of the new pavilion. The advantage of this arrangement being as well as representatives of MPMC on the MPPC committee, MPPC could engage additional persons with specialist skills and



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knowledge to undertake and deliver a very large project such as a new pavilion. This would leave the MPMC to continue with the day to day administration of Master Park.

The brief for the design of the new pavilion agreed by MPMC with MPPC, is the basis of this Planning Application, and has been developed in consultation with Master Park Trustees, as well as the two other key stakeholders, namely Oxted and District Football Club and Oxted and Limpsfield Cricket Club. Both clubs are resident on the park and hold a long association.

The Master Park Pavilion Charity, having agreed the basis for the design of the new pavilion with the Master Park Trustees, instigated the Planning process by making a formal pre-application to Tandridge District Council. This interaction was very helpful to the Charity and the assessments and advice offered informed the decision making from that point on. In order to provide continuity between the Pre-Application advice and the Full Application elements of the text from the report have been integrated into this design and access statement so that key points were confirmed and responses to issues raised are clearly follow on. Where relevant, additional text has been added to provide further information or clarity.

Overview of proposal

The site is the Pavilion at Master Park located in the south west corner of the park and accessed via a single lane track from Church Lane, almost opposite the Royal British Legion building. The land is predominantly level and the boundaries to the south and west with the neighbouring residential properties are marked by a mixture of close boarded fencing, trees and vegetation. There is no boundary treatment between the pavilion and the park and there is a post and rail fence delineating the access and car park from the park. There is a row of protected trees along the boundary of the access and No. 27A Church Lane. The park offers football, cricket and tennis as formal sports pitches/courts as well as a children's playground and general informal open space for playing, walking etc.

The proposal seeks the demolition of the existing single storey pavilion and the erection of a replacement pavilion. The existing pavilion provides a single lounge function room with kitchen and bar, 4 x team changing rooms and toilets. The building is used by the sports clubs mainly at weekends, and varying weekdays throughout the year. Master Park Management Committee hires out the lounge to the wider community in order to receive income to maintain the park.

The replacement pavilion seeks to be more of a community hub, with the inclusion of the Tea Room and public toilets, providing access for the wider community. The additional lounges created by subdividing larger spaces will provide greater flexibility of usage of the building; much needed community space and additional income for the management and maintenance of the park.



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The regular sports clubs have certain requirements as imposed by their National Governing Bodies, such as the changing and toilet facilities, separate changing facilities for officials, disabled access and these are incorporated into the application plans and provisions. These inclusions ensure that all of the necessities of the sports clubs' requirements are met.

The new building will also provide WC facilities for the wider park, which do not exist at present, during certain operational hours which will be determined when the Tea Room is open.

The design proposal for the new building would provide on the ground floor; sub-divisible activity space which is called up as lounges 1 and 2. Lounge space 1 will be used as a Tea Room in the daytime, accessible to the park users as well as those who are attending the various programmes and activities. In the evenings, the dividing wall can be folded thus giving lounge 2 more space if required. Also, on this level a separate kitchen and bar can service the rest of the building including the provision of refreshment for the sports clubs' post and pre-match. There will be 4x team changing rooms, officials changing, toilets (incl. disabled), and some storage rooms. On the first floor there will be a second sub-divisible space with servery (linked by a dumb waiter) and a separate meeting room. Additional unisex and disabled toilet facilities are also provided at this level. It is also proposed to replace the existing storage outbuildings to the rear to ensure that the amenity of the whole site is improved, with redundant equipment and stock being either removed or replaced.

The new building will be fully DDA compliant. Disability access is provided via ramps to both the main entrance as well as to the front terrace and to the rear changing rooms. Internally all rooms are accessed on each floor without changing levels and the transition between ground and first floors is afforded by stairs and a lift.

Relevant planning history

2005/1548 – Use of pavilion and garden to Montessori Nursery (Monday-Friday during term time) was approved in 2006. This was used for a short while but they left due to the building unable to accommodate multi-use and so interruptions during classes were unacceptable to the Nursery.

98/1201 – Erection of grass cutting enclosure was approved in 1999.

88/1609 – Erection of prefabricated machinery storage garage was approved in 1989.

82/248 – Erection of extension to pavilion was granted in 1982.

79/1175 and 80/480 – Erection of replacement tennis pavilion was granted.

GOR/50A/69 – Erection of prefabricated garage was approved in 1969.

GOR/8204 – Formation of vehicular access and car park was approved in 1967.

GOR/7088 – Demolition of pavilion and erection of replacement pavilion was approved in 1965



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Statutory designation, site constraints and key issues

Urban area, C Road, TPO 72/GOD, Public Footpath No. 98

The site lies within the urban area and Category 1 Settlement of Oxted where development is intended to take place in order to promote sustainable patterns of travel and to make the best use of previously developed land. Therefore, the key issue is whether the proposal would be appropriate with regard to the impact on the character of the site, the impact on the street scene and the impact on the adjoining properties. Other considerations include the impact on visual and residential amenity, highway safety, ecology and biodiversity.

Relevant planning policies

The proposal will be assessed in light of the National Planning Policy Framework (NPPF) and the Government's Planning Practice Guidance (PPG). Significant weight will be given to policies within the Council's Core Strategy 2008 and the Tandridge Local Plan: Part 2 – Detailed Policies 2014 in accordance with paragraphs 214 and 215 of the NPPF. Due regard as a material consideration will be given to the NPPF and PPG.

Tandridge District Core Strategy 2008 – Policies CSP1, CSP12, CSP13, CSP15, CSP17, CSP18

Tandridge Local Plan: Part 2 – Detailed Policies 2014 – Policies DP1, DP5, DP7, DP9, DP18, DP19, DP20

Tandridge Parking Standards SPD (2012)

Surrey Design Guide (2002)

National Advice

National Planning Policy Framework (NPPF) (2012)

Planning Practice Guidance (PPG)



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2.0 MASTER PARK PAVILION CHARITY STATEMENT

Why a new Master Park Pavilion is required

The increase in the number of residents and visitors to Oxted has increased usage of the park, the playground is hugely popular with residents as well as visitors to Oxted. With the increase in the number of flat developments in the local area the need for a green space in the centre of the town will also increase due to the lack of dedicated gardens. A community pavilion on the park with refreshment and WC facilities will provide local residents with a focal point.

Master Park is not owned by the Council. The park is a Registered Charity and relies solely on donations and lettings to maintain this wonderful facility. The Trustees are always looking for ways to raise money to cover the ever-increasing costs, running costs are currently estimated at £20 000 a year. The new building will enable the Oxted community to benefit from using it and to generate more income through lettings which will be used to maintain and enhance the Park.

The existing building was constructed in 1967 immediately in front of its predecessor, primarily as a football and cricket pavilion. It is now coming to the end of its physical life and its configuration means it cannot accommodate more than one user to occupy it at any one time. This severely restricts income opportunities for the Park. In addition, from the sports clubs' point of view it does not comply with current expectations or requirements of their governing bodies.

The proposed pavilion has been designed to overcome the current restrictions and provide flexible space accommodating up to four user groups at any one time and more use by the community as a whole and not just the sports clubs. The new pavilion has been designed to reflect the two buildings that have been on the park for over 100 years and to complement the buildings on Station Road West.

Overall capacity of the pavilion

The condition of the existing facilities means that 2 of the available changing rooms are often used as storage, which means visiting football teams and officials do not have sufficient space.

Overall condition of the facilities

Considerable sums would need to be spent to bring the existing pavilion into sound condition. The electrics and much of the plumbing needs replacing and the overall fabric of the building poses health and hygiene concerns. It has become increasingly obvious that any remedial works that are carried out do not resolve issues but only keep them at bay. The funds expended are wasted and should now be invested in new facilities.



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Lack of accessible facilities

The pavilion currently is accessed by flights of steps up into the main changing areas or into the main room on the ground floor. There is limited ability for a disabled person to access this building without assistance and impacts upon both disabled players and supporters. It also makes the building non-compliant in terms of governing body of sport standards and prohibits financial investment from these sources.

Facilities for youth members

The Oxted and Limpsfield Cricket Club has over 300 junior members catering for boys and girls between the ages of 6 to 18. The club have provided access to the sport to a dozen state schools where they do not play the game and have plans to expand girls and disabled cricket. On a training night the club can have over 200 youngsters participating. The problems associated with this are detailed below.

- All youngsters arrive changed for training and matches, because the existing changing rooms are limited. For the same reasons, there are extremely limited changing and toilet facilities for girls. The biggest problem however is that the only toilet facilities in the building are accessed via the changing rooms and hence if youngsters are taking showers or visiting the toilet any member of the public can walk in and use the facilities at the same time.
- Visiting clubs encounter the same issues outlined above, which portrays a very negative view of the club and the local community.
- The equipment associated with this number of youngsters is extensive and there are no adequate storage facilities in the club, resulting in two changing rooms being used as stores.

Supporters and non-player toilets

There is a single female toilet accessible without going through the changing rooms. This means that for the most part, any male non-playing member, supporter or visitor has to use the toilet facilities in the changing rooms. This creates welfare issues, conflicts with a player's needs, gets the visitor wet when players are showering, is questionable from a security perspective and can disrupt team preparation.

Facilities for officials

There are no dedicated changing rooms for officials, which does not meet the relevant governing body guidelines for size, shower and toilet provisions.

Facilities for community use

The layout of the existing building means that it can only be used by one user at any one time. In 2017 10 weekly and 24 one off interested users were turned away. This resulted in Master Park losing in excess of £16,000 for the Park because the building was already being used. This severely restricts use by the community.

The design of the new building provides 4 self-contained operational spaces. The ground floor lounge can double up as either one or two independently lettable spaces for programmes and functions. At weekends this would ideally serve the sports clubs with or



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without the folding screen being in place and enable the first floor to be used by the community.

The first-floor space, enjoying the splendid views over the Park, is big enough to hold between 120-150 people for events without interfering with any ground floor activities. It could house things like a good-sized Bridge Club, Pilates, Yoga, Art Classes, short mat bowls, meetings or private functions. Alternatively, two smaller independent functions could be held at the same time.

The new building will also provide dedicated changing facilities for officials and separate toilet facilities for players and supporters (including disabled facilities). Each of the spaces has taken the sport's governing bodies technical specifications fully into account. Similarly, the latest Building Regulations dictate that the upper floor needs to be served by a suitable disability accessible lift, corridors and other community spaces need to be of specifically designated sizes and the provision of accessible toilet facilities is also mandatory.

Finally, the Pavilion Charity wish the new building to be used by the community throughout the day and all week. It is crucial to the long-term sustainability of the pavilion and Master Park's wonderful grassed spaces that revenue is generated from the facility. Whilst the proposed programmes will contribute the principle will be to keep the chargeable costs of such programmes at a level that they can be afforded by all members of the community. Therefore, the inclusion of a community Tea Room within the overall proposal will not only generate additional finance but will help enrich the programme offer and support activity and the enjoyment of all of those who use the park. A sense of focus will be provided by the Tea Room so that the pavilion has a heart and soul and therefore becomes so much more than a sterile building.

Merits of the proposal

Principle and location of development

The site lies within the Category 1 Settlement of Oxted where development will take place in order to promote sustainable patterns of travel and in order to make the best use of previously developed land. It should also have a choice of mode of transport available and where the distance to travel to services is minimised.

Furthermore, the proposal is for the erection of a replacement pavilion building on the existing pavilion site to replace the existing pavilion serving the same similar function. For these reasons there should be no objection to the principle of the development.

Community use and commercial enterprise

As noted above, the function of the pavilion is to provide services and facilities for the sports clubs including their visitors to the building and wider community users of the park.

However, the Charity relies upon its regular subscriptions, regular lettings and other funding streams. Core Strategy Policy CSP13 encourages new or improved facilities to meet the needs of all sections of the community and for the dual use of community and sports facilities. Local Plan Policy DP18 acknowledges the importance of maintaining a diverse



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range of community facilities and the contribution that they can have on residents and generally seeks to resist any loss of such facilities.

During the Pre-App consultation process the Charity noted that it was considering all options in terms of the management of the new facility. This included the letting of elements of the new building (and specifically the proposed Tea Room) to externally managed organisations.

Currently the majority of the lettings within the existing pavilion are to hirers who operate on a commercial basis, such as the Pilates class and the trampoline "Bounce" class. The Trustees have in the past allowed a letting to a Montessori Nursery, for which Tandridge District Council approved Planning Permission (2005/1548 – Use of pavilion and garden to Montessori Nursery (Monday-Friday during term time) was approved in 2006).

The Master Park Trustees anticipate that the majority of future lettings within the new building will be hirers who operate on a commercial basis. The hirer will pay the Master Park charity a rent and they most likely receive profit from the hire.

The Tea Room operated within the new pavilion will be operated in exactly the same way as all other lettings. A dedicated servery of some 10sq/m will be provided within the new building adjacent to Lounge 1 and the space will be offered for hire, possibly renewable on an annual basis. When the Tea Room is not operational the Lounge 1 floor space will revert to general use and so can be hired to other groups, therefore maximising flexibly of the building for use by a wider user group, and increased income for Master Park.

The contract conditions between the MP Trustees and the hirer will be detailed and specific around how and when the Tea Room will be operated, and will be closely monitored by the Trustees to ensure compliance with TDC hygiene standards. On that basis the MP Trustees will have complete control over the activities and operation of the commercially managed Tea Room.

The current contract between with all lettings Master Park and all hirers requires Public Liability Insurance documentation and where food is being served hygiene certificates before the hire / letting can take place.

The inclusion of a Tea Room, with associated WC facilities, on the park is not considered to be in conflict with cafes or any other food retail outlets situated on in the town centre. If consumers prefer to purchase food or drinks at a particular outlet they are perfectly able to do so either on their way to the park or leave the park to walk to the town centre.

Character and appearance

Built form

The proposed building will be positioned broadly in the same place as the existing. It will be larger in footprint and height, with accommodation in the roof space, and the single storey rear changing room element has been refined from that which was submitted at



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Pre-application to square off and rationalise the appearance. Significant space will still be available behind the building which will still house the 3 small storage units which are used for grounds equipment. In summation the space would be retained around it and the enlarged building would be positioned relatively comfortably within this part of the site. Additionally, this rear space will be separated by way of a close boarded 6-foot fence to ensure security and a clean uncluttered appearance when viewed from the rest of the park.

The general appearance and style of the new building is of traditional design and incorporates a habitable first floor set within the roof space thereby allowing for the necessary square metres of space to be accommodated without over massing and with substantively a similar roof height to the existing pavilion.

The design and materials are traditional and this would respect the design and style of the existing pavilion and it would be appropriate to the site and its setting in Master Park which is generally surrounded by traditionally designed residential buildings. The proposed crown hipped roof will reduce the height of the roof making the building less prominent within the locality and from neighbouring properties.

A ridged roof may appear more attractive however it would also increase the bulk of the roof formation which would cause it to appear disproportionate to the ground floor element and therefore top heavy. At the time of the Pre-Application a review was suggested as to whether to continue with the crowned roof or to review the adoption of a ridged roof. Visuals were generated that demonstrate the appearance of the crown roof style and these have been circulated widely and available for comment upon during the public consultation process. The appearance of the building in general has been extremely well received with no adverse comment being made regarding the roof design.

The side facing dormer window is required to provide the height for the staircase and lift and whilst it could appear more balanced and less dominant if it were positioned more centrally on the side roof slope but that unfortunately would not suit the internal floor layout to relocate the staircase and lift. We have maintained the glazing and size of this dormer because the entry lobby and staircase are relatively small and ensuring that this area is supported with reasonable natural light it will feel very confined.

Secured by Design

At the point of the Pre-Application the following note was set out:

It is understood that the Police 'Secured by Design' award technically applies to residential development however given that the pavilion could potentially be vulnerable to theft and/or vandalism and it should ideally provide a safe and secure environment for its users and staff it would nonetheless be prudent to have regard to the security of the building in its design and features. This has been discussed with the Police Crime Reduction/Crime Prevention Adviser.

We can confirm that the building, as proposed, has been reviewed by The Police Crime Prevention team and various design alterations have taken place. These include squaring off of the rear elements so that a number of indentations in the building form previously



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incorporated into the design have been removed. These were deemed a risk in terms of hide spaces and areas not viewable from CCTV.

Additionally, the escape ladder steps will be enclosed by a fence with a panic push pad set to the inside to prevent external access onto the roof. Rear windows that have been deemed unnecessary have been removed and the whole of the rear space has been fenced around to prevent casual access.

Renewable energy

The Pre-Application advice indicated that this application would not appear to require renewable energy provision according to Policy CSP14. However, the Charity believe that sustainability should be a core principle impacting every decision taken. This to include not only the choice of the physical construction elements including, the insulation values, selection of windows, heating systems, foundation type, lighting and renewables but also a business development plan for the new building that will ensure the long-term viability of the Master Park Charity.

In terms of renewables there is an increasing concern that PV and Solar systems have been found to deteriorate in terms of their efficiency more quickly that was previously thought so that when the payback on the capital outlay should be kicking in the systems are much less efficient and don't provide the return envisaged. However, a focus on the building envelope as the most important consideration is more certain way to make an impact.

Consequently, the employment of a timber frame construction clad with sustainable Siberian larch and fully insulated provides an outstanding solution. Timber frame also provides options in terms of the foundation construction that would be less invasive. These include mini piles with a floating slab or a screw pile and steel frame solution both of which require the removal of far less soil. This reduced dig approach not only impacts less on the park environment but will require far less spoil removal from site with the resultant vehicle movements.

Water reclamation systems (for which there are available Grants) will be considered so that rain water can be stored and used to water the playing surfaces during long hot summers. The use of sustainable elements including LED lighting controlled via PIR movement detectors, double flush water reducing toilet cisterns, instantaneous water heating that does not store unnecessarily heated water in cylinders, gas driven boilers are all measures that will be incorporated in order to provide a very efficient building model.

Trees and landscaping

The application site/access to the car park is abutted by protected trees along the southern boundary with No. 27A Church Lane and other non-protected trees around the southern and western boundaries. It is not envisaged that they would be directly harmed by the proposed development although they are likely to require tree protection during demolition/construction to ensure that this is the case and this would be managed by planning condition. It is also not envisaged that the proposal would require any specific additional new planting or landscaping.



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Please find attached the Arboracultural Report generated by David Archer Associates. During the consultation between the project team and the arboraculturalist, recommendations were made that the building should move forward some 750mm away from the rear tree line towards the playing area.

Whilst any further movement towards the cricket ground could not be contemplated because of proximity to the boundary this recommendation was accepted and the building footprint duly moved. The project team will ensure that the recommendations in terms of tree protection during the construction (and potentially enforced through condition) will be carefully and fully adhered to.

Amenities

As mentioned above the proposed building will be positioned in a similar location to the existing building which is relatively well separated from residences in Church Lane (approximately 30m away) and is well separated from those in Peter Avenue (approximately 45m away). Any new development should not rely upon existing or proposed planting/landscaping screening as it may not always be retained on site but the new building, whilst larger than the previous building the crowned roof will ensure that the proposed building will be only marginal more prominent than the existing. Therefore, it will not be overly dominant to neighbouring properties such that it would not appear to result in unacceptable overshadowing or visual intrusion through overbearing effect.

External lighting

External lighting will be kept to the minimum required to ensure safe movement and usage around the site rather than for any other additional purpose. This will be carefully designed in order to avoid adverse light spill to neighbouring properties. An example of the type of vertically directed external wall lights is shown below:



Windows

Following careful review, it has been decided to remove all of the proposed windows to the rear of the proposed building with the exception of the high-level Velux roof lights. These will be fitted with opaque glass and will be of the non-opening type. Because of the height of these windows relative to the first-floor level as well as the opaque glass



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installation there will be no opportunity for overlooking to take place towards the residential properties to the rear.

The roof of the rear changing room block requires emergency exit over it in the event of a fire but the exit door to that space will be retained via an emergency exit push bar system with the doors linked to the alarm system. There is no desire to use this roof space for any form of balcony and we are happy for this to be conditioned should it be felt necessary.

The ground floor windows and those to the first-floor dormers all face towards the main body of the park and will be laminated to withstand potential cricket ball impact. Vision over the park and particularly over the sports from inside of the pavilion is not only desirable but a key requirement of the England and Wales Cricket Boards technical standards and the design of the building ensures that this is possible although external viewing into the changing rooms will be restricted by installing one-way glass to ensure modesty and welfare protection for all users.

Noise and facility management

The new building will be incomparably better insulated than the existing which will assist in limiting noise transmission from inside to outside the building. This will include shower rooms and toilets which, without this high level of insulation can cause echo. The project team have also reviewed the door and window arrangement and have removed all of the windows to the rear elevation. This will assist with noise retention within the building because windows are a weak point in comparison with the heavily insulated walls. Changing room access to the rear side wall of the building potentially add some minor time limited noise disturbance as they collect to take off their boots and/or clean them of the excess mud before doing so. This will last for about 10 minutes on match days. However, we have designed lobbies into this changing room area to further deaden the sound of persons in the changing space rather than have them exit directly to the exterior.

The new facilities will be larger, more modern and including separate function rooms. This will increase the attraction for outside organisations to book the space. However, a part of the whole project is that the management of the facility will be even better controlled than it currently is. That is because there will be a formal booking process for every activity that will be housed within the new building. This will ensure that the building's flexible spaces can be utilised appropriately and the activities will be appropriate to the facility and persons booking the activities will, themselves, be responsible for the management and consideration of those attending the activity. Noise, respect for the building and its environment, adherence to activity times and event parameters will all be taken into account and promoted when taking on any such programme or activity. This criterion will also be applied to the regular and formal parts of the activity programme including how the sports clubs use the building and the delivery of catering led elements such as the daily Tea Room and any formally delivered functions.

Catering

In terms of control of cooking smells and the like the intent is that the building will not be delivering full commercial catering. The Tea Room will offer coffee, tea,



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plated sandwiches and cakes typically and is not equipped to generate a full commercial catered option. The main kitchen will be focused on providing after match refreshment. Moving forwards catering for events will be required and should the volume require a more extended catering equipment inclusion then that will only be provided in consultation with Building Control who will specify any additional ventilation and extraction requirement.

Highways and parking

The proposal will use the existing access and parking area accessed via Church Lane and this will not be altered. However, the proposal will quite possibly alter the activity usage for the new building. Fundamentally the highest density usage of the building will focus on the sporting delivery. In essence this activity will remain unchanged, it is just that the building will be better able to manage the current usage. There is no expected increase that needs to be taken into account in terms of that sports usage because there are a set number of pitches which dictates the number of matches and therefore persons engaged. The activities that are likely to increase are most likely to focus on during the day, during the week. This is when the building is currently really unused. These activities will, however, be generally classes and activity programmes, bridge club, local community groups and the like rather than major events. These activities will be controlled and managed. The Tea Room is proposed to support users of the park, be available to those using the programmes and activities.

The site abuts the public footpath No. 98. The proposal will not affect the use of the footpath when built. Some inconvenience for users of this footpath, as well as for other sports and park users during the construction process. But the management of the construction process will be strict and set out in construction tenders. This is not just an aspiration but has to be incorporated into any formal building contract in order to respond to the requirements of CDM and health and safety legislation.

With regards to the car park, the proposed site plan sets out a proposal for formal line marking which will help to control the manner in which people park. Currently there are no such markings which leads to haphazard parking and often reduces the potential car parking capacity. Currently we have the same capacity for parking as the Community Hall but for future requirements, we have an agreement from the British Legion (across the road from the Pavilion) that we may use their parking facilities should extra parking be needed as well as use of our North Car Park. We are in the enviable position that during appropriate seasons/conditions, we are able to open our barrier and have controlled parking on the Park (which we currently do for large events). We will also be in a position of knowing when large volume activities are taking place and can therefore monitor bookings so as to alleviate potential problems.

Ecology and biodiversity

It is understood that the existing buildings/cabins and the site itself such as the areas around the building; log piles, leaf piles beneath the trees etc. may offer suitable habitat for wildlife; important and protected species, particularly given their age, condition and proximity to trees, vegetation, water bodies and general countryside beyond the settlement boundaries. Furthermore, even if the well-manicured playing fields themselves



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are not directly inhabited by wildlife given the open nature the site it likely to offer suitable foraging and commuting space. Consequently, the application includes a full Ecology report. Identified within that attached report is the identification that bats may well be present or could potentially reside within the existing building stock. Consequently, the Charity have commissioned a full bat survey to take place. This has had to wait until the correct time of the year (May-June). This date is set for mid-May. The results of the survey will be known during the Planning evaluation process and will be forwarded to the Council as soon as it is received so that any results or requirements resulting can be incorporated into the conditions if needed.

Community engagement

The Charity has consulted widely with community groups, users of the park and other groups and individuals. The feedback from these meetings has largely been adopted into the final application design. The full documentation for this is available but is not submitted with the application due to Data Protection issues. However, these can be provided if necessary, to authorised bodies, in confidence. They include: -

- Members of the Public
- Local residents
- Tandridge Councillors
- Businesses that currently use the current pavilion
- Businesses that have used the current Pavilion
- Businesses that would be interested in using the proposed new Pavilion

3.0 DESIGN STATEMENT

Layout design and principles

The proposed building is set over two floors. The ground floor main entrance is accessed from the car park by a stepped entrance supported by a disability access ramp. The entrance foyer contains the staircase and disability compliant lift up to the first floor. From the entrance foyer access is afforded to the ground floor social spaces (Lounge 1 and 2) as well as separately via a corridor through to toilets, changing rooms and the service corridor to the kitchen.

The lounge space on the ground floor is sub-divisible to provide two spaces which can be used for different simultaneous programmes. Both will then have access to the toilets to the rear. Lounge 1 will often be used as the Tea Room space and consequently has a separate servery that allows this facility to be provided either independently of the rest of the programme space, or on occasions, when this usage has a high attendance it can serve both lounge 1 and 2.

If the Tea Room is being used for casual park users at the same time as sport is being delivered (where refreshments will be served to the teams independently of spectators and casual park users) then this can be achieved by closing the screen and serving the refreshments via the kitchen servery. The kitchen, kitchen store, bar and bar store then predominantly will generate and serve food for the sports teams on the ground floor and also be capable of independently servicing the first floor lounges. A dumb waiter and



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access to the lift will ensure that food generated on the ground floor can be delivered to the first-floor servery.



To the front pitch facing elevation a veranda will run the full length which will be accessed from the lounges via large sliding folding glazed door sets. These will provide excellent views over the park and the playing areas from all areas of the ground floor interior. Access to the two, front facing changing rooms will be from the terrace and these two changing rooms will have windows fitted with one-way glass to allow persons inside the changing rooms to see out but persons outside will not be able to see in. The terrace is raised 450mm or 3 steps to provide slightly elevated viewing for cricket and also allows people inside the building to be able to see over those spectating in front of the building.

Also, on the ground floor 4 team changing rooms which meet the specific standards of both the ECB (England and Wales Cricket Board) and the FA (Football Association). All 4 changing rooms are self-contained and have their own toilets and showers which allows them to be used independently from the rest of the building if necessary. This also ensures that each changing room is unisex and helps to overcome potential welfare issues. The two main ground facing changing rooms will be used by cricket in the summer and all four changing rooms will be used by football in the winter. An officials' changing room (which similarly needs to meet Governing Body standards) is also located to the rear of the ground floor. The two rear team changing rooms are accessed around the side of the building and can be reached via a small set of steps and a disabled access ramp.

Boot cleaning rails will be located in this area. A lobby has been designed into this changing area so that noise can more easily be contained to the rear as players



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return to the changing rooms post-match. The lobby is also served by a corridor that allows players, once changed, to access the social parts of the club in the dry rather than having to go outside of the building to come back inside to the social spaces. Again, this will de-intensify movement to the rear side of the building along with the associated potential for noise. Storage and plant rooms make up the rest of the ground floor footprint.

The first-floor space has been built into the roof design with a continuous dormer detail to the front which will allow panoramic views over the park in all weathers. Glazed full height doors allow access to the balcony on the park side which again will provide wonderful spectating views over the park in fair weather. Screens have been designed in to the end of the balcony runs to help preserve the visual amenity of residents to the rear and side of the pavilion as well as further contain noise coming from the balcony to the direction of the park.

When arriving at the first-floor, access is available from the lobby to the main social spaces, to a meeting room/office and to the front balcony. Also, in this lobby is a unisex toilet built to accessible WC standards. The social space is then sub-divisible as with the ground floor. The servery has been designed so that it can service both of the two lounges if they are providing different programmes as well as the meeting room.

Both lounges have independent access to the balcony when the divider is in place. Lounge 4 has two means of escape if it is separated by way of the screen being closed. Either via the balcony to the stair lobby and down or out through the rear escape, across the flat roof



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and down the escape ladder. Both the rear fire escape door and the fencing door to the rear of the ground floor external fire lobby are accessed via fire push pads. No other access, other than in the case of emergency will be allowed to the rear roof of the changing rooms. Lounge 4 is also served by two toilets, one disabled WC and one unisex WC. This allows all social spaces to be self-contained when in operation with access to open air, exits, servery and toilet accommodation.

Accessibility is maintained throughout the site. Two accessible car parking positions are shown on the proposed site plan nearest to the new pavilion. From there access is afforded via the ramp which is fitted with suitable handrails to both sides. This allows access to the building as well as on to (and off) the front balcony. To the rear changing rooms access is afforded via an accessible ramp so that disability sport can be delivered with all 4 changing rooms being available for this purpose. Throughout each floor all spaces are set on the level. This ensures that any space can be accessed without encountering steps. Those wishing to change can do so via the entrances which are designed to be wheelchair accessible with one floor running right through into the showers (a disabled chair will be hung from the wall of the showers for potential use). The toilets in these rooms will be ambulant rather than fully accessible. No specifically designated and purpose designed accessible shower rooms have been provided as recommended by the Governing Bodies but the approach adopted of making the changing rooms accessible satisfies both the Governing Bodies and Building Control. Accessible access to the first floor is provided via the lift and as with the ground floor all spaces within the first floor and to the balcony is on one level and is wheelchair compliant including through the main doors to the balcony.

The external design is of a traditional style incorporating a mix of timber cladding (Siberian Larch) and red brickwork forming the lower plinth all round. External doors and windows will be in white UPVC with white aluminium to the sliding folding doors. The roof tiles will be red clay with all rainwater goods in black plastic (See visuals which are attached).

Drainage and services

Foul drainage and all utilities will pick up on the most localised existing points and those serving the existing building adjacent to the site with the most efficient and optimum route designed to minimise impact to tree roots and to ensure the best falls and services capacity accordingly.

Rainwater drainage will consist of evacuation to soakaways with overflow to a rainwater harvesting tank. As noted previously the Charity have been keen to explore renewable energy methods to help reduce running costs and to make the building more environmentally friendly. Consequently, they are looking to install a rainwater harvesting system that can store some of the rainwater and storm overflow from the building and re-use the water to water the square and outfield. Maintenance costs to maintain the ground at the grassed pitches are considerable and a rainwater harvesting system would save costs throughout the year.



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The project team have recently installed rainwater harvesting systems at (as illustrated below) Chipstead CC and for Dartford CC and grants from the ECB are available to support this type of initiative. .



Water reclamation tank being installed at Dartford CC

Landscaping

Please see plan 2438-4 for the detailed landscaping plan. This provides full details for the hard land soft landscaping layouts, pathways, steps down to the all-weather pitch, signage, external lighting positions, planting beds, hedges and all ancillary elements such as the cycle storage areas.

Construction Method Statement

All site deliveries will arrive via the main entrance off Church Lane through the car park and into a contractor's storage area. The storage area, position of the site amenity facilities and the whole of the building site will be protected by secured Heras Fencing with appropriate signage and localised security lighting as required. It may well be that temporary changing facilities may need to be provided during the construction programme for which the Charity will make representation to the Local Authority should this be required for temporary approval. Deliveries will be managed with the Charity to be at non-peak times to avoid unnecessary congestion and therefore reduce the impact on the local neighbourhood. All site vehicles will be wheel washed prior to returning to the local roads following delivery should that be required.

All site materials will be safely stored within the build compound area and further fencing and protection around all remaining trees will be installed as detailed in the arboricultural method statement.



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4.0 SUMMARY

The project team decided to appoint a specialist sports building architectural and fabrication company to review the brief and design a building that not only meets the requirements of the brief but could bring the most current thinking to the table whilst fully understanding the detailed specifications set out by each of the Governing Bodies of sport. Sports Clubhouses Ltd have therefore been appointed.

The number of changing rooms as well as their size and flexibility have been set out to meet the criteria established by the very concise and specific usage schedules generated by the project team and also to meet the requirements of both Sport England as well as the ECB and the FA.

The building has been designed to support the sports delivery whilst supporting the diverse range of organised and casual recreational activities that have been a feature of this space since its creation. The traditional design style has been welcomed by all those who have viewed the proposals during the extensive consultation process.

The Charity believe that this proposal will provide Oxted and the surrounding area with a wonderful community facility and that the enjoyment of Master Park will be significantly enhanced by its provision and on that basis, they commend this application for approval.

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