

10. ACCESSIBILITY STRATEGY

10.1 Overview

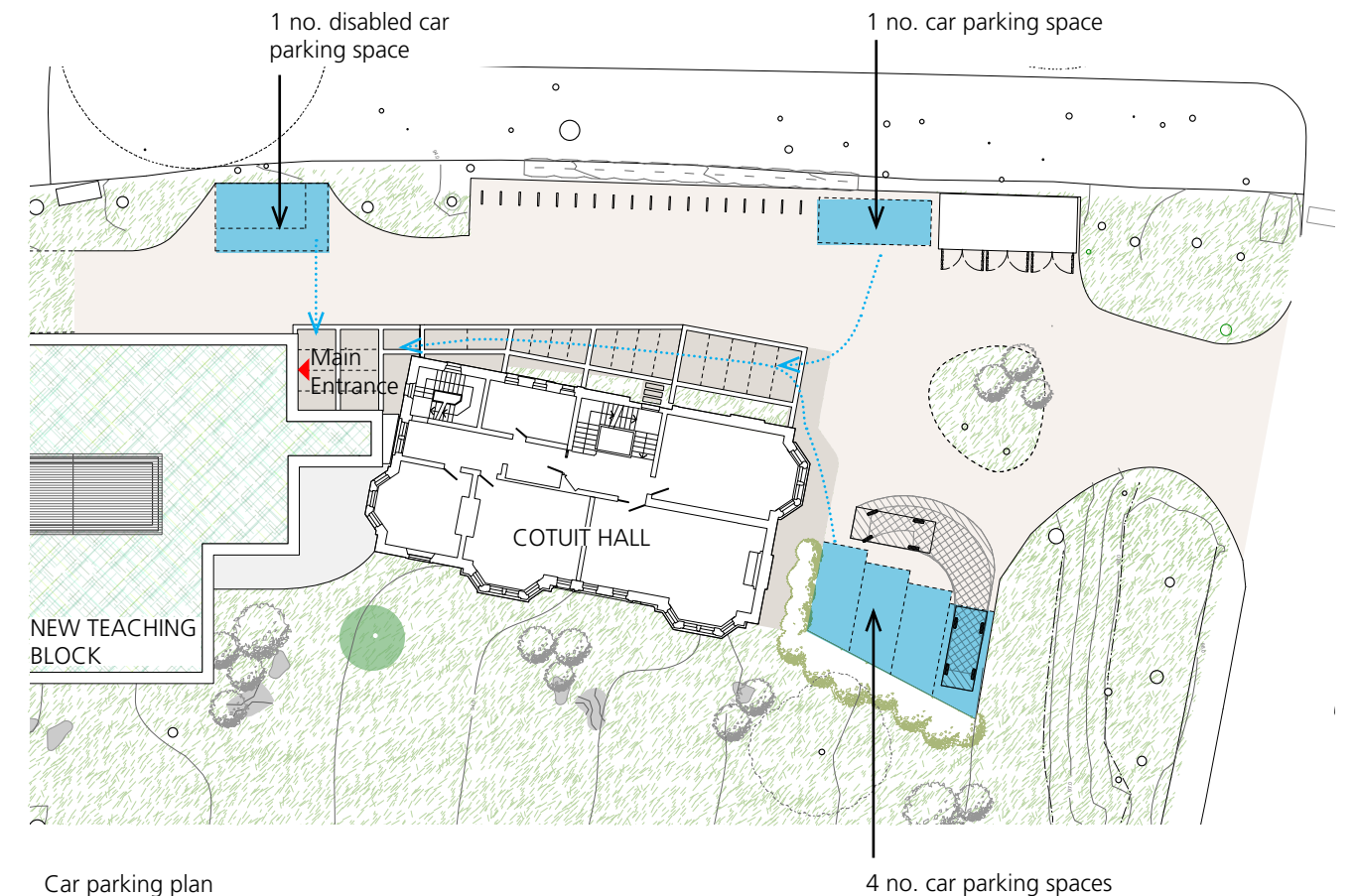
This section of the Design and Access Statement provides a detailed description of the accessibility strategy for scheme, including;

- Public Transport Access
- Car Parking
- Bicycle Parking
- Points of Access to Site and Building
- Vertical and Horizontal Circulation
- Sanitary Facilities
- Concierge
- Plant Spaces

The design philosophy adopted for this project aims to create an inclusive and accessible environment for all, including those who have impaired mobility, sight, comprehension or hearing. This philosophy aims to satisfy the intentions of the Equality Act and other relevant statutory and regulatory requirements.

The Act does not make specific prescriptions in relation to the design of accessible spaces, but includes an intent that disabled people be offered an environment which does not discriminate against them on the basis of their disability.

Although the accessible design of buildings is regulated by the Building Regulations Part M: Access to and use of buildings, the Equality Act does require “reasonable adjustments” to be made when providing access to goods, facilities, services and premises. Compliance with the requirements of Part M does not therefore signify compliance with the much broader obligations and duties set out in the Equality Act.



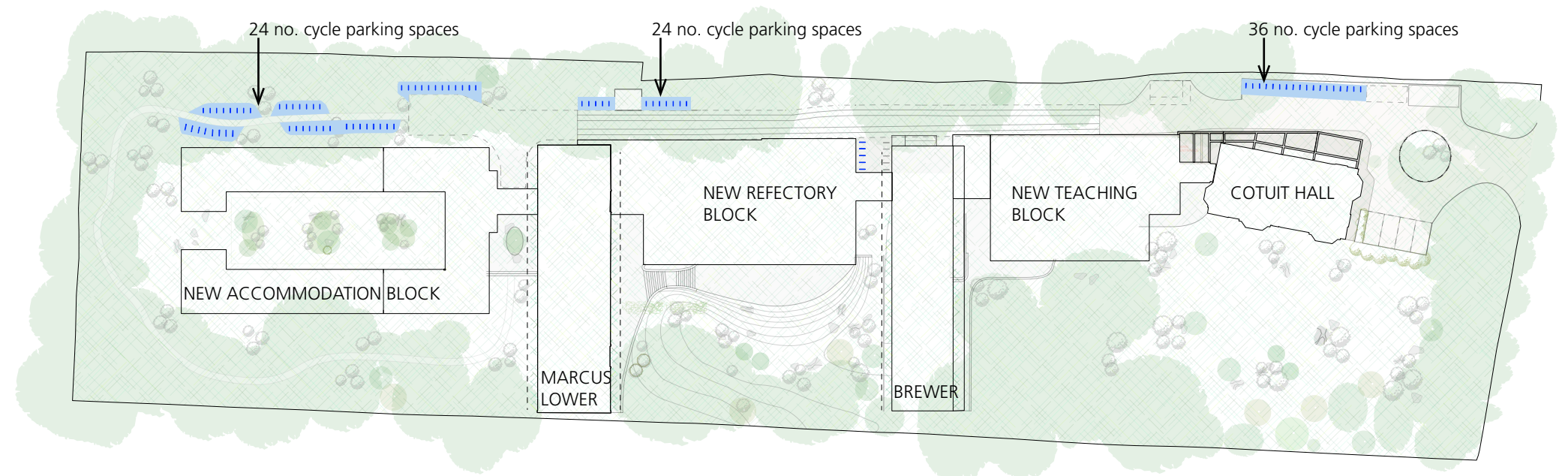
Car parking plan

10.2 Statutory & Regulatory Background

The accessibility strategy outlined here has been developed to comply with The Building Regulations 2010 Approved Document M: Access to and Use of Buildings, 2015 Edition. It also takes account Oxford Guidance Supplementary Planning Document, particularly The Parking Standards, Transport Assessment and Travel Plans SPD (2007).

The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society. It replaced previous anti-discrimination laws with a single Act. The Equality Act 2010 prohibits discrimination against people with the protected characteristics that are specified in section 4 of the Act. Disability is one of the specified protected characteristics. The Act protects the rights of disabled people in the following situations:

- at work
- in education
- as a consumer
- when using public services
- when buying or renting property
- as a member or guest of a private club or association



Cycle parking plan

10. ACCESSIBILITY STRATEGY

10.3 Car & Bicycle Parking

Dedicated car parking for the site will be located near the entrance by Pullens Lane. There is limited parking on site at Cotuit Hall. Students are not permitted to drive to/from school. Priority is given to key staff who require transport as part of their role, e.g. the Facilities Manager and the Accommodation Staff, and staff who have a physical need. There will be provision for:

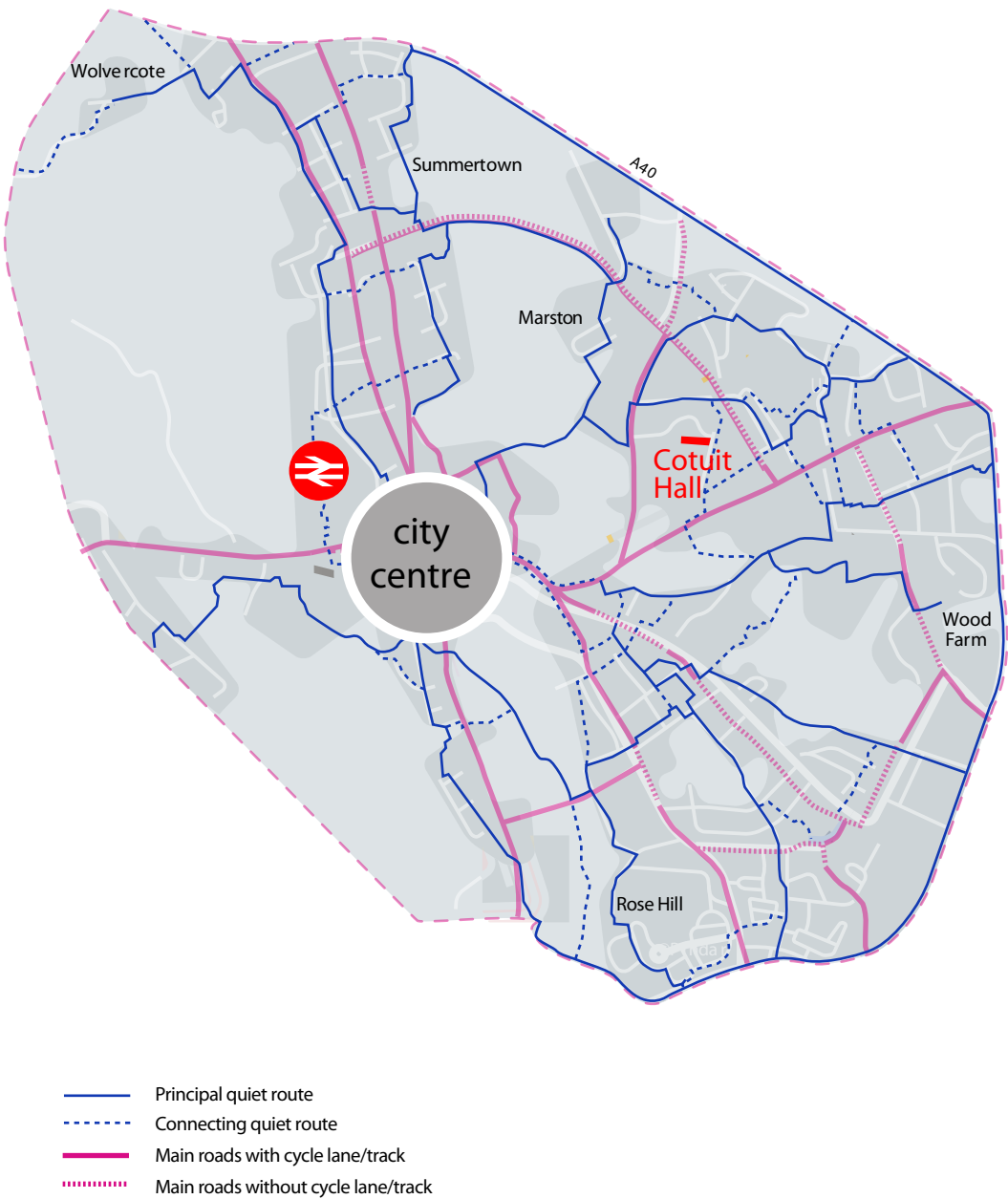
- 5 No. parking spaces
- 1 No. parking spaces designed for disabled people near the building entrance, which will be allocated for staff and visitors to the building.

10.4 Cycling in Oxford

Oxford has a dual cycle network, as illustrated in the adjacent diagram. Main cycle routes (red) are usable by adults, teenagers and accompanied older children and quiet cycle routes (blue) that are suitable for 'older children and accompanied younger children.'

For safety reasons, EF Academy Students will be encouraged to use Public Transport or use quiet cycle routes. Pullens Lane is a connecting quiet route that directly joins a principal route which connects with the city centre.

Students, staff and visitors will be provided with information on cycle routes and safety etiquette. New cycle stands of the 'Sheffield' type will be provided along the northern edge of the site, providing a total number of 160 parking spaces. An area for staff cycle parking has been proposed near Cotuit Hall.



Oxford Cycle Map – based on information from Cyclox

10. ACCESSIBILITY STRATEGY

10.5 Public Transport

Students living with host families will not be allowed taxi drop offs at Pullens Lane. All students and staff will be provided with public transport information and subsidised bus passes to encourage bus use. Visitors to the Academy will be also be given public transport information and asked to use public transport whenever possible.

Bus stops are located on Headington Road near the junction with Pullens Lane, 580 metres south of the site. These bus stops include real time information. The bus stops on Headley Way are located slightly closer, 450 metres north east of the site. These stops also include a number of high frequency services to Abingdon, Redbridge P & R, Water Eaton P & R, Summertown and the City Centre. A summary of the bus services in the vicinity of the site is shown in table 3.2 below.



Stop B2



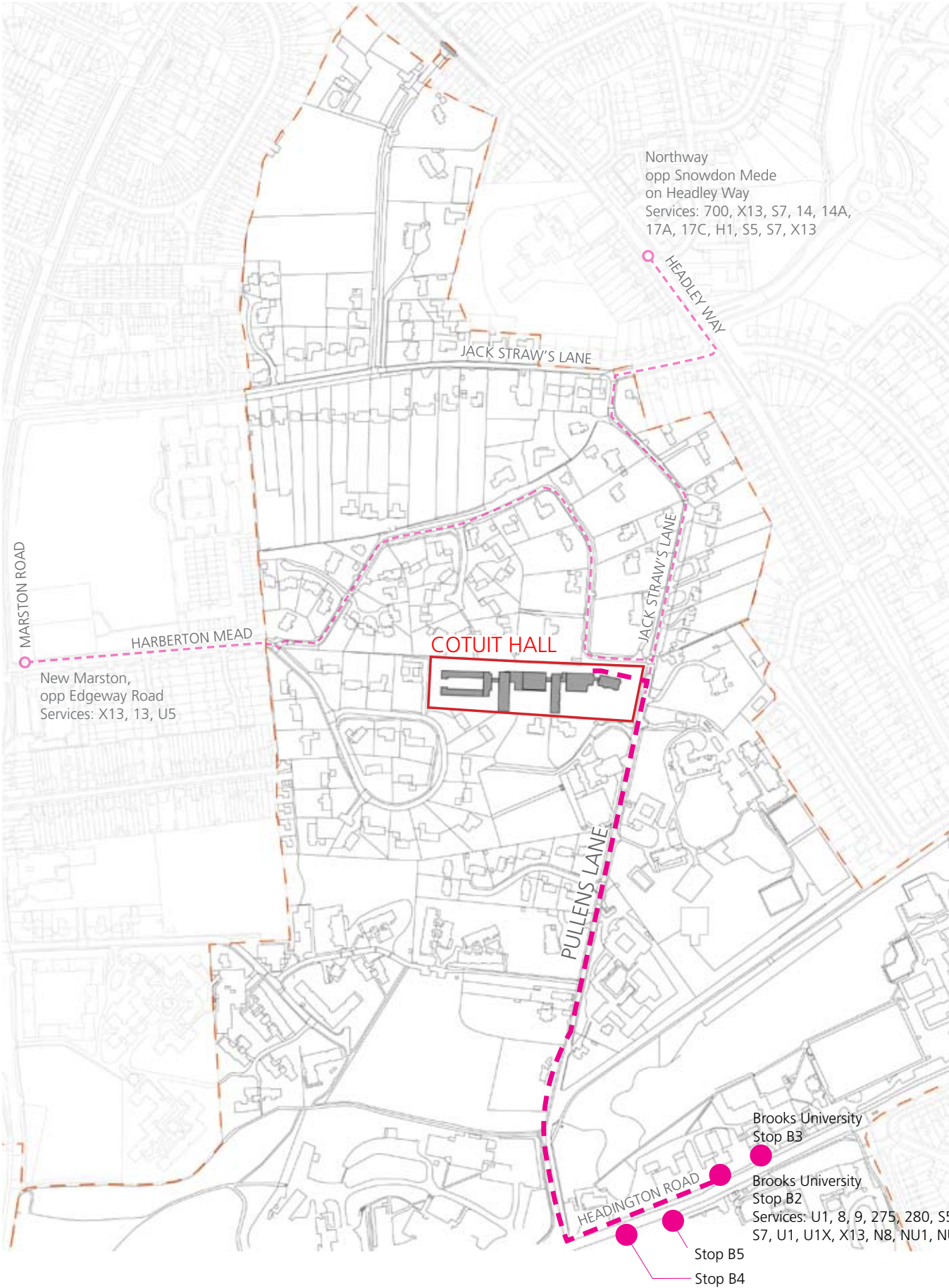
Stop B3



Stop B4



Stop B5



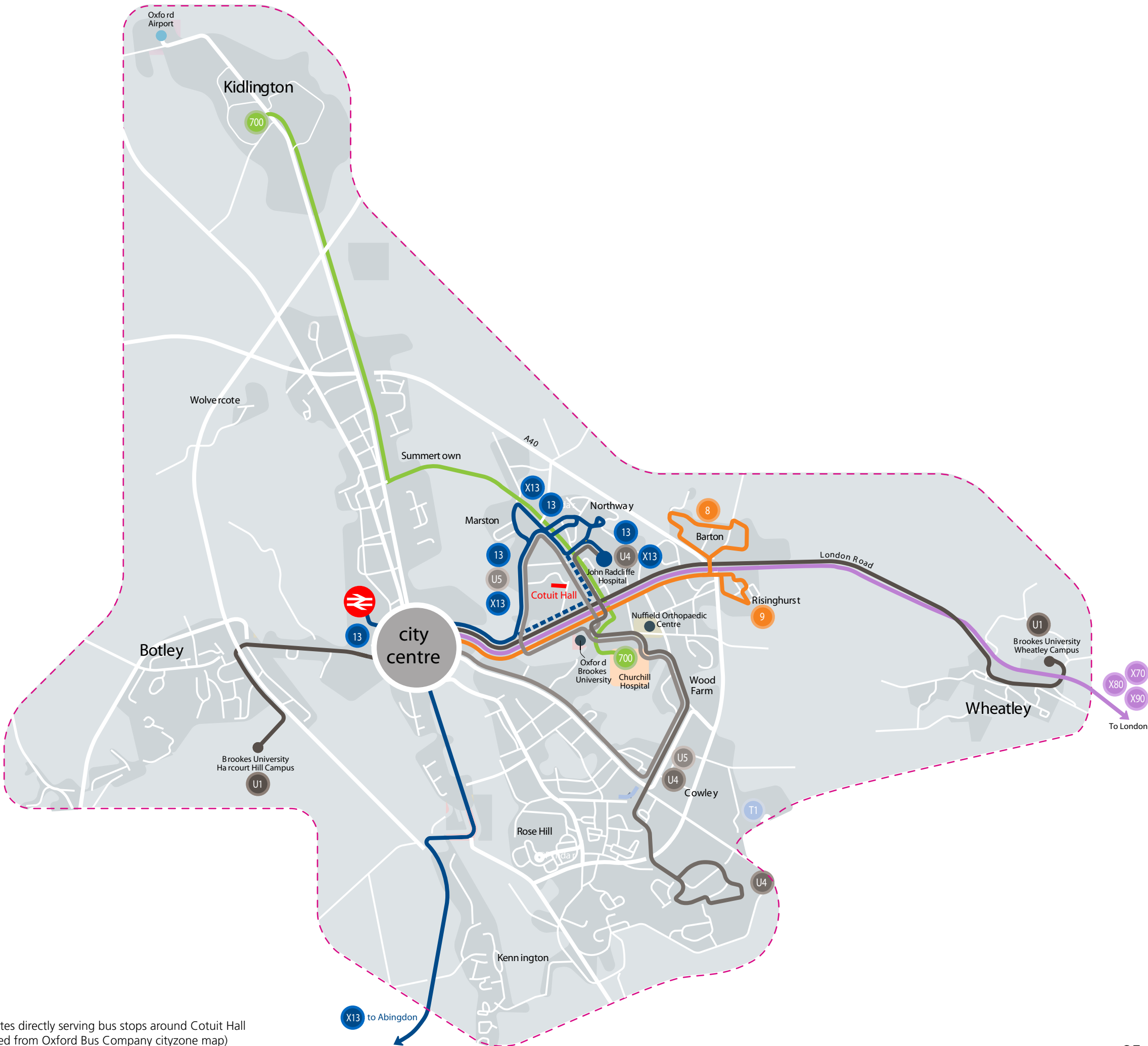
Bus stops around Cotuit Hall

10. ACCESSIBILITY STRATEGY

10.6 Bus Routes

Cotuit Hall is located between 2 major bus corridors with links to a wide number of places in Oxford as well as London and its airports. Frequencies are extremely high for most services, usually between 5 and 10 minutes.

Please refer to the Transport assement and Travel Plan prepared for this application by Peter Brett Associates for further details.



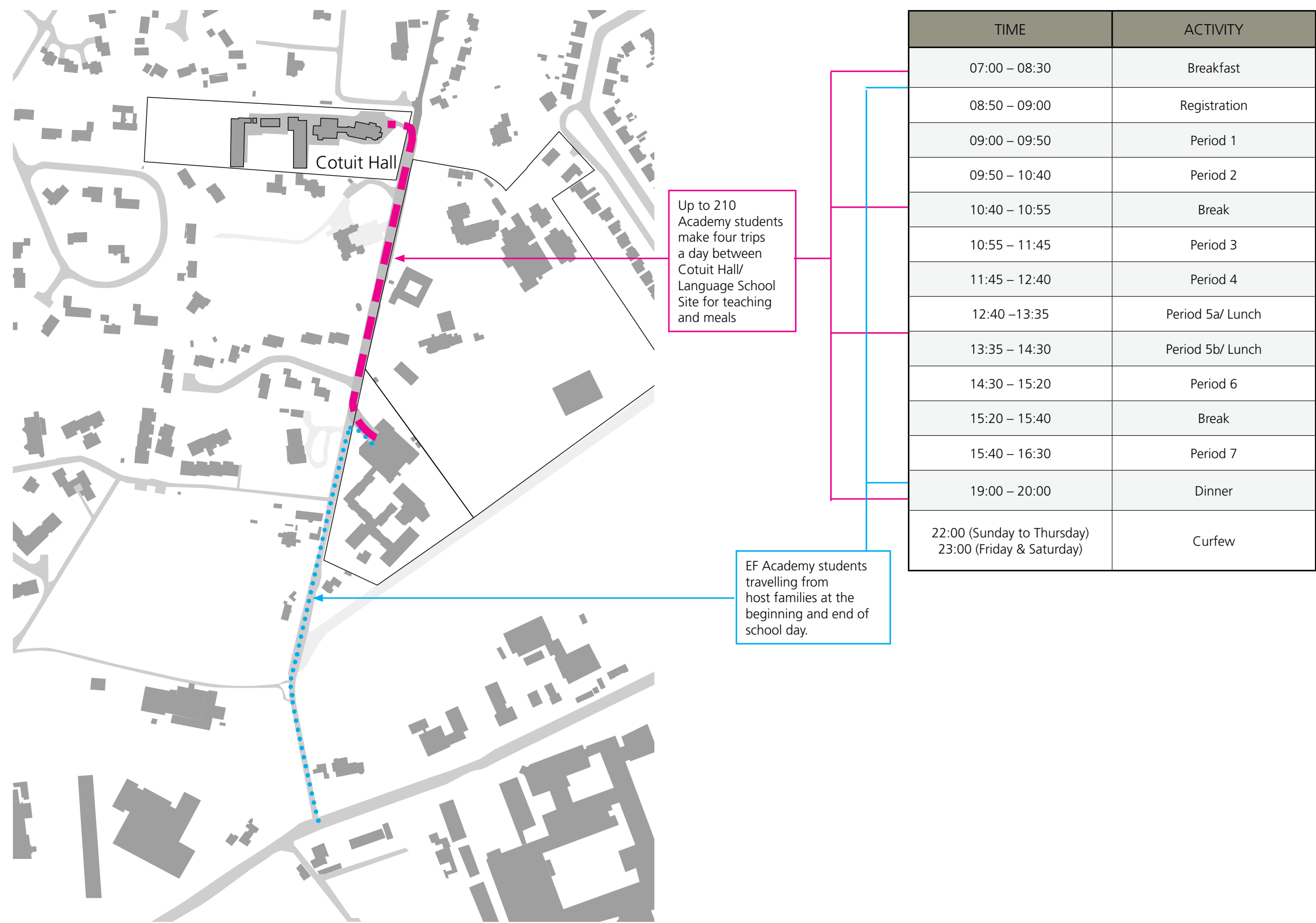
Bus routes directly serving bus stops around Cotuit Hall (modified from Oxford Bus Company cityzone map)

10. ACCESSIBILITY STRATEGY

10.7 Pedestrian Traffic on Pullens Lane

Existing Situation

Currently, the majority of EF Academy students reside at Cotuit Hall and travel to the Language School site for lessons and meals. This results in foottraffic of up to 210 students on Pullens Lane throughout the day.



10. ACCESSIBILITY STRATEGY

10.7 Pedestrian Traffic on Pullens Lane

Proposed Arrangement

In the new arrangement, Cotuit Hall will be a more self-contained site, with the vast majority of students residing, taking lessons and receiving meals on site. This would sever the connection between the two sites on Pullens Lane.

Up to 56 students may reside off site with host parents and will travel to and from site at the beginning and end of the teaching day in a controlled manner.



Cotuit Hall becomes self contained during school day, reducing traffic on Pullens Lane

Up to 56 no. EF Academy students travelling from host families at the beginning and end of school day only.

TIME	ACTIVITY
07:00 – 08:30	Breakfast
08:50 – 09:00	Registration
09:00 – 09:50	Period 1
09:50 – 10:40	Period 2
10:40 – 10:55	Break
10:55 – 11:45	Period 3
11:45 – 12:40	Period 4
12:40 –13:35	Period 5a/ Lunch
13:35 – 14:30	Period 5b/ Lunch
14:30 – 15:20	Period 6
15:20 – 15:40	Break
15:40 – 16:30	Period 7
19:00 – 20:00	Dinner
22:00 (Sunday to Thursday) 23:00 (Friday & Saturday)	Curfew

10. ACCESSIBILITY STRATEGY

10.8 Building Access & Security

The following diagrams show a potential school security and site access scheme for students during the school day and out of hours.

Daytime Access

All the buildings on site are accessed by a centrally located internal circulation route. Student and visitor access during the school day can be controlled at a single point with turnstiles near the reception.

The new buildings provide teaching and social spaces that are accessible through the central circulation route. Vertical circulation facilities such as lifts, ramps and stairs are described in section 10.9. Wheelchair accessible dormitory rooms and associated shower rooms/ WC will be provided for students and distributed throughout the site. This includes existing ground level accommodation as well as the New Accommodation Block.

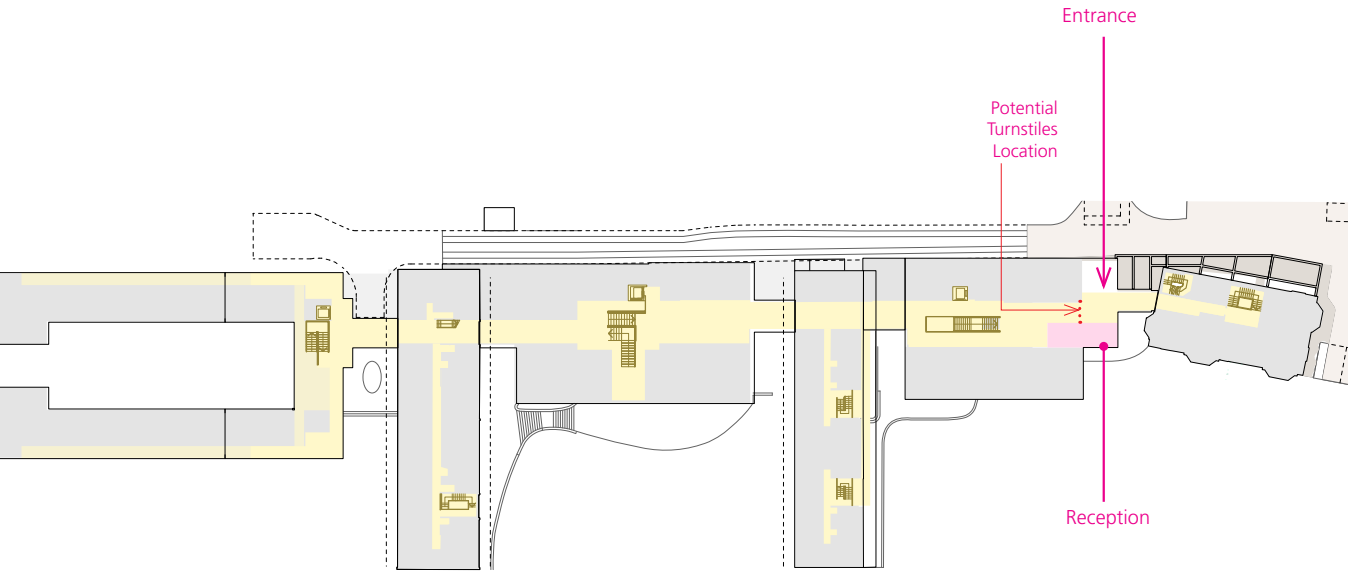
Nighttime Access

Curfew for all students is 22:00 from Sunday to Thursday; and 23:00 Friday & Saturday. Curfew is monitored daily on site by Security and House Parents. After curfew access to parts of the school outside of the accommodation buildings become out of bounds to pupils over night. The movement of the students at night between the accommodation blocks will also be monitored. There will be emergency exits from the accommodation buildings to the access road.

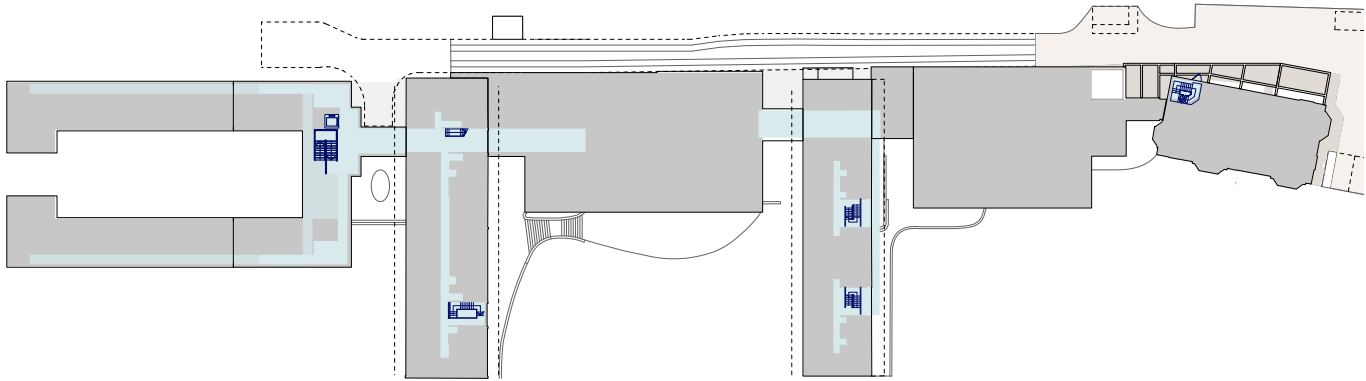
Security staff are on duty from Monday to Friday, 17:30 to 08:30, and all hours Saturday and Sunday. The school operates an Emergency Phone system outside the school day, to include overnight, weekends and school holidays. House Parents live on site full-time in the residential blocks and are responsible for the welfare of students living in residence at Cotuit Hall. They will monitor compliance with this management plan and discipline students as appropriate to ensure its adherence.



Potential access control gates at reception (New Teaching Block LG-1)



Day time access diagram



Night time access diagram

10. ACCESSIBILITY STRATEGY

10.9 Vertical Circulation

Stairs

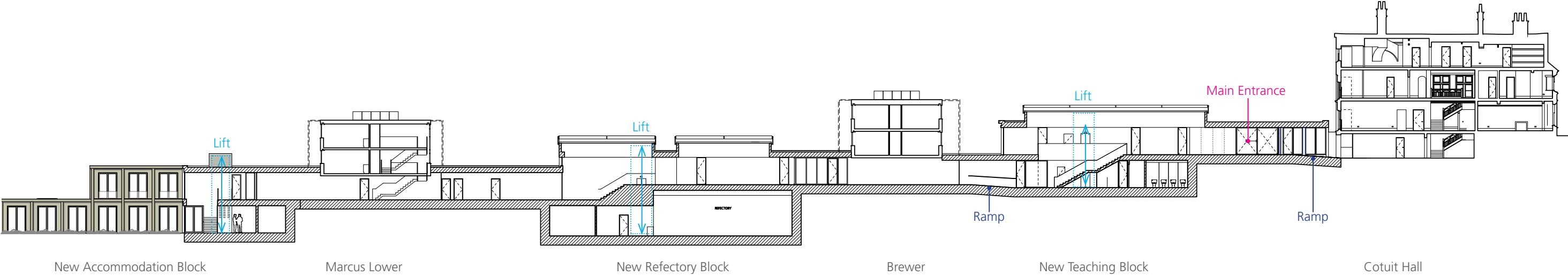
1800mm wide stairs along the main circulation route provide a clearly legible progression through the different levels of the school. They connect new and existing buildings while retaining level access. Escape stairs are located on the north side of the buildings, providing a quick route outside on every level.

Ramps

New ramps are required to resolve changes in levels across the site. The ramps will be designed in accordance with the recommendations of Building Regulations Approved Documents M and K.

Lifts

Each of the communal area lift installations will have a minimum car size of 1100x1400mm, minimum clear opening of 800mm and a manoeuvring space of at least 1500mm square outside the door. Internally each lift car will be laid out in accordance with the recommendations of approved Document M and BS EN 81-70 and BS EN 81-1. There will be a unisex wheelchair-accessible toilet on each level (see diagram, right). These will be laid out in accordance with the guidance in Approved Document M.



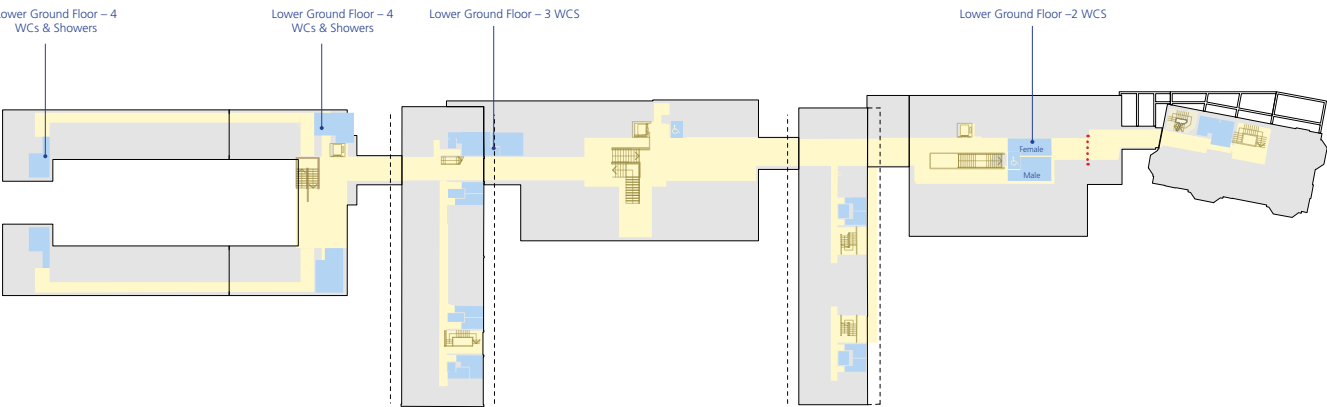
Vertical Circulation section diagram

11. SERVICING STRATEGY

11.1 Sanitary Facilities

As well as existing toilet facilities in the accommodation blocks, there will be a unisex wheelchair-accessible toilet on each level (see diagram below). These will be laid out in accordance with the guidance in Approved Document M and will be located within a minimum 40m unobstructed travel distance from anywhere within the area they serve.

Male and female WCs at Lower Ground Floor-3 level will reflect the recommendations set out in Approved Document M and BS 8300; they will include a cubicle for ambulant disabled people.

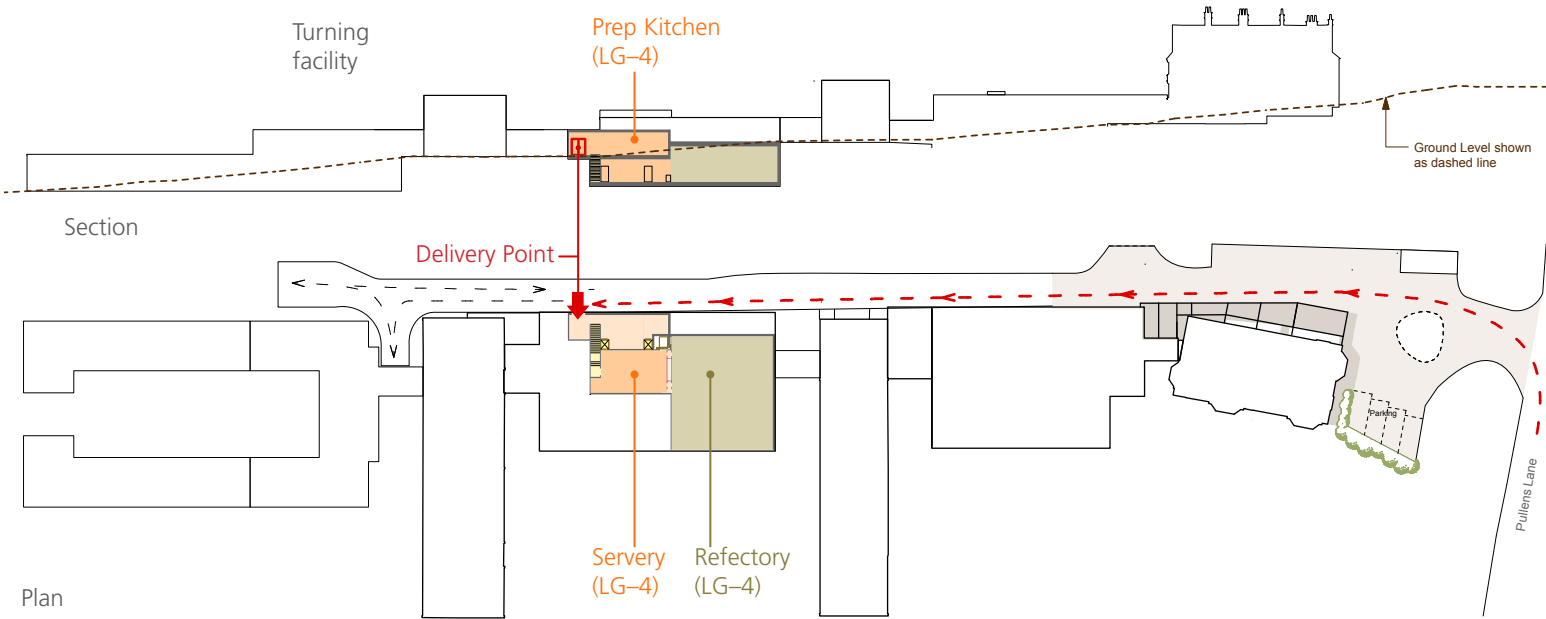


Sanitary Facilities diagram

11.2 Deliveries

It is proposed that deliveries would generally be via the northern service road. The existing service road will be improved with turning facilities located near the Marcus Lower Building. All contracted supplier deliveries to/from Cotuit Hall will be managed by the Facilities Manager. All vehicles are instructed to pull into the drive to collect/drop off deliveries. At point of contract, all suppliers are to be advised of the 10mph speed limit on Pullens Lane, as well as the restrictions on large vehicles entering Pullens Lane.

The main kitchen is on Lower Ground Floor -3 and is on the same level as the access route where it can receive supplies and take out refuse. The kitchen is connected to the servery on Lower Ground Floor-4 by service lift and stairs.



Deliveries diagram

11. SERVICING STRATEGY

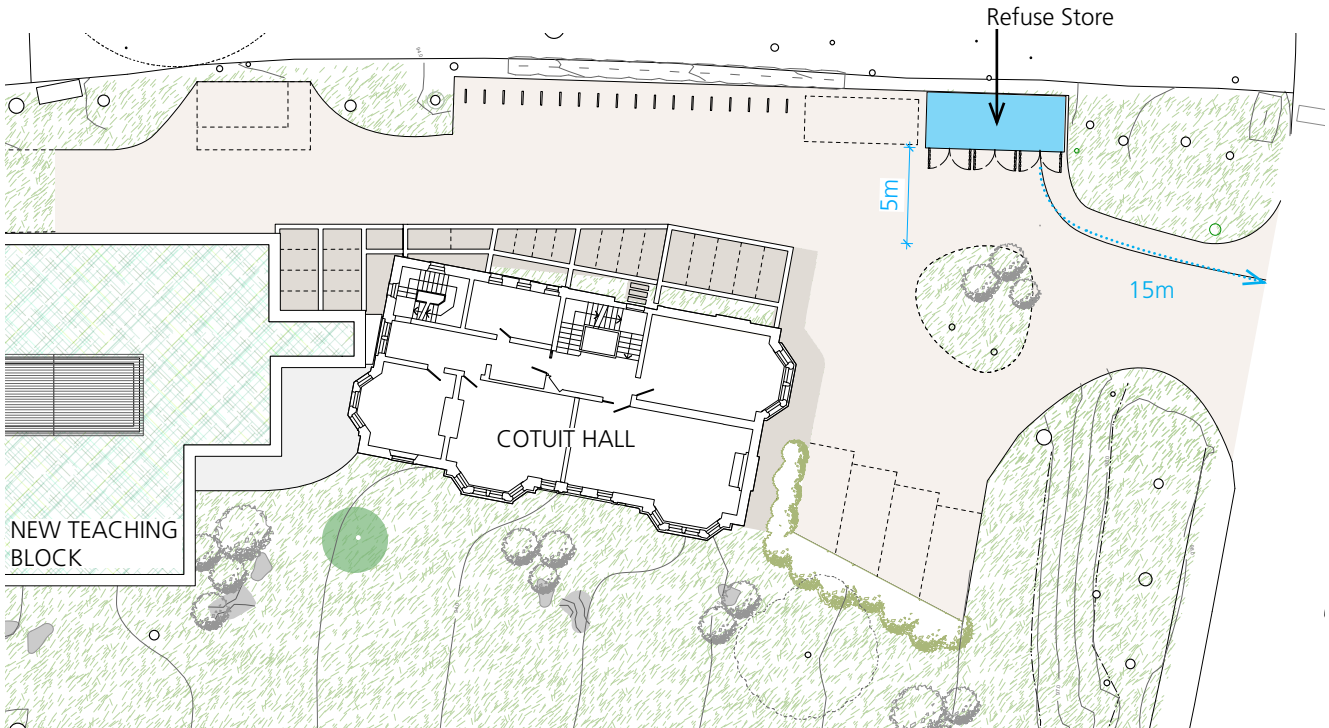
11.3 Refuse storage & collection

Refuse from the Cotuit Hall building is stored in a dedicated refuse store near the Pullens Lane entrance where it can be collected. Following advice from Oxford Direct Services and *Planning Technical Advice Note: Waste bin storage and access requirements for new and change of use developments (November 2014)*

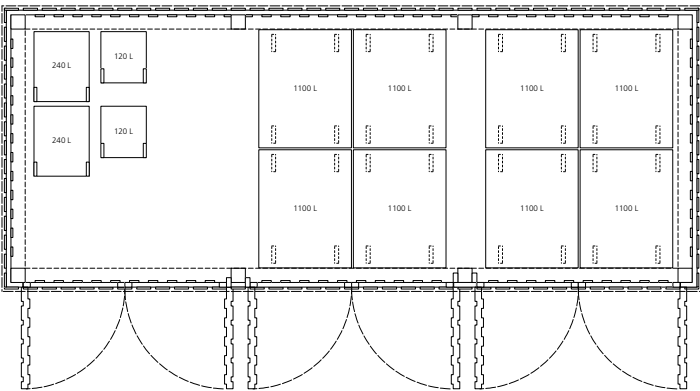
The storage area located at street level, within 15m to the entrance to the site and houses 8 no. 1100 litre bins, including capacity for recycleables storage; with 2no. segregated food 120 bins and 2no. glass 240 bins. Refuse is to be collected twice weekly.

The exterior of the store is clad in slatted timber and integrated into the landscape scheme, relating to the appearance of the boundary fencing. The design takes into consideration ventilation to prevent build-up of odour within the bin store. There will be a strict operational and maintenance regime for the bins and bin store to ensure it is kept clean. It will be located in a shaded area, with a clear area of 5m in front for access.

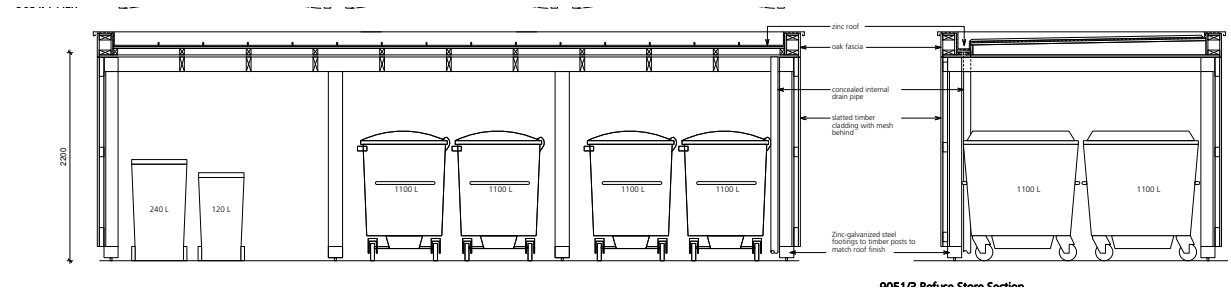
Please refer to the Transport Statement for further information.



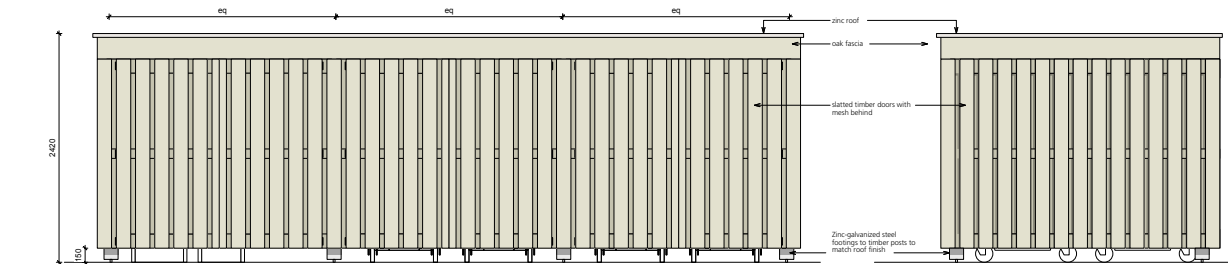
Refuse Store Location Diagram



Refuse Store layout



Refuse Store Section



Refuse Store Elevation

EF Academy
INTERNATIONAL
BOARDING
SCHOOLS

COTUIT HALL : NEW THINKING / 3

COTUIT HALL : A HISTORY

1890

Cotuit Hall was designed by H. W. Moore and built by Parnell & Sons of Rugby. The building was formerly known as Regent House, and it took its name from Regent (1833-1901), Prince of Wales, who had it built and lived here with his large family from 1892, until his death 26 years later.

1916-1930

Cotuit Hall in Pullens Lane was the former location of the Headington School.

1930s

Cotuit Hall was occupied by Henry Cole, Prince and Tutor in Exeter and Magdalen College.

1940-1955

Cotuit Hall was the City of Oxford Children's Home.

1950s

Cotuit Hall used as a private house again, occupied by the Fleet D. B. Jones.

1962

Cotuit Hall was a hotel, which later became the Polytechnic and then Oxford Brookes University.

1966

Extension of a three-storey building to provide residential accommodation for students and single-story building for administrative room and ancillary accommodation.

2011

The entire Cotuit Hall site sold by Oxford Brookes University to EF Academy.

Cotuit Hall (Regent House) on an OS map of 1920

Aerial view of Cotuit Hall in 1949

COTUIT HALL TODAY

- Cotuit Hall is a boarding school for international students who are studying A-levels or equivalent IB Diploma curriculums
- There are currently five buildings on site which function predominantly as accommodation for between 200 and 300 students
- The school is currently having to use teaching and kitchen facilities at the nearby International Language School
- Previous proposals to improve the existing site and bring the school under one roof was submitted in 2012
- The plans were later withdrawn in 2013 following feedback from stakeholders on the design and landscaping, all of which have been addressed in the current proposals which are significantly different

EF Academy
INTERNATIONAL
BOARDING
SCHOOLS

COTUIT HALL : NEW THINKING / 4

THE NEED FOR CHANGE

We would like to significantly improve the facilities available to students at Cotuit Hall with an overall objective of consolidating all of the Academy operations to the site, including teaching, living, and learning, which are currently split between the Cotuit Hall site and the International Language School further down Pullens Lane.

THE CURRENT ARRANGEMENT IS UNSATISFACTORY FOR A NUMBER OF REASONS:

- The Academy operation is currently run between two sites which generates traffic and results in high levels of pedestrian movements which cause inconvenience for neighbouring residents and students.
- The existing site is unable to accommodate the teaching element of EF Academy's operation, which is an integral element to the successful functioning of the school, and would benefit the local residents by reducing the foot traffic along Pullens Lane.
- The existing buildings need upgrading to provide better facilities for students, including improved dining, gym and library and study spaces.

Existing Middle Garden

Existing Refectory Building

Cotuit Hall as existing

COTUIT HALL AS EXISTING

EF Academy
INTERNATIONAL
BOARDING
SCHOOLS

COTUIT HALL : NEW THINKING / 5

PREVIOUS WITHDRAWN SCHEME

A previous application was submitted in 2012 for comprehensive redevelopment of the site and was withdrawn in 2013 following feedback. The feedback was obtained during a consultation process with local residents and officers at Oxford City Council. This now forms the basis of our current approach to the site. The withdrawn scheme is shown here for comparison.

The previous proposals sought sleeping accommodation for 300 students and teaching accommodation for 400 students. The principal entrance was placed on the south side of Cotuit Hall, connecting to an external street through the building. A common room was to be attached to the lawn on the east of the site adjacent to Pullens Lane. New 3-storey accommodation, with basements, were ranged along the north side of the site between Cotuit Hall and the retained dormitory blocks and in the open land to the west.

The principal feedback to the scheme in that public consultation process were:

- the intensity of occupation
- potential noise nuisance from the entrance and 'external street'
- overlooking of neighbouring properties and loss of open views across the site

SOUTH ELEVATION OF PREVIOUS WITHDRAWN SCHEME

PREVIOUS WITHDRAWN SCHEME

EF Academy
INTERNATIONAL
BOARDING
SCHOOLS

COTUIT HALL : NEW THINKING / 6

NEW APPROACH

Our new design team is led by Tony Fretton Architects, who specialise in the adaptive reuse of historically significant buildings and the design of contemporary architecture in historically sensitive locations. The practice's projects include: Tower Wharf Café in the curtilage of the Tower of London; the Red House, Chelsea, adjacent to Wren's Royal Hospital; and the Sterling Prize shortlisted Fugbang Kunstmuseum, Denmark.

The new proposal acknowledges the proximity of the neighbours and the needs of the conservation area. Feedback from previous proposals have been carefully considered.

KEY PRIORITIES TO THE NEW APPROACH INCLUDE:

- reduced intensity of occupation from previous proposals
- provide adequate accommodation that is suitable for the site and can consolidate operations to form a more contained school
- reduce noise nuisance to neighbours and provide more control over access with new circulation route
- minimise the height of proposed buildings to:
 - prevent overlooking of neighbouring properties
 - protect lateral views across the site

Tower Wharf Café in the Tower of London

Existing Marcus Lower Building

Existing Refectory Building

Existing Cotuit Hall

New Accommodation Block

New Refectory Block

New Teaching Block

NEW PROPOSED SCHEME

EF Academy
INTERNATIONAL
BOARDING
SCHOOLS

COTUIT HALL : NEW THINKING / 7

OUR PLANS

OUR REVISED PLANS FOR COTUIT HALL WILL ENABLE THE SITE TO BECOME A FULLY FUNCTIONING INTEGRATED SCHOOL.

- Reduced building heights in comparison to the previous proposals. The new buildings will be of similar heights to the existing blocks they replace
- Reduction in the number of proposed students attending the school. We are now proposing sleeping accommodation for 264 students and teaching accommodation for 300 students. The previous proposals sought sleeping accommodation for 300 students and teaching accommodation for 400 students
- Reconfiguration of the main circulation routes through the site to bring the majority of movement into internal spaces to mitigate noise impact on neighbours

- The new entrance to the school is placed on the north of Cotuit Hall and movement through the interior of the new buildings
- The new building proposed in the land to the west is excavated and would present only a single storey above ground, and its rooms look towards to a central court with no windows towards neighbouring properties
- The introduction of planted screening on the facades of the two existing dormitory blocks to reduce angular views across neighbouring properties

SOUTH ELEVATION

SECTION SHOWING NEW CIRCULATION ROUTE IN THE INTERIOR OF THE BUILDINGS

PLAN OF THE NEW CIRCULATION ROUTE CONNECTING THROUGH THE INSIDE OF THE BUILDINGS

EF Academy
INTERNATIONAL
BOARDING
SCHOOLS

COTUIT HALL : NEW THINKING / 9

LANDSCAPE AND ECOLOGY

Landscape architects Todd Longstaffe-Green have prepared detailed landscape designs for Cotuit Hall gardens and grounds.

The task has been to enhance the sense of enclosure to the school grounds currently provided by mature trees and to remediate three distinct landscape characters:

- A formal south-facing lawn on the east-facing Pullens Lane
- A tranquil enclosed garden between the two existing dormitories
- A woodland at the western end

Landscape design for Cotuit Hall

Tranquil enclosed garden

Woodland at the western end

Formal south-facing lawn on the east-facing Pullens Lane

Remediated woodland path

Quercus Hill

Remediated south lawn

EF Academy
INTERNATIONAL
BOARDING
SCHOOLS

COTUIT HALL : NEW THINKING / 10

TRANSPORT AND ACCESS

- The scheme provides a single point of entry with accessible parking adjacent to the new entrance
- Circulation will be through the interior of the buildings so that there will be no noise nuisance to the neighbours
- Existing service access is improved in the northern edge of the site with turning facilities to prevent delivery vehicles having to reverse out of the site
- The new buildings provide teaching and social spaces that are accessible throughout, whenever

accessible dormitory rooms will be provided for students at ground level of the existing Marcus Lower and Brower buildings.

- The single site school will significantly reduce pedestrian traffic on Pullens Lane, reducing movements by 780 trips a day
- On site car parking and delivery bay will enable all delivery and service vehicles to enter and turnaround within the site

Proposed arrangement for pedestrians on Pullens Lane

Students at Cotuit Hall

Access Diagram

EF Academy
INTERNATIONAL
BOARDING
SCHOOLS

COTUIT HALL : NEW THINKING / 11

MANAGING OUR OPERATIONS

Cotuit Hall regards itself as part of the wider community that its school is located in. We take the responsibility of being a good neighbour very seriously and have in place a number of robust measures to ensure we minimise the impact of our operations on our neighbours.

The measures include:

- A detailed school management plan setting out how the school will manage activities such as transportation, student carfairs, deliveries, noise, light pollution, litter and refuse
- A school handbook for students which sets out clearly their responsibilities and the expected standard of behaviour
- A code of conduct which each student is required to sign. If the code is repeatedly breached by an individual student then sanctions are imposed, which can include expulsion from the school

These measures are continuously reviewed to ensure that our operations fit seamlessly into our neighbourhood. Our staff is aware of the importance of our relationship with the local community and are on hand to address queries from neighbours directly if and when they arise.

On site we also employ house parents who look after the students' pastoral care and also ensure they adhere to the code of conduct and the school's management plan.

Students at Cotuit Hall

Students at Cotuit Hall

EF Academy
INTERNATIONAL
BOARDING
SCHOOLS

COTUIT HALL : NEW THINKING / 12

COTUIT HALL IN OXFORD

Our school presence in Oxford provides significant benefits to the local community, including:

The measures include:

- EF Academy Oxford currently employs 46 local people. 31 teaching staff & 15 non-teaching/support staff
- As part of the education programme our students are required to volunteer and support local Oxford charities which include KEEN Oxford, Oxford and football coaching at the Kassam Stadium for local teenagers with disabilities
- In the past few years EF Academy has contributed a significant amount to the upkeep of Pullens Lane and pays an annual contribution of £10,500 to the Pullens Lane Residents Association, of which it is a member
- Cotuit Hall students spend approximately £1.5m per year with local businesses
- Payments to local host families that wish to host a student in their own home is approximately £500,000 per annum
- Operationally a school expenditure of approximately £5m per annum in the local economy

CASE STUDY: SUPPORTING OXCLEAN

Cotuit Hall students supported this year's OxClean campaign helping to organise the event and fulfilling the following roles:

- Worked with Oxford City Council to ensure equipment was available for volunteers
- Distributed information leaflets for the school and local residents
- Presented to the school Assembly to motivate the wider student body to take part
- Participated in regular litter picks on Pullens Lane and in Headington Hill Park
- Committed to continue to be involved in the campaign going forward

WHAT OUR STUDENTS SAID:

"What really shocked me was the amount of litter lying around. Lots of bottles, plastic bags, cigarette butts, and worse. All these things are so harmful to the environment and particularly to wildlife!" - Cecilia, student

"Walking in the park looking for litter was also an opportunity for us to appreciate nature itself. flowers, trees, smells and sounds. But the best part was when a stranger walked past us, realised what we were doing and actually smiled and thanked us. We were all then very proud of being able to make a small difference and motivated us to continue this activity!" - Victoria, student

"Thank you to all of the students who took part: Good work!" - OxClean

Submission of Planning Application - July 2016

Construction Begins 2017

Construction Completes 2018

EF Academy
INTERNATIONAL
BOARDING
SCHOOLS

COTUIT HALL : NEW THINKING / 13

YOUR VIEWS AND NEXT STEPS

MINIMISING DISRUPTION THROUGHOUT DEVELOPMENT

We are committed to being good neighbours and will endeavour to minimise any disruption caused during the development process. We will compile and make available a construction management plan that will keep our community updated and prevent disruption.

We are keen to hear your views on our proposals for Cotuit Hall. We would be grateful if you could complete a feedback form and either:

- Post it in the comments box before you leave or send it back using the freepost address: FREEPOST RRTG-GZKX-ESHJ, 20-24 Old Street, London EC1Y 9AB
- Alternatively, provide comments online by emailing info@cotuithall.co.uk or download the feedback form at: www.cotuithall.co.uk
- We would like your comments by Friday 10 June 2016.

WHAT HAPPENS NEXT?

We will consider all feedback received, alongside the ongoing technical work which will form part of the planning application. This will then inform any amendments to the proposals before we submit a planning application in summer 2016.

Thank you for taking the time to visit our exhibition.

ESTIMATED PROPOSED DEVELOPMENT TIMELINE

PUBLIC CONSULTATION - MAY 2016

PLANNING DECISION - NOVEMBER 2016

SUBMISSION OF PLANNING APPLICATION - JULY 2016

CONSTRUCTION BEGINS 2017

CONSTRUCTION COMPLETES 2018

Students at Cotuit Hall

Students at Cotuit Hall

93

APPENDIX

I. List of Supporting Documents

The following reports accompany this application:

- Affordable Housing Statement
- Supporting Planning Statement
- Arboricultural Impact Assessment
- Arboritcultural Impact Assessment & Tree Survey
- Heritage Statement
- Ecology Report & Habitat Survey
- Economic Statement
- Bats Survey
- Flood Risk Assessment
- Foul Water Drainage Assessment
- Landscape Report
- M&E Servicing report:
 - Natural Resource Impact Analysis & Energy Strategy
 - Noise Assesment Report
- Structural Assessment0
- Statement of Community Involvement
- Travel Plan
- Transport Assessment
- Construction Traffic Management Plan

APPENDIX

II. Design Review Panel Feedback

A Design Review of the proposed scheme was conducted on 11th February 2016 by Oxford Design Review Panel. The panel members visited the Cotuit Hall site and the proposed scheme was presented by the design team to the panel for evaluation. Among the generally positive feedback, actions have been taken by the design team after taking on board the impartial advice from the panel, which are summarised below:

Feedback:
“A landscape designer is required at this stage to embrace the landscape quality of this site in the proposals”

Action:
Todd Longstaffe-Gowan Landscape Design was appointed as appointed to explore “strategic and creative opportunities to engage all users in the open spaces” and work closely with the design of the architecture.

Feedback:
“We recommend developing a stronger relationship between the refectory and the central courtyard”

Action:
The design of the New Refectory Block was further developed alongside the landscape designers with the terraced garden at the centre of the site. It is now a better quality space that also functions to contain and direct activities close to the building.

Feedback:
“We recommend [...] improving the design of the entrance pergola”

Action:
The design of the Entrance Pergola has been refined. It is better related to the architecture of Cotuit Hall and works the landscape design to improve the entrance sequence into the buildings.

Design Council, Angel Building, 407 St John Street, London EC1V 4AB United Kingdom
Tel +44(0)20 7420 5200 Fax +44(0)20 7420 5300
cabe@designcouncil.org.uk www.designcouncil.org.uk



CONFIDENTIAL

3 March 2016

Alexandra Milne
DP9
100 Pall Mall
London
SW1Y 5NQ

Our reference: DCC/0660

Oxford City Council: Cotuit Hall, Headington

Dear Alexandra Milne,

Thank you and the applicant team for coming to the ODRP design review meeting on 11 February 2016 at which it was clear that significant steps had been taken to address the issues from the previous ODRP Design Workshop dated 11 December 2014.

Summary
The proposals for the refurbishment of Cotuit Hall and the new building elements have the potential to create a new, exemplary environment for EF Academy. The new blocks provide high quality living and teaching facilities for staff and students that do not detract from the general amenities of the neighbouring sites and fit in with the character of the Headington Conservation Area and the landscape setting of the site, illustrating that the quantum of development is appropriate on this site. The height, massing and site layout give the impression of a series of pavilion blocks in a garden and the building design works successfully with the site topography. The internal east-west route successfully connects the new and existing blocks and relates well to the new building entrance.

A landscape designer is required at this stage to embrace the landscape quality of this site in the proposals and explore strategic and creative opportunities to engage all users in the open spaces. We recommend developing a stronger relationship between the refectory and the central courtyard, improving the design of the entrance pergola and a few key internal spaces, and developing the environmental strategy for the building. The design of the new accommodation block incorporating the internal courtyard to the west of the site is not resolved. We suggest retaining the new design team throughout the delivery of the project to achieve the high quality scheme offered by this proposal. No further ODRP design support is required for this scheme on the basis that the following points are addressed in the development of the proposal.

Landscape design

External landscape
The key role of the refectory in the daily use of the Academy and its adjacency to the large, central open space requires a stronger connection between the two. Creating a better relationship between these two spaces would encourage staff and students to use the outdoor space, take part in outdoor activities and



Registered charity number 272099

Design Council, Angel Building, 407 St John Street, London EC1V 4AB United Kingdom
Tel +44(0)20 7420 5200 Fax +44(0)20 7420 5300
cabe@designcouncil.org.uk www.designcouncil.org.uk



CONFIDENTIAL

explore the grounds, particularly in the summer months. It will be beneficial to look in more detail at the topography across the central courtyard to improve views and natural light to the refectory given the narrow gap between the building and the cutback, and in terms of the existing Cherry tree to the west of the central courtyard which is likely to interfere with the cutback.

We suggest using deeper sedum roofs to allow more lush and diverse planting and wildlife habitat that could soften the roof lines and blur the transition between the buildings and landscape.

Internal landscape
The internal courtyard in the new accommodation block does not make the most of the landscape character of the site. In its current form, it appears as an isolated space that acts as a light well to the surrounding rooms. It has great potential to be a more active, green and usable space for all users becoming an attractive endpoint along the internal route to the west. We recommend redesigning this space to include generous landscaping. It is crucial that the rooms surrounding this space have views to the outdoors and not just to the courtyard.

Refurbishment of Cotuit Hall
The proposed refurbishment works to Cotuit Hall that remove the external fire escape stair and 1990's ramp to the south, and relocate the main entrance to the northern side of the building (by extending the internal stair to the lower floor to connect with the new main entrance) will enhance the historic character of the existing building and site in general.

Relocating existing bedrooms in Cotuit Hall to the top floor and providing a new separate access route to this floor is positive, however, we suggest relocating these bedrooms elsewhere and using Cotuit Hall for workspaces and administration only.

Building design

Existing blocks
The concept of a new structure that wraps around the two existing 1960s blocks to create a unified architectural aesthetic across the site could be positive, but is merely decorative. We recommend investigating additional uses for these structures, such as solar shading, and looking at how they can positively contribute to the building function and/or quality of life for users within.

Elevational treatment
The proposed elevational treatment of the new blocks appears refined and elegant. The warm tones and finish of the materials, such as brick and the anodised metal cladding, work well with the green landscape character of the site and building function for teaching and living facilities. It may be worthwhile investigating where/how subtle differences in the elevational treatment can be incorporated so that the building can look more relaxed in its setting. For instance, the residential and non-residential uses, or existing and new blocks, could be better defined in the architectural treatment. Detailed drawings of the elevations, particularly for the new accommodation block, are recommended for this planning application.


Internal layout
The proposed internal spaces connected by the internal east-west route are working well. At present though, the internal layouts seem to focus only on the needs of the students, whereas the duties and livelihood of the staff, both teaching and service, have not yet been fully considered. For example, easily accessible breakout



Registered charity number 272099

II. Design Review Panel Feedback

Design Council, Angel Building, 407 St John Street, London EC1V 4AB United Kingdom
Tel +44(0)20 7420 5200 Fax +44(0)20 7420 5300
cabe@designcouncil.org.uk www.designcouncil.org.uk



CONFIDENTIAL

rooms in the new blocks would be beneficial to provide staff with spaces for quiet time between classes or for informal chats with students. Walking from the western end of the building to the flexible meeting rooms in Cotuit Hall is not ideal. In addition, more spaces that could be shared by all types of users would be beneficial.

In terms of service rooms, the location and design of the kitchen and the plant room would benefit from further thought. At present, the kitchen appears small and too far from the refuse area; servicing the kitchen over two levels could be difficult for kitchen staff. At this stage we recommend assessing and improving natural ventilation and light in the kitchen given the room's north facing orientation. Locating the kitchen closer to the external refuse areas would help to reduce noise from refuse and delivery vehicles, and movement of bins and equipment. The refuse stores along the northern elevation should be well-designed and detailed given they are in direct view from the building opposite. We suggest locating the plant on the lower ground floor given the noise and vibration of the machines.

Entrances, car park and site-wide access

The proposed entrance strategy provides a safe and legible route from Pullens Lane into the main building. Retaining the location of the existing site entrance from Pullens Lane and providing a new shared route to the north with controlled access, incorporating vehicular and cycle parking, are positive moves. Given that the site is largely concealed by large trees and planting, the development of a lighting and wayfinding strategy that considers how users will enter from Pullens Lane would be useful.

The proposed location of the car park adjacent to the site entrance is sound but given its prominent location the landscape treatment should be further developed and designed in more detail, for example with grasscrete paving stones to help blur the boundary between the hard and soft landscaping, and considering the existing Holly and Yew trees in the car park.


We welcome the proposed pergola that helps navigate pedestrians from Pullens Lane to the new building entrance but think it appears overly imposing on the historic Cotuit Hall. We suggest continuing to refine this feature to reduce its impact on Cotuit Hall or testing other types of wayfinding features, such as a low wall. The historic stone ornament on the northern façade of Cotuit Hall could be a positive element in the entrance experience, and options to retain it should be investigated. The new glazed main entrance is successful as it provides attractive views into the garden.

The current site-wide access strategy seems restrictive. We strongly recommend allowing alternative means of pedestrian access to enhance north-south permeability and to future-proof the building if used in a different way in the future.

Servicing and sustainability


We suggest assessing the servicing and maintenance in more detail across the site at this stage to help guide the design development and save on costs in the long term. For example, the roof lights of the internal corridors and the glazed roof of the entrance pergola will require regular access for cleaning to remove leaves and twigs to ensure natural light penetrates into the spaces below.

The current initiatives to incorporate passive measures for heating and cooling, such as the south facing louvres to promote natural air flow and blinds to reduce over heating in the summer, seem reasonable. Solar panels on the existing blocks are appropriate as they are taller and exposed to more sunlight. There are currently some aspects of the building design where the natural ventilation and solar strategy conflict with one another, for example, where the blinds overlap the internal louvers. The changing levels of occupancy at



Registered charity number 272099

Design Council, Angel Building, 407 St John Street, London EC1V 4AB United Kingdom
Tel +44(0)20 7420 5200 Fax +44(0)20 7420 5300
cabe@designcouncil.org.uk www.designcouncil.org.uk




CONFIDENTIAL

different times of day should be considered in the design approach to guide the design decisions on solar shading and fenestration. Given the large amounts and scale of the glazing across the site, air tightness will be a key consideration in terms of reducing energy consumption and glare especially to classrooms.

Thank you for consulting us and please keep us informed of the progress of the scheme. If there is any point that requires clarification, please telephone us.

Yours sincerely,



Victoria Lee
Design Council Cabe Advisor
Email Victoria.Lee@designcouncil.org.uk
Tel +44(0)20 7420 5244


cc (by email only)

Anna Ireland	EF Academy
Sebastian Avendano	EF Academy
Tony Fretton	Tony Fretton Architects
Jim McKinney	Tony Fretton Architects
Henry Lau	Tony Fretton Architects
Oliver Sheppard	DP9
Robert Fowler	Oxford City Council

Review process
Following a site visit and discussions with the design team and local authority, the scheme was reviewed on 11 February 2016 by Joanna van Heyningen (chair), Alan Berman, Deborah Nagan, Paul Appleby and Sophia de Sousa. These comments supersede any views we may have expressed previously.

Affiliated panels
Design Council Cabe is affiliated with independent design review panels which commits them all to shared values of service, the foundation of which are the 10 key principles for design review. Further information on affiliation can be found by visiting our website.

Confidentiality
Since the scheme is not yet the subject of a planning application, the advice contained in this letter is offered in confidence, on condition that we are kept informed of the progress of the project, including when it becomes the subject of a planning application. We may share confidential letters with our affiliated panels only in cases where an affiliated panel is taking on a scheme that we have previously reviewed. We reserve the right to make our views known should the views contained in this letter be made public in whole or in part (either accurately or inaccurately). If you do not require our views to be kept confidential, please write to cabe@designcouncil.org.uk.



Registered charity number 272099

Feedback:
"We recommend [...] developing the environmental strategy for the building."

Action:
Strategies for passive ventilation of the classrooms, acoustics, solar shading etc. have been developed. PV arrays a on roofs of existing accommodation blocks are assessed to be the most effective source of renewable energy for Cotuit Hall.

Feedback:
"The design of the new accommodation block incorporating the internal courtyard to the west of the site is not resolved."

Action:
The design of the New Accommodation was developed significantly after advice from the design panel. It is given a generous internal courtyard that provides staff and students with an additional outdoor space, which connects directly to a secondary common room. The design was further refined after aboricultural advice. The form of the block, which is sunken into the ground, help contain noise and activities and respect the woodland character of the site and surrounding neighbours.

