

The College of Richard Collyer New Technology Centre TRANSPORT STATEMENT



Contents

1	Introduction	4
1.1	General introduction	4
1.2	Pre-application meetings	4
1.3	Structure	4
2	Existing conditions	5
2.1	Site location and surroundings	5
2.2	Walking	7
2.3	Cycling	8
2.4	Public transport	10
2.5	Highway	11
2.6	Car parking	13
2.7	Deliveries, servicing and waste	16
2.8	Disabled access	17
2.9	Local amenities	17
3	Policy context	19
3.1	Introduction	19
3.2	National	19
3.3	West Sussex County Council	19
3.4	Horsham District Council	21
4	Existing and proposed development	23
4.1	Existing development	23
4.2	Proposed development	24
4.3	Access	26
4.4	Parking	27
4.5	Cycling	29
4.6	Deliveries, servicing and waste	29
4.7	Fire access	30
4.8	Sustainable travel promotion	31
5	Trip generation assessment	32
5.1	Introduction	32
5.2	Existing	32
5.3	Proposed	32
5.4	Parking	32
5.5	Deliveries, servicing and waste	32
6	Impact summary	33
6.1	Summary	33

Appendices

A	Pre-app material
B	Vehicle tracking / swept path analysis

DOCUMENT CONTROL

Project The College of Richard Collyer - New Technology Centre
Report Transport Statement

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1.0	29/06/2026	SA	Final version issued

1 Introduction

1.1 General Introduction

- 1.1.1 This Transport Statement has been prepared on behalf of The College of Richard Collyer (the 'College') for their proposed New Technology Centre development. The description of the development is as follows:

"Phased development of Technology Centre consisting of two buildings, associated landscaping, and reconfigured access and parking."

- 1.1.2 The Technology Centre consists of two buildings – the 'Phase 1 building' and 'Phase 2 building', and comprises the following:

- Phase 1
 - Erection of a new three storey building
 - Replacement car park comprising 144 spaces (7% reduction to existing)
 - 40 new cycle spaces
 - Reconfigured vehicular and pedestrian access
 - Permanent landscaping proposals
 - Interim landscaping proposals in the location of the Phase 2 building
- Phase 2
 - Erection of a new single storey building
 - Landscaped steps with connection to the roof of the Phase 2 building and first floor of the Phase 1 building

- 1.1.3 In parallel with the preparation of this Transport Statement a Car Park Management Plan has been produced.

1.2 Pre-application meetings

- 1.2.1 Two pre-application meetings have been held with the local highway authority, West Sussex County Council (WSCC) in April 2025 and January 2026.
- 1.2.2 Appendix A contains the report pack issued in January 2026 and WSCC's written response following the meeting.

1.3 Structure

- 1.3.1 Following this introductory section, the report is therefore structured as follows:

Section Two describes the site location, existing conditions and an assessment of different travel modes;

Section Three provides an overview of national, regional and local policy;

Section Four describes the proposed development;

Section Five details the estimated trip generation; and

Section Six provides an impact summary and overall conclusions.

2 Existing conditions

2.1 Site Location

- 2.1.1 The development site is in Horsham, West Sussex approximately one kilometre to the north of the town centre.

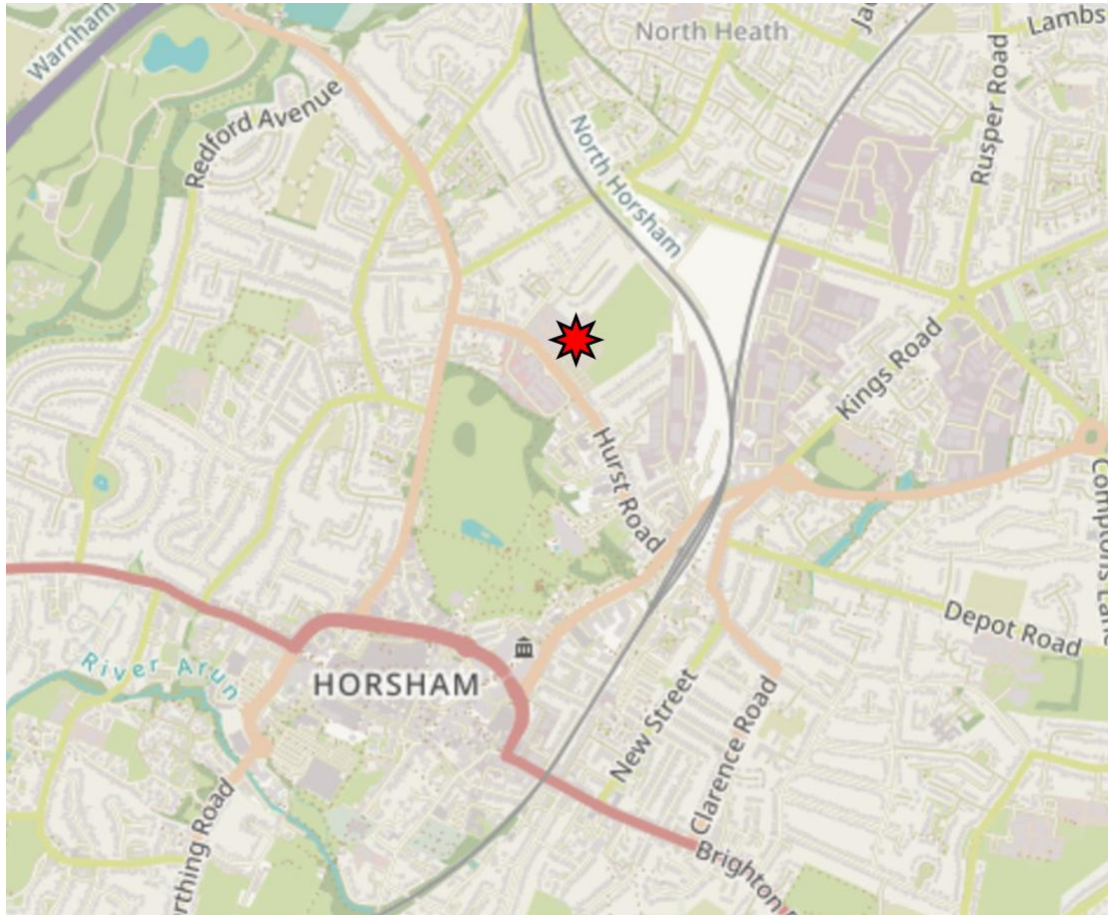


Figure 2.1 General site location

- 2.1.2 Pedestrian, cyclist and vehicle access to the College is from the west (Hurst Road) and the north (Richmond Road).



Figure 2.2 Local site plan



Figure 2.3 Site entrance on Hurst Road



Figure 2.4 Car park exit on Hurst Road



Figure 2.5 Site entrance on Richmond Road

2.2 Walking

- 2.2.1 The surrounding area is well provided for in terms of pedestrian routes. This includes locally important roads such as Hurst Road, Richmond Road (to the north) North Street (to the south).
- 2.2.2 The footways along all local roads are wide, flat and in good condition. This creates a conducive local environment for walkers (and cyclists), including those with children and/or those with impaired mobility.
- 2.2.3 Immediately outside to the site on Hurst Road there are two signal-controlled pedestrian crossings – one by the Richmond Road junction and one further to the south by the hospital. They provide a safe crossing point for students, particularly those accessing the bus stop on the western side of the road.
- 2.2.4 Slightly further afield to the northwest, the junction of Hurst Road and North Parade is signalised with dropped kerbs and tactile paving provided. To the southeast, the junction of Hurst Road and North Street has two signalised pedestrian crossings that provide access to the rail station and bus services.
- 2.2.5 Nearby minor junctions (eg Richmond Road, Pinehurst, Hurst Avenue, Bowling Green Lane) are uncontrolled with dropped kerbs in place along key desire lines.
- 2.2.6 The areas covered by 10, 20 and 30-minute crow-fly walking times from the site are given by the walking isochrones below, see Figure 2.6, demonstrating a good local coverage, albeit partially restricted to the east due to the rail line.

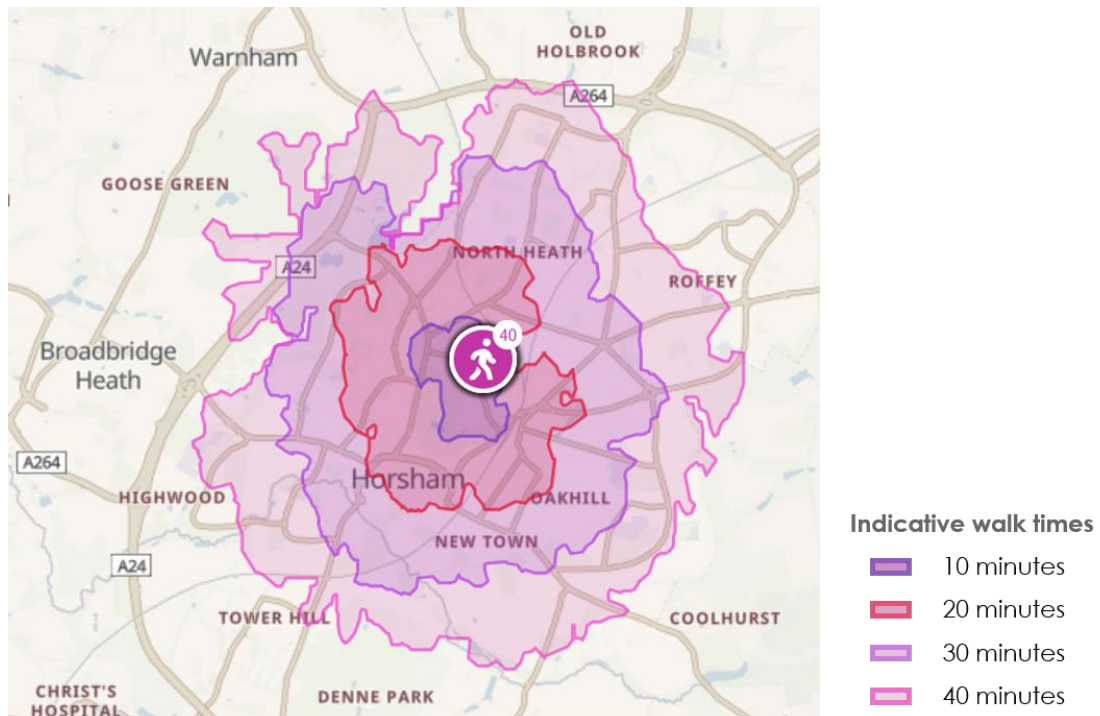


Figure 2.6 Walk time isochrones (10, 20, 30, 40 minutes)

2.3 Cycling

2.3.1 There are no dedicated cycle routes within close proximity of the site.

2.3.2 The areas covered by 10, 20 and 30-minute crow-fly cycling times from the site are given by the cycling isochrones below, see Figure 2.7, demonstrating excellent coverage across the wider Horsham urban area.

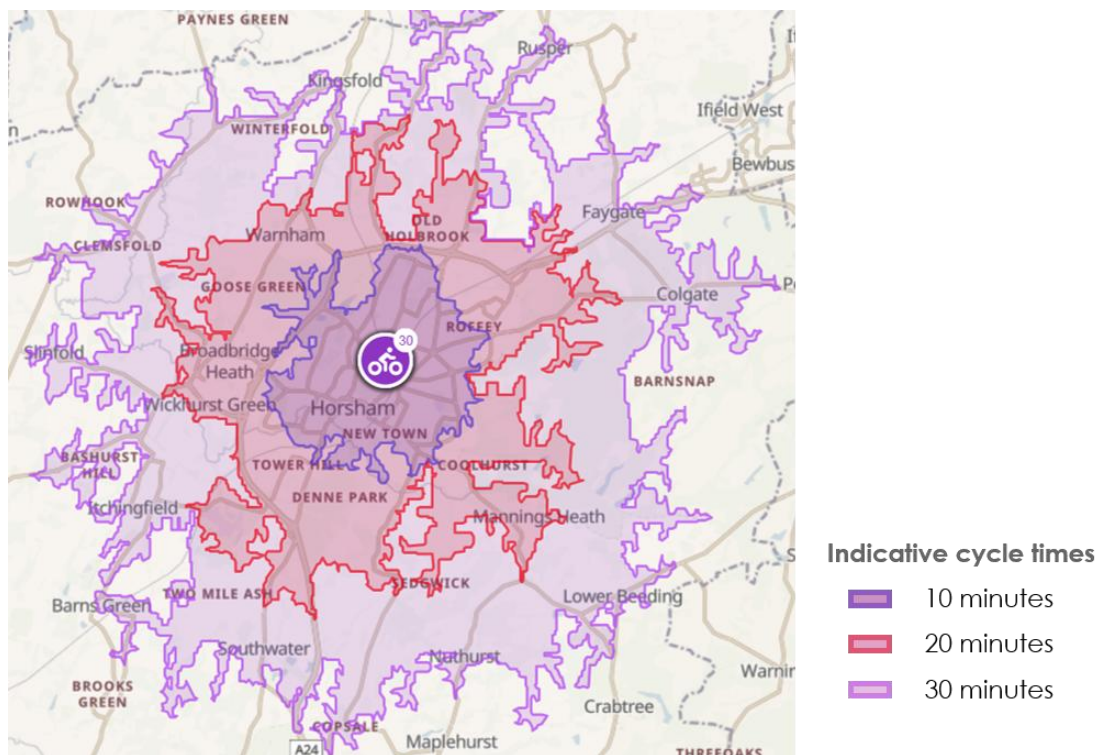


Figure 2.7 Cycle travel time isochrones (10, 20, 30 minutes)

- 2.3.3 There are currently 35 cycle parking spaces available within the College for use by staff and students.
- 2.3.4 All the cycle parking is located in a dedicated area accessed from the Richmond Road entrance via a secure, access-controlled gate.
- 2.3.5 30 spaces provided in a covered shelter with a further five spaces adjacent that are uncovered.



Figure 2.8 Existing cycle parking

- 2.3.6 Given the predominantly residential nature of the local area there is no formal on-street cycle parking available nearby.

2.4 Public Transport

Bus

- 2.4.1 Buses to Horsham stop at the Bus Station in the town centre and also at the Railway Station. A number of routes also stop at Horsham Hospital directly outside the College.
- 2.4.2 Access to the northbound bus stop on Hurst Road is provided via two signalised pedestrian crossings.



Figure 2.9 Bus stops on Hurst Road

- 2.4.3 The College is served by a wide range of bus services. Key public services include:
- Service 17 = Brighton to Horsham via Henfield, hourly;
 - Service 61 = North Heath to Horsham, hourly;
 - Service 68 = Broadbridge Heath, Wickhurst Green, Horsham (circular), every 30 minutes;

- Service 71 = North Heath and Mowbray to Horsham, hourly;
- Service 74a = Storrington – Thakeham - Barns Green – Horsham, irregular;
- Service 100 = Burgess Hill – Pulborough – Horsham, hourly; and
- Service 200 = North Heath and Gatwick to Horsham, every 30 minutes.

2.4.4 Public school services include:

- Service 633 = Faygate & Crawley via Handcross to Horsham Schools, once daily;
- Service 634 = Cowfold and Mannings Heath to Horsham Schools, once daily; and
- Service 639 = Crawley Ifield, via Rusper & Roffey to Horsham Schools, once daily.



Figure 2.10 Metrobus services (other operators not shown)

Rail

2.4.5 Horsham rail station is located to the north of the town centre and is a 7-minute (500 metre) walk from the College.

2.4.6 There are frequent, direct services to a wide range of local and regional destinations including:

- towards London Victoria – Warnham, Ockley, Holmwood and Dorking;
- towards London Bridge – Littlehaven, Faygate, Ifield and Crawley; and
- to the south – Christ's Hospital, Billingshurst and Pulborough.

Accessibility Index (AI)

2.4.7 The site's AI has been calculated using the standard process and gives an overall score of approximately 11, equivalent to a London PTAL score of 3. This represents a location with a good public transport offering.

2.4.8 It should be noted that this relatively good score is based on the wide range of bus services that operate along Hurst Road and from the rail station which make up approximately $\frac{3}{4}$ of the total AI score. The remaining $\frac{1}{4}$ of the AI score is from rail services.

- 2.4.9 The proximity of staff and student home addresses to bus/rail stops is unknown and therefore the AI score should be treated with a degree of caution.

Discounts

- 2.4.10 College's 'Travel Assistance Guide' provides comprehensive information for students on the wide range of discounts that are available on bus and rail services.

2.5 Highway

- 2.5.1 The College's primary frontage is onto Hurst Road. Hurst Road is a locally important route that serves the College, hospital, Pavilions Leisure centre and connects the rail station, town centre and out towards the A24.

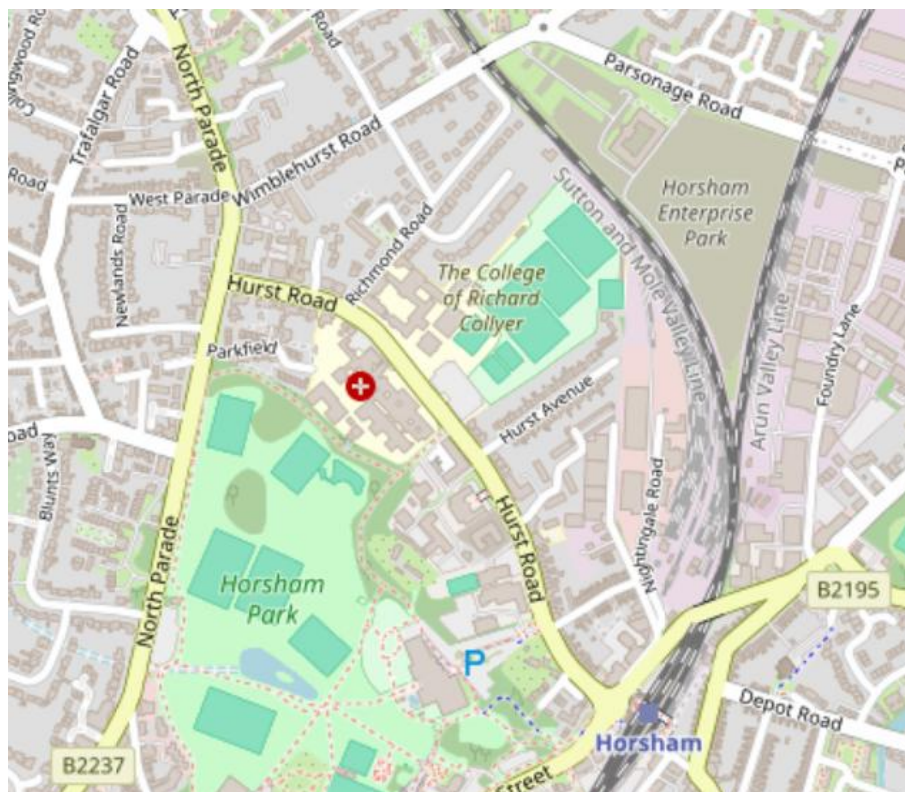


Figure 2.11 Local highway network

- 2.5.2 The road is subject to the usual 30mph speed limit. The road's alignment outside the school is straight and, whilst there is some modest change in levels, there is good visibility for drivers, cyclists and pedestrians.
- 2.5.3 The College is bounded by Richmond Road to the north. This road is much more residential in nature – narrower than Hurst Road and with much lower vehicle flows.

Road safety

- 2.5.4 A review of local highway safety has been undertaken using accident data obtained from the Crashmap database (www.crashmap.co.uk). The most recent five-year period (2020-2024) is shown below in Figure 2.12.

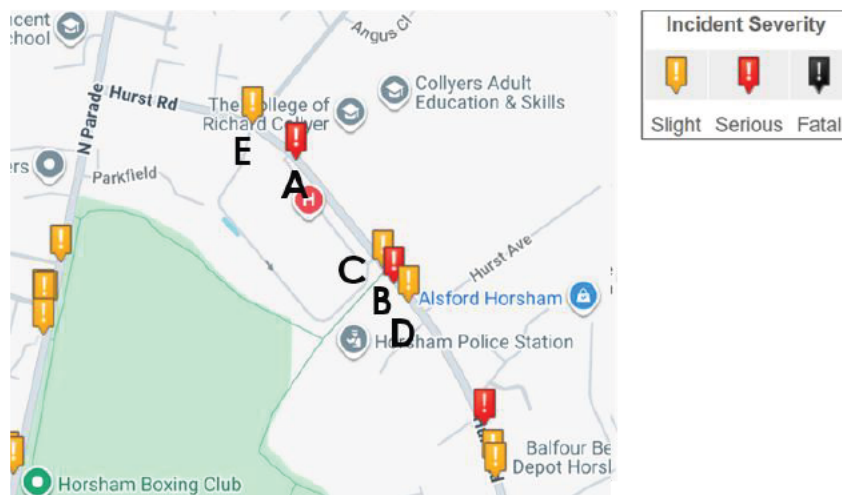


Figure 2.12 Recorded collisions 2020-2024 (source: www.crashmap.co.uk)

2.5.5 As shown in Figure 2.12, there have been five recorded incidents in the vicinity of the College in the last five years of available data. Three were recorded as 'Slight' in severity with another two recorded as 'Serious':

- A. Serious, December 2022, Thursday mid-AM, pedestrian (girl aged 16-20) struck by a car whilst she was crossing Hurst Road (away from a signalised crossing);
- B. Serious, September 2022, Monday evening, two vehicles collided whilst travelling in opposite directions;
- C. Slight, September 2022, Friday mid-PM, a vehicle struck a pedestrian (pre-school age girl);
- D. Slight, September 2023, Tuesday evening, two vehicles collided in a rear-end shunt; and
- E. Slight, June 2024, Monday evening, a pedal cycle and vehicle collided.

2.5.6 This number/density of incidents is deemed to be consistent with general road safety patterns elsewhere in urban areas / town centres. As such the area outside the College does not constitute an accident cluster site that requires any specific, targeted intervention.

2.5.7 Notwithstanding this, there is clear scope to improve pedestrian safety at/near the College, particularly in terms of managing student flows into/out of the site and responding to key desire lines.



Figure 2.13 Photo of pedestrian route by main car park exit

2.6 Car Parking

2.6.1 There is extensive car parking within the College grounds:

- Adjacent to Richmond Road (staff only);
- Outside the main entrance (blue badge and visitors);
- By the library (mostly Estates); and
- The 'main' car park (including minibuses and motorcycles).



Figure 2.14 Parking adjacent to Richmond Road



Figure 2.15 Blue badge parking



Figure 2.16 Drop-off (adjacent to blue badge)



Figure 2.17 Visitor parking



Figure 2.18 Parking adjacent to library and bin store



Figure 2.19 Main car park (minibuses on far right)

2.6.2 In total, there are 182 parking spaces on-site:

- Adjacent to Richmond Road (staff only) = 28;
- Outside the main entrance (blue badge and visitors) = 11;
- By the library (mostly Estates) = 13; and
- The 'main' car park (including minibuses) = 140.

- 2.6.3 All vehicle entrances/exits are controlled by gates:
- Richmond Road = two way, in and out;
 - Main entrance = entry only; and
 - 'Main' car park = exit only.
- 2.6.4 On-site parking permits are issued to staff and also to approximately 40 students. There is a charge for student permits (£195 for academic year 2024/5). This will increase in line with inflation in future years.
- 2.6.5 The College provides no guarantee there will be a space available for either students or staff, particularly for arrivals after 8.30am; the permit gives permission to access the car park but not a guaranteed space.
- 2.6.6 Student parking permits are issued using the following criteria:
- In the autumn term (September to December), students must live more than 15 miles from college and have difficulty accessing public transport;
 - From January, applications will be considered from students who live more than 10 miles from college and who have difficulties accessing public transport. Priority will be given to those living the furthest distance; and
 - Permits will not be issued to students who reside within a 10-mile distance of the college.
- 2.6.7 There are also a small number of spaces available to park in the designated motorcycle parking area within the main car park. Priority is given to students who cannot access public transport and live a significant distance from the College.

Off-site parking

- 2.6.8 There are three off-street car parks within a short walk of the College:
- The Pavilions leisure centre
 - 400m / 5-minute walk to the south
 - 240 spaces
 - chargeable on weekdays between 7am-8pm
 - The cost for up to 8 hours is £9.90 – stays greater than 8 hours incur a daily fee of £17.60
 - Horsham Hospital
 - Max stay duration is 4 hours - deemed unsuitable for staff or students
 - North Parade
 - Max stay duration is 3 hours - deemed unsuitable for staff or students
- 2.6.9 On-street parking is controlled by a number of different controlled parking zones (CPZs) as shown in Figure 2.20:
- Zone C (pink) – all roads in the area immediately surrounding the College – in operation 2-4pm, Monday to Saturday;
 - Zone A (yellow) – all roads surrounding Horsham Park – in operation 9am-9pm, Monday to Saturday; and
 - Zone B (green) – west of Horsham Park – 10am-12pm, Monday to Saturday.

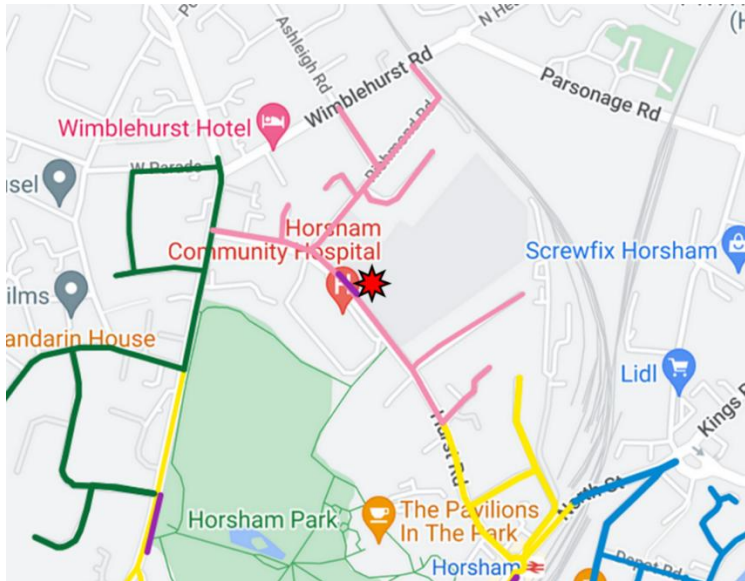


Figure 2.20 Horsham CPZs

- 2.6.10 Whilst in principle on-street parking is possible on Wimblehurst Road, the available carriageway width and traffic flows is not an attractive proposition. The nearest practical location for on-street parking is on North Parade, north of Wimblehurst Road. This is a minimum 480m / 10-minute walk northwest of the College.

2.7 Deliveries, servicing and waste

- 2.7.1 For goods in and waste out of the College site, vehicles enter the site via the main entrance and then exit through the car park back onto Richmond Road.
- 2.7.2 On a typical day, between 10 and 20 goods vehicles enter the site for making deliveries and/or servicing. The size of vehicle ranges from 3.5t vans through to larger rigid-body HGVs.

Waste

- 2.7.3 Three waste bins are located behind the library. Rather than being manoeuvred by hand to the vehicle, they are in fixed locations and then lifted up and over the waste collection vehicle.
- 2.7.4 Waste collection vehicles need to manoeuvre within this relatively constrained area beside the library, including reversing, so that they can then exit back towards the main car park in forward gear.
- 2.7.5 Waste collection takes place once a week outside of teaching hours (usually Thursdays, 6.30am).



Figure 2.21 Waste bins



Figure 2.22 Area beside library for waste collection vehicle manoeuvring

- 2.7.5 Refuse is collected in individual domestic-size bins that are stored on-site. They are then manually moved onto Hurst Road for collection on a fortnightly basis.
- 2.7.6 Food waste is currently placed with non-recyclable waste.



Figure 2.23 Recycling bins

2.8 Disabled access

- 2.8.1 External access to the site from the local area is assessed as being acceptable and meeting the varying levels and types of disability, including visual impairment. Wide, uncluttered footways that are in good condition are present with tactile crossing

provision in place at both signalised pedestrian crossings (see section 2.1 above). There is a step-free route available between both bus stops and the College.

- 2.8.2 Blue badge parking is provided in a location that minimises travelling distances to all parts of the College. Adjacent to the parking is a dedicated drop-off area that is well used by those who arrive at the College as a passenger in a vehicle (eg taxi, private hire, or vehicle driven by family/friends).

2.9 Local amenities

- 2.9.1 Given the predominantly residential nature of the local area there are a limited number of local amenities within a very close radius of the site. However, within 500m to 1km of the College there is an extensive array of facilities and amenities that are located in/near Horsham Park and the town centre:

• Appropriate food outlet	Yes, canteen on site / numerous others nearby
• Access to cash	Yes, two within 1km
• Access to an outdoor public space	Yes, Horsham Park
• Access to a recreation or leisure facility	Yes, multiple sites within 1km
• Publicly available postal facility	Yes, within 500m
• Community facility	Yes, multiple sites within 1km
• Pharmacy	Town centre, within 750m
• GP surgery or medical centre	Yes, Horsham hospital opposite
• Childcare facility or school	Yes, multiple sites within 1km

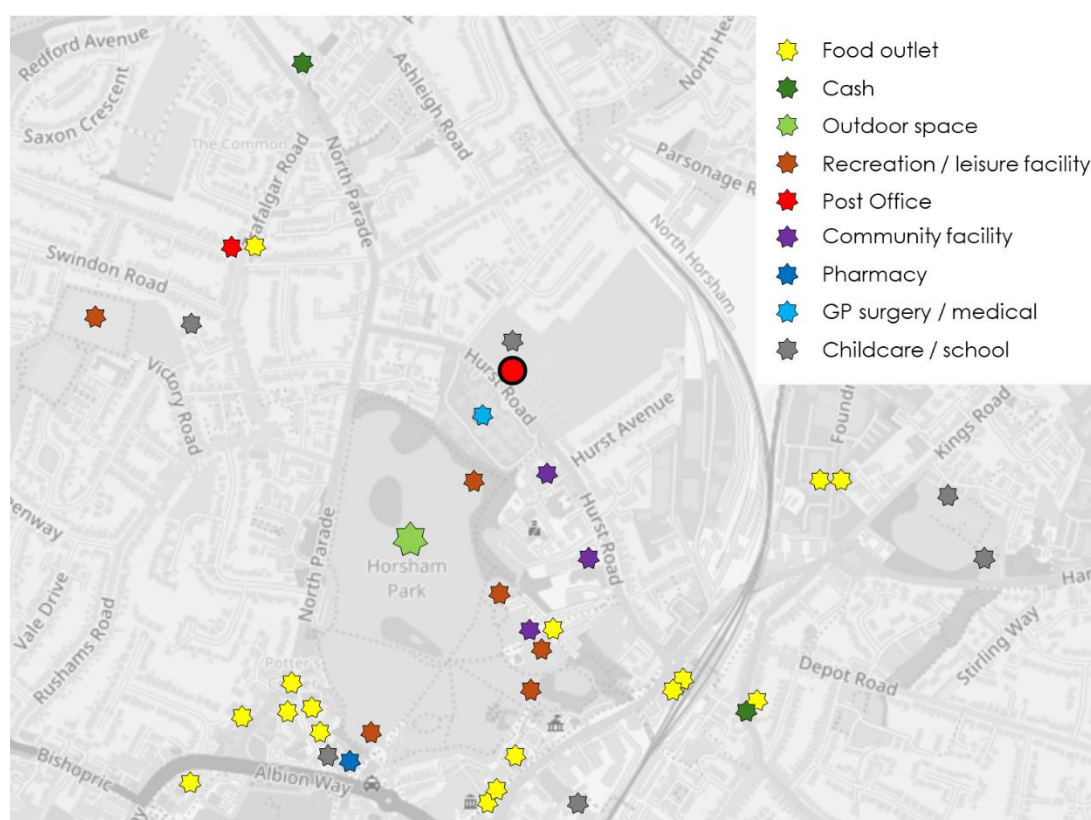


Figure 2.24 Map of local amenities

3 Policy context

3.1 Introduction

- 3.1.1 This chapter provides a high-level overview of relevant transport policies as they relate to the proposed development.

3.2 National

- 3.2.1 National policy has moved towards securing more sustainable outcomes with emphasis on minimising the need to travel, reducing car use and encouraging more sustainable modes of transport. The **National Planning Policy Framework** (NPPF) was adopted in March 2012 and most recently updated in December 2024.

- 3.2.2 NPPF states the importance of sustainable development, including the encouragement of sustainable modes of transport to reduce carbon emissions and congestion. The preparation of Transport Assessments and Statements is required for developments that generate significant amounts of travel demand. Chapter 9 'Promoting sustainable transport', Para 109 states that:

Transport issues should be considered from the earliest stages of plan-making and development proposals, so that:

a) the potential impacts of development on transport networks can be addressed;

b) opportunities from existing or proposed transport infrastructure, and changing transport technology and usage, are realised – for example in relation to the scale, location or density of development that can be accommodated;

c) opportunities to promote walking, cycling and public transport use are identified and pursued;

d) the environmental impacts of traffic and transport infrastructure can be identified, assessed and taken into account – including appropriate opportunities for avoiding and mitigating any adverse effects, and for net environmental gains; and

e) patterns of movement, streets, parking and other transport considerations are integral to the design of schemes and contribute to making high quality places.

- 3.2.3 At Chapter 9, Para 115, NPPF states that:

In assessing sites that may be allocated for development in plans, or specific applications for development, it should be ensured that:

a) appropriate opportunities to promote sustainable transport modes can be – or have been – taken up, given the type of development and its location;

b) safe and suitable access to the site can be achieved for all users; and

c) any significant impacts from the development on the transport network (in terms of capacity and congestion), or on highway safety, can be cost effectively mitigated to an acceptable degree.

- 3.2.4 This is followed by a recommendation at Para 117, which states that:

...applications for development should:

a) give priority first to pedestrian and cycle movements, both within the scheme and with neighbouring areas; and second – so far as possible – to facilitating

access to high quality public transport, with layouts that maximise the catchment area for bus or other public transport services, and appropriate facilities that encourage public transport use;

b) address the needs of people with disabilities and reduced mobility in relation to all modes of transport;

c) create places that are safe, secure and attractive – which minimise the scope for conflicts between pedestrians, cyclists and vehicles, avoid unnecessary street clutter, and respond to local character and design standards;

d) allow for the efficient delivery of goods, and access by service and emergency vehicles; and

e) be designed to enable charging of plug-in and other ultra-low emission vehicles in safe, accessible and convenient locations.

3.3 West Sussex County Council

3.3.1 The **West Sussex Transport Plan (WSTP)** is the County Council's main policy on transport and supports delivery of Our Council Plan and its priorities. It was adopted on 1 April 2022. The WSTP sets out how the County Council intends to address key challenges by improving, maintaining and managing the transport network in the period up to 2036.

3.3.2 The plan contains five thematic and eight area transport strategies which are intended to deliver the plan's objectives covering the following four themes:

Prosperous West Sussex

- Objective 2: Support development and regeneration plans across the County by enabling local living and through strategic investments, particularly in sustainable modes of transport, at the right time and place to ensure the transport network is fit for the future

Healthy West Sussex

- Objective 6: Ensure rural communities can live locally by accessing local services or nearby towns

Protected West Sussex

- Objective 7: Enable the transport network to achieve net zero carbon emissions by 2050
- Objective 8: Avoid where possible and minimise the impacts of the transport network on natural resources and on the natural, built and historic environment

Connected West Sussex

- Objective 11: Reduce the need to travel by car by enabling local living
- Objective 15: Improve bus network efficiency and integration...
- Objective 16: Ensure the bus network is customer focussed and integrated with other modes of transport...
- Objective 17: Extend and improve the network of active travel facilities so it is coherent and high quality enough to make active travel an attractive, safe option for short distance trips and to transport interchanges

3.3.3 The Council's vision and environmental, social, economic and transport objectives will be delivered through five thematic strategies and area transport strategies for each planning area in West Sussex:

- Active Travel Strategy
- Shared Transport Strategy
- Rail Strategy
- Access to Gatwick Airport Strategy
- Road Network Strategy

Horsham key issues

3.3.4 The WSTP summarises Horsham's key issues as:

"Travel behaviour in the District is currently dominated by car travel and public transport while active travel modes are not seen as viable options for many journeys".

Selected short term (2022-27) WSTP priorities for the Horsham area include:

- Bus Priority at signal-controlled junctions
- Bus and rail interchange improvements
- Flexible shared transport services
- Mobility Hubs
- Active travel infrastructure 'quick wins'

Parking standards

3.3.5 WSCC's guidance¹ does not have a specific parking standard for Use Class F1 (Non-residential institutions including education). Instead, the level of provision for car and cycle parking should be based on a 'site-specific assessment based on travel plan and needs'.

3.3.6 Furthermore, the guidance states that: *"In designing provision for EV charging infrastructure at non-residential developments, there is a need to take account of likely parking behaviour (e.g. expected duration of stays) which could affect the number of 'active' spaces"*.

3.4 Horsham District Council

3.4.1 Key local policies include the adopted Local Plan Policy 40 (Sustainable Transport) and Emerging Local Plan Policy 24 (Sustainable Transport). Together they state that:

- streets must be designed around people, not vehicles;
- perceived road danger is a deterrent to active travel and must be improved upon;
- active travel reduces carbon emissions, improves local environments, and helps communities become healthier and more inclusive; and
- proposals for major development shall be accompanied by a transport assessment. Where the potential impact of the development on the network is deemed to be significant, or as a result of needing to address an existing local

¹ West Sussex County Council, Guidance on Parking at New Developments, September 2020 (accessed June 2026)

traffic problem, a Travel Plan will need to be prepared. These should prioritise active travel, followed by public transport.

3.4.2 Adopted Local Plan Policy 41 and the emerging Local Plan Policy 25 both consider parking. Together they state that:

- adequate parking and facilities must be provided within developments to meet the needs of anticipated users;
- consideration should be given to the needs of cycle parking, motorcycle parking, charging plug-in or other low emission vehicles and the mobility impaired; and
- development which involves the loss of existing parking spaces will only be allowed if suitable alternative provision has been secured elsewhere or the need for the development overrides the loss of parking and where necessary measures are in place to mitigate against the impact.

4 Existing and proposed development

4.1 Existing development

- 4.1.1 As outlined in Chapter two, there are only two vehicle entrances and exits from the College; there are additional accesses for pedestrians.

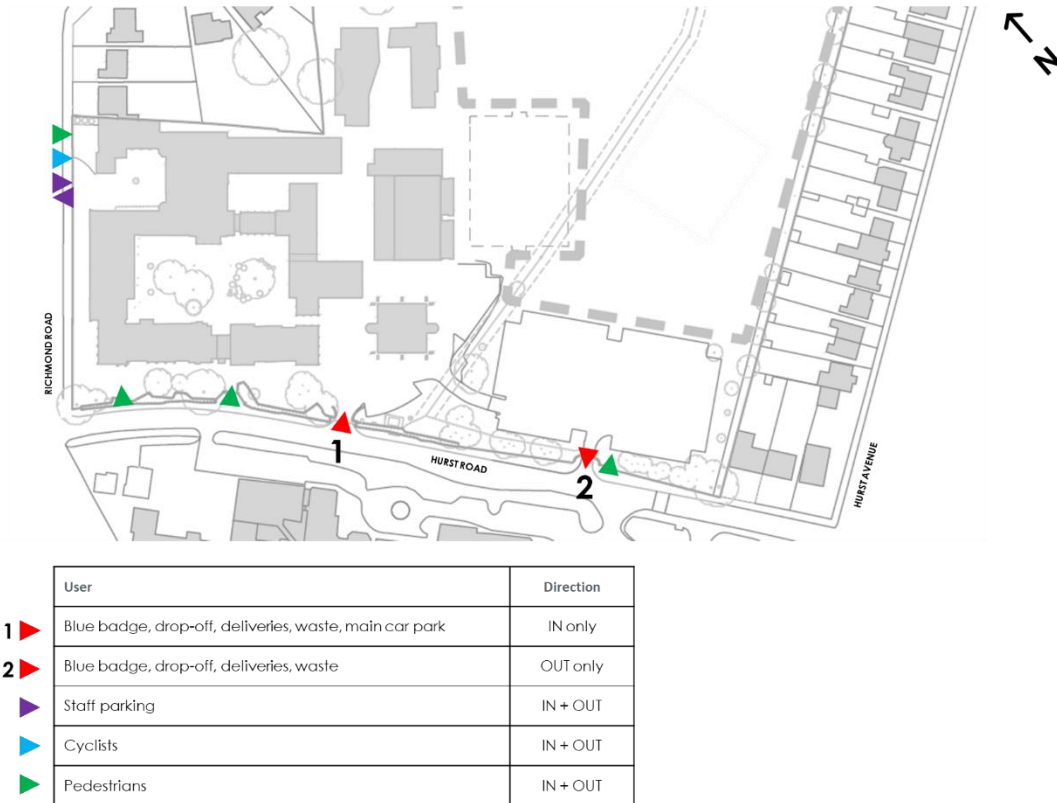


Figure 4.1 Existing access points

- 4.1.2 Internal circulation routes for vehicles are shown in Figure 4.2 overleaf.

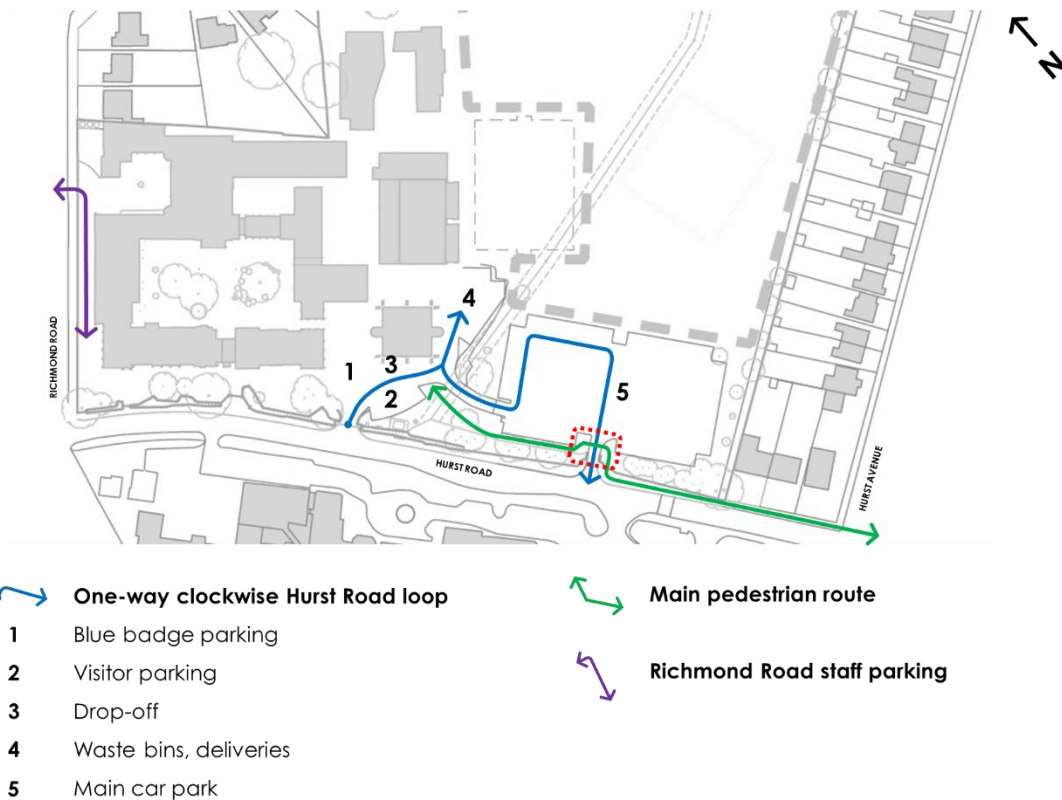


Figure 4.2 Internal vehicle circulation

4.1.3 The key area of conflict between pedestrians and vehicles is at the exit from the 'main' car park. Figure 3.2 shows the current arrangement. The existing main pedestrian route crosses the vehicular circulation route twice before reaching the buildings on campus.

4.2 Proposed development

- 4.2.1 The proposed development sees the construction of two New Technology Centre on the existing main car park accompanied by extensive soft and hard landscaping that links the new building with the existing College and across to Hurst Road.
- 4.2.2 The majority of car parking will be relocated to the eastern boundary of the site, alongside the rear gardens of properties on Hurst Avenue.

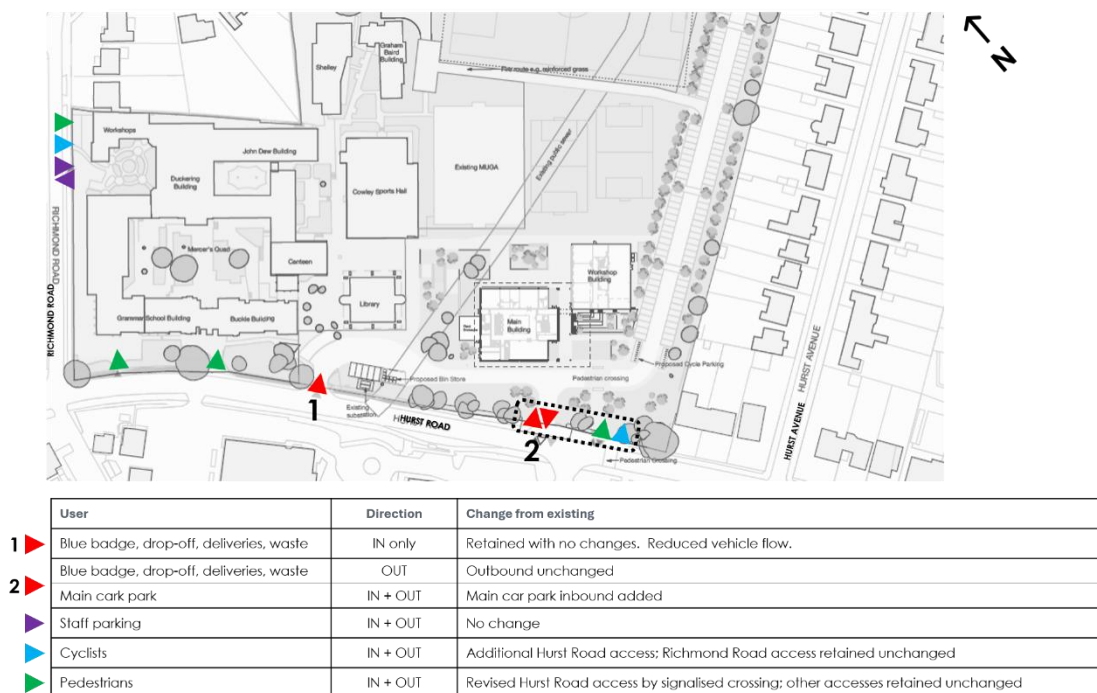


Figure 4.3 Proposed access points

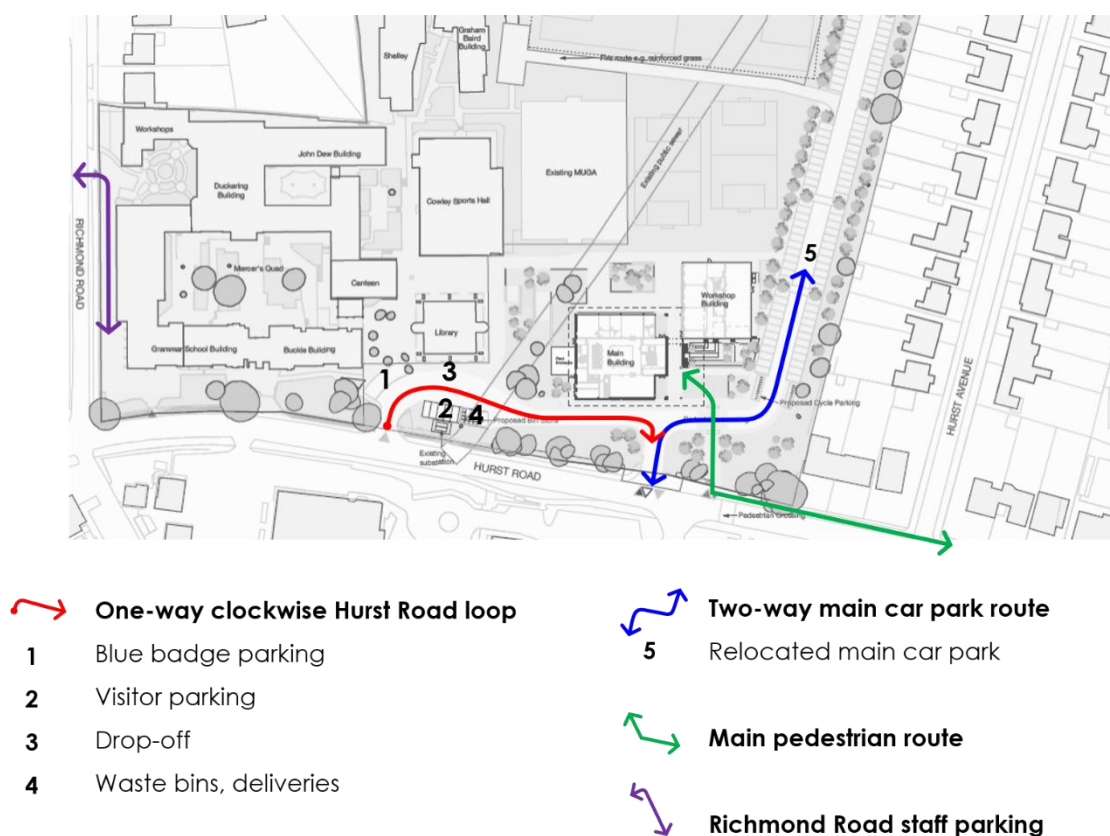


Figure 4.4 Proposed internal circulation

4.3 Access

- 4.3.1 No change is proposed to the current access into the College by the main reception. This will continue to be used for blue badge parking, visitor parking, drop-off and goods/waste vehicles.
- 4.3.2 The proposed scheme sees the existing car park exit (see Figure 4.5) amended to become two-way:
- Inbound – 'main' car park only; and
 - Outbound – all vehicles, as existing.



Figure 4.5 Existing vehicle exit onto Hurst Road

- 4.3.3 The current access width will be widened to accommodate two-way flows with the gate line similarly widened. The proposed width is 6.5m, sufficient to accommodate vehicles entering and exiting at the same time and consistent with WSCC's request that *'that access geometries are kept tight within reason'* (see Appendix A).
- 4.3.4 The new gate line has been moved inwards away from Hurst Road to ensure that an inbound vehicle can wait entirely off highway and not overhang the footway (see Figure 4.6 and also the vehicle tracking analysis in section 4.4).

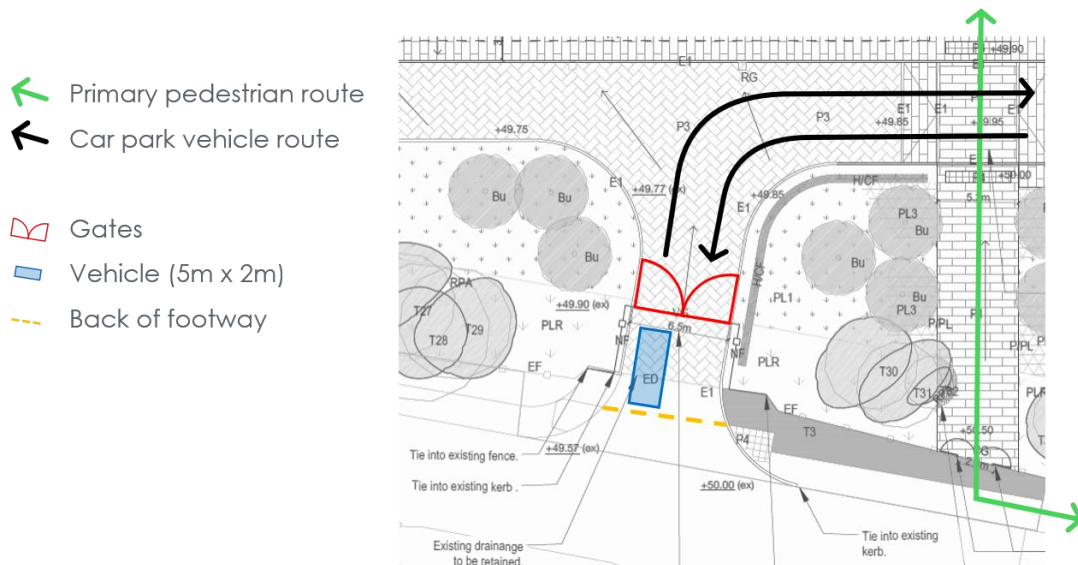


Figure 4.6 Illustrative widening / two-way working proposals

4.3.5 The Richmond Road access is retained unchanged.

4.4 Parking

4.4.1 In parallel with this Transport Statement, a dedicated Car Park Management Plan (CPMP) has been prepared.

4.4.2 The location of the New Technology Centre will occupy the majority of the footprint of the entire existing car park. Because of this, a new 'main car park' is proposed that re-provides the majority of the car parking spaces.

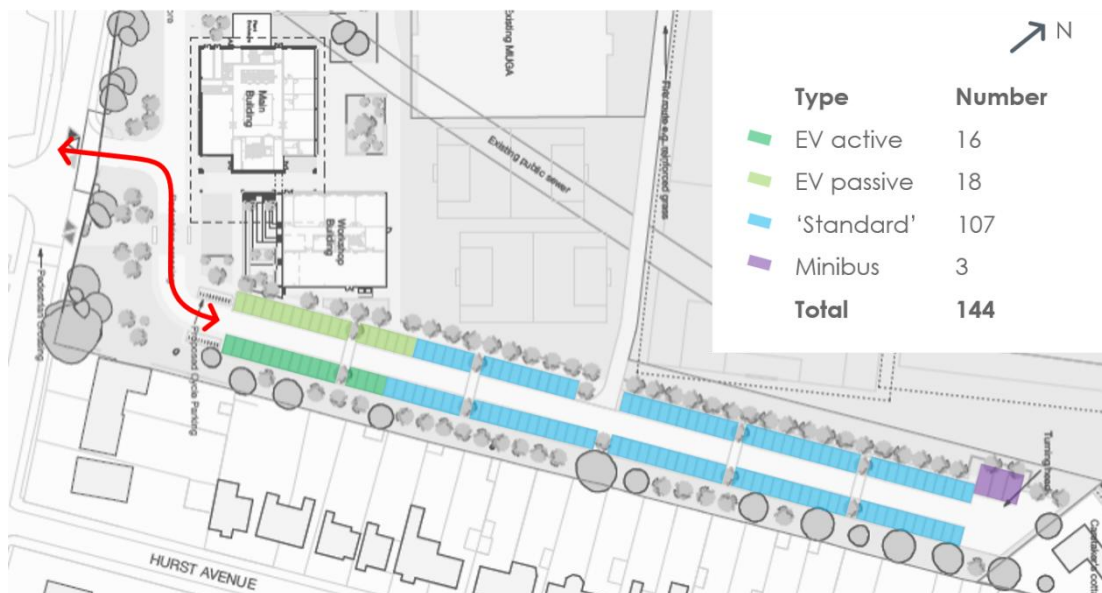


Figure 4.7 New 'main' car park layout

4.4.2 Table 4.1 summarises the existing and proposed parking provision and the overall net change.

	Existing	Proposed	Change
VEHICLES			
Blue badge	3	3	0
Visitor	8	5	-3
Library	13	0	-13
Main car park	140	144	+4
Total Hurst Road	164	152	-12
Richmond Road	28	28	0
Total vehicles	192	180	-12 -6%
CYCLES			
Richmond Road	35	35	0
Hurst Road	n/a	40	+40
Total cycles	35	75	+40 +114%

Table 4.1 Existing and proposed parking provision

- 4.4.3 The proposed parking provision is for 144 vehicles in the main car park giving a total of 180 spaces across the College. This represents a reduction of 6% on the existing provision, consistent with a shift towards more sustainable modes of travel to/from the College by staff, students and visitors.
- 4.4.4 The dedicated blue badge parking is retained, as is a reduced number of visitor parking spaces. Dedicated minibus parking is provided at the northern end of the main car park where there is a turning head for vehicles to turn as required (see Figure 4.9).
- 4.4.5 All parking accessed from Richmond Road is retained with no changes proposed.
- 4.4.6 Example vehicle tracking / swept path analysis is provided below; further drawings are included in Appendix B.

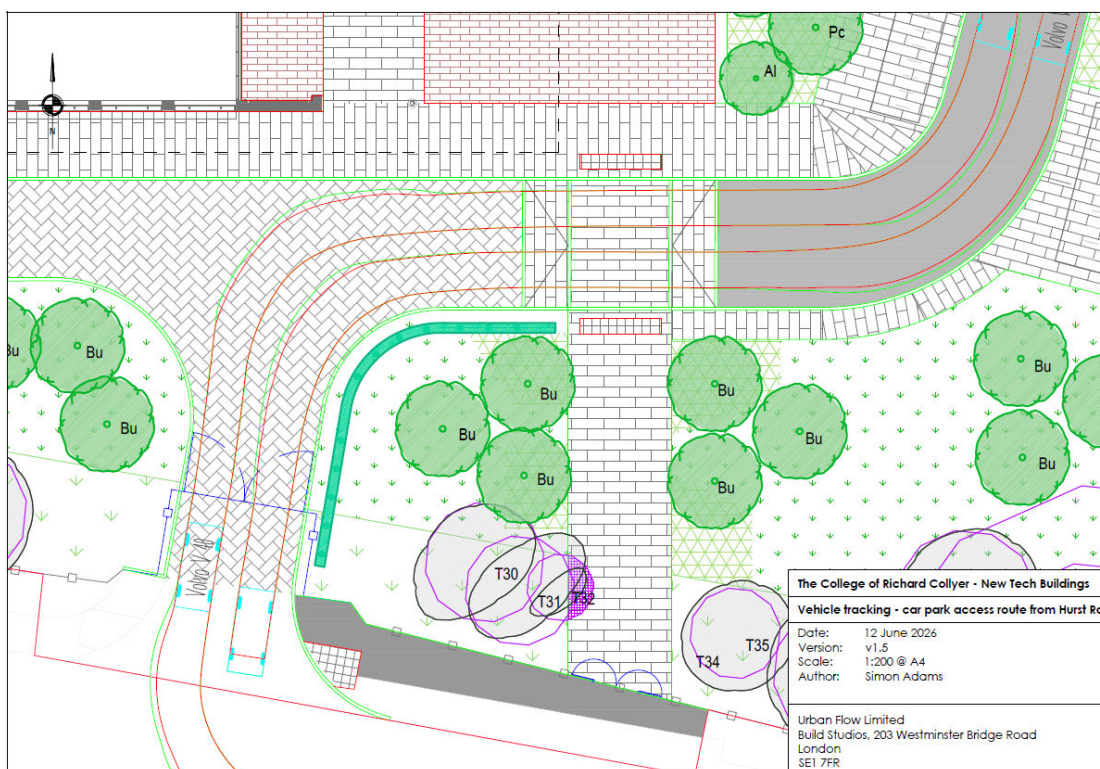


Figure 4.8 Private car tracking to/from new car park via the widened Hurst Road access



Figure 4.9 Minibus tracking at the northern end of the new car park

Electric vehicles

- 4.4.7 Electric vehicle charging will be provided for 16 vehicles, equivalent to 8% of the total number on site. A further 18 spaces will be constructed with 'passive' provision for future use, giving a maximum of 18% of parking spaces with charging provision in the longer-term.

4.5 Cycling

- 4.5.1 New and improved cycle parking for the College will be provided through the addition of 40 spaces accessed via the new pedestrian entrance off Hurst Road (see Figure 4.4).
- 4.5.2 Across the site this will give 75 cycle spaces across the whole site, representing more than a doubling in provision.
- 4.5.3 The new cycle parking will be housed in two cycle stores at the southern end of the new car park. This location strikes a compromise between locating cycles close to the Hurst Road pedestrian access and minimising any visual impact of the cycle stores.
- 4.5.4 There will be 10 Sheffield stands / 20 spaces in each store. They will be covered to protect cycles from the elements and will also benefit from natural surveillance from the nearby New Technology Centre and the adjacent public realm / student seating.

4.6 Deliveries and servicing

- 4.6.1 Day-to-day deliveries will continue to use the existing route - entering via the main entrance and then exiting onto Hurst Road (see Figure 4.4, red arrow). This will ensure that the majority of goods vehicles delivering to the College will be separated from the main student and staff pedestrian and vehicle activity. An area outside the library will be reserved for deliveries (see Figure 4.10).
- 4.6.2 Waste collection arrangements will be simplified with the existing bin store relocated away from the library to a new location immediately adjacent to the internal road (see Figure 4.11). This will remove the need for goods vehicles to make complex reversing manoeuvres.
- 4.6.3 Example goods vehicle tracking / swept path analysis is provided below; further drawings are included in Appendix B.



Figure 4.10 Proposed delivery drop-off area and 10m HGV tracking



Figure 4.11 Proposed bin store location and refuse vehicle tracking

4.7 Fire access

- 4.7.1 There is a need to retain a dedicated fire access route to a number of buildings including Shelley and the temporary porta cabins. The revised access route will be partially through the new car park and then across the playing fields (see Figure 4.7 above and Figure 4.12 below). The route across the playing fields will be solely for fire access.



Figure 4.12 Fire access route to Shelley Building via new car park

4.8 Sustainable travel promotion

4.8.1 In parallel with the physical changes proposed, the College will continue its promotion of sustainable travel by students and staff. This includes:

- encourage and facilitate the use of safe and viable alternatives to car travel by staff, students, parents and visitors travelling to and from the site;
- increase staff, student, parent and visitor awareness of the potential for, and advantages of, travelling by sustainable modes of travel, including walking, cycling and public transport;
- provide practical information on how staff, pupils, parents and visitors can travel by more sustainable transport modes, with integration between different transport modes for all journeys to and from the site; and
- reduce the need for car use, with associated benefits in terms of reduced traffic, congestion, air pollution and accidents.

Car Park Permits

4.8.2 With the exception of visitor parking and drop-off/pick-up activity, all car park users will need to be in possession of a valid permit.

4.8.3 The College has an existing permit system in place which will be reviewed in light of the modest reduction in parking provision across the whole campus. The accompanying CPMP provides additional detail on this.

5 Trip generation assessment

5.1 Introduction

5.1.1 In this section of the TS the anticipated scale of trip generation arising from the development proposals is considered.

5.2 Existing

5.2.1 The current number of students and staff at the College is:

- Students = approximately 2,700; and
- Staff = up to 200.

5.2.2 As a result of recent population increases within its catchment area, the College has seen a rise in its student population, with increasing demands for space within its existing teaching accommodation. This has been addressed via the provision of temporary portacabins that were installed in summer 2024 (for a period of up to three years)².

5.2.3 A further planning application was submitted in April 2026 for the provision of additional temporary portacabins³.

5.3 Proposed

5.3.1 The proposed New Technology Centre development is required to meet the College's growing need for new, high quality teaching spaces on campus in order to address current shortfall and future proof against further growth and to provide a significantly enhanced environment for the students.

5.3.2 In light on this, there is no anticipated material increase in the total number of students and staff at the College.

5.3.3 A 'net no change' scenario is therefore expected in terms of the number of students and staff that are (a) enrolled at the College and (b) on-site at any one time.

5.3.4 As a consequence, there is not expected to be any significant change to the existing vehicle and/or pedestrian flows to/from the College, along Hurst Road and in the wider, surrounding area.

5.4 Parking

5.4.1 The proposed development sees a reduction of 12 parking spaces, equivalent to 6% of the current number of spaces.

5.4.2 This small reduction in the number of spaces will be offset by the College's continued promotion of active and sustainable transport. This is particularly applicable to students, the vast majority of whom are not old enough to drive when they are first starting at the College in Year 12.

5.5 Deliveries, servicing and waste

5.5.1 Currently there are between 10-20 vehicles accessing the site every day for deliveries, servicing and waste. This will be unchanged in the future.

5.5.2 As outlined in section 4.6, the proposed delivery and waste collection facilities will lead to an improvement on existing conditions, particularly in terms of removing the need for complex goods vehicle manoeuvring in/around the constrained library area.

² HDC planning reference DC/24/0664

³ HDC planning reference DC/26/0655

6 Impact summary

6.1 Summary

- 6.1.1 Overall, there is expected to be no increase in terms of trip generation to/from the site (see Chapter Four) resulting in no changes to existing pedestrian and traffic flows to/from/surrounding the College.
- 6.1.2 There is a small decrease in on-site parking which will be offset by continued promotion of active and sustainable travel. It is not considered that this would result in any material impacts on the surrounding highway network, a position confirmed with WSCC during the pre-application process.
- 6.1.3 Consequently no changes are required to the site's existing accesses or the external highway network to accommodate the proposed development.
- 6.1.4 Electric vehicle charging will be provided for 16 vehicles. A further 18 spaces will be constructed with 'passive' provision for future use, giving up to 18% of parking spaces with charging provision in the longer term.
- 6.1.5 Deliveries and waste collection activity is being simplified with the current complex vehicle reversing manoeuvres removed. The majority of goods vehicles delivering to the College will be separate from and not conflict with student pedestrian routes.
- 6.1.6 In parallel with this Transport Statement, a dedicated Car Park Management Plan (CPMP) has been prepared.

APPENDICES

- A Pre-app material
- B Vehicle tracking / swept path analysis

Appendix A

Pre-app material



The College of Richard Collyer - Technology building

2nd Transport Pre-application Scoping Note

January 2026

Project Update

Planning submission March 2026

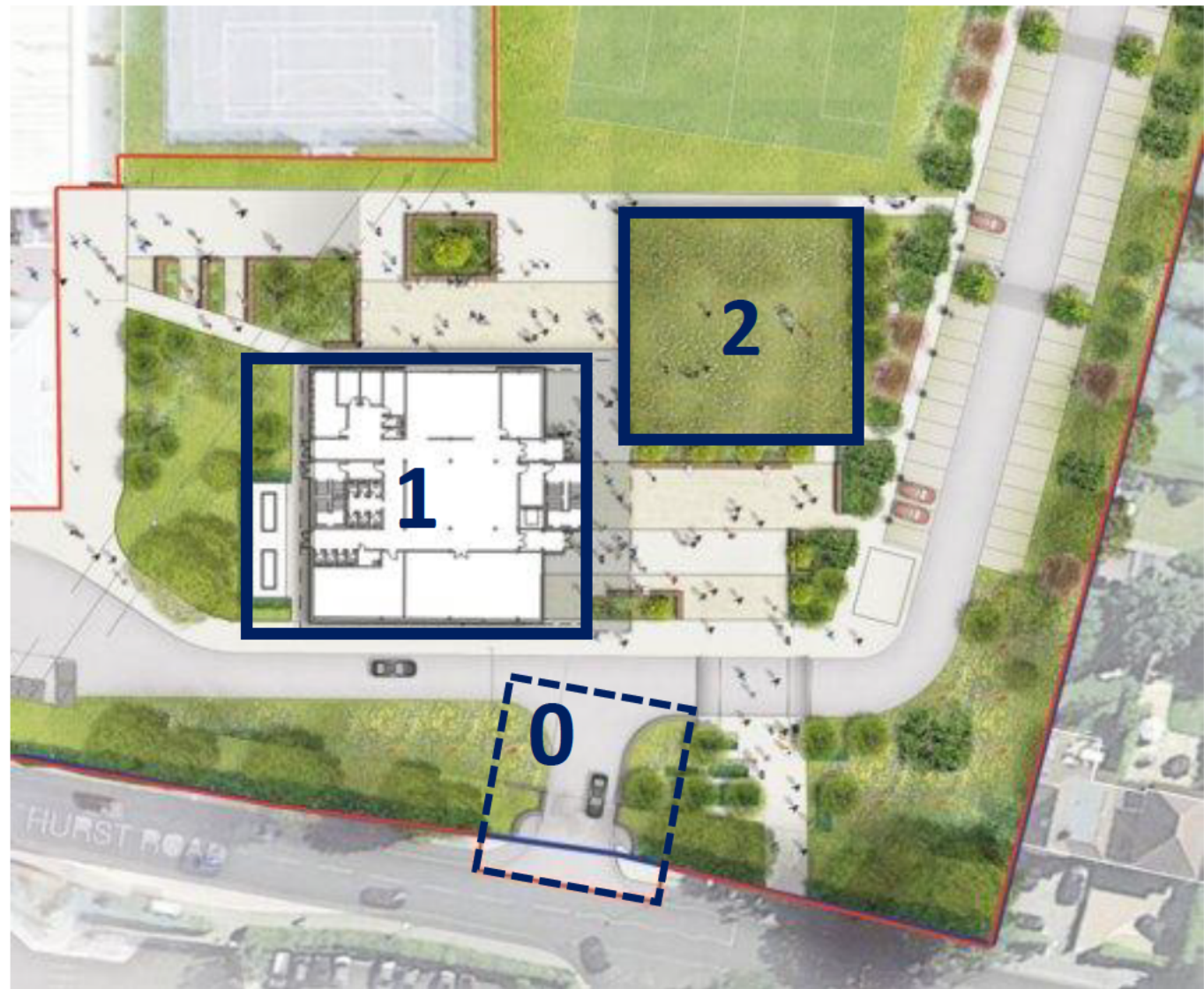
Enabling works via Permitted Development route to secure the entrance widening

Phased construction:

0. Entrance widening
(Summer 2026; school holidays)
1. Phase 1
(Autumn 2026 - Summer 2028)
2. Phase 2
TBC

Key areas for discussion and agreement:

1. Hurst Road access widening - parameters
2. Hurst Road access widening - phasing
3. Transport Statement scope
(based on no net change in staff and students)
4. Car Park Management Plan / Travel Plan



The College of Richard Collyer



Overview

The College of Richard Collyer is located immediately north of Horsham town centre. It is an 8-minute walk to/from the train station and a 12-minute walk to/from the town centre.

There is a wide range of bus services serving the College (and additionally at the train station) which provides extensive connectivity locally and further afield.

Technology building

As a result of recent population increases within its catchment area the College has seen a rise in its student population, with increasing demands for space within its existing teaching accommodation currently addressed via the provision of temporary portacabins.

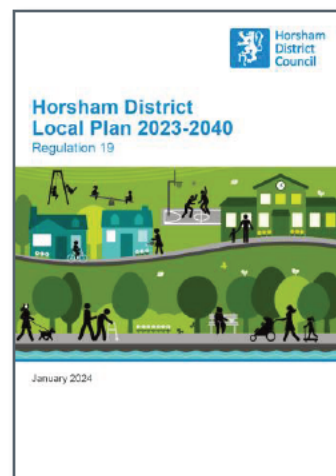
The College is proposing the construction of a new Technology building that will meet the College's growing need for new, high quality teaching spaces on campus in order to address the current shortfall, future proof against further growth and to provide a significantly enhanced environment for the students.

Key policies

West Sussex County Council

The West Sussex Transport Plan (WSTP) is the County Council's main policy on transport and was adopted in April 2022. Key objectives include:

- Objective 2: Support development and regeneration plans across the County by enabling local living and through strategic investments, particularly in sustainable modes of transport, at the right time and place to ensure the transport network is fit for the future;
- Objective 7: Enable the transport network to achieve net zero carbon emissions by 2050;
- Objective 11: Reduce the need to travel by car by enabling local living;
- Objective 15: Improve bus network efficiency and integration...; and
- Objective 17: Extend and improve the network of active travel facilities so it is coherent and high quality enough to make active travel an attractive, safe option for short distance trips and to transport interchanges.



Horsham District Council

Key local policies include:

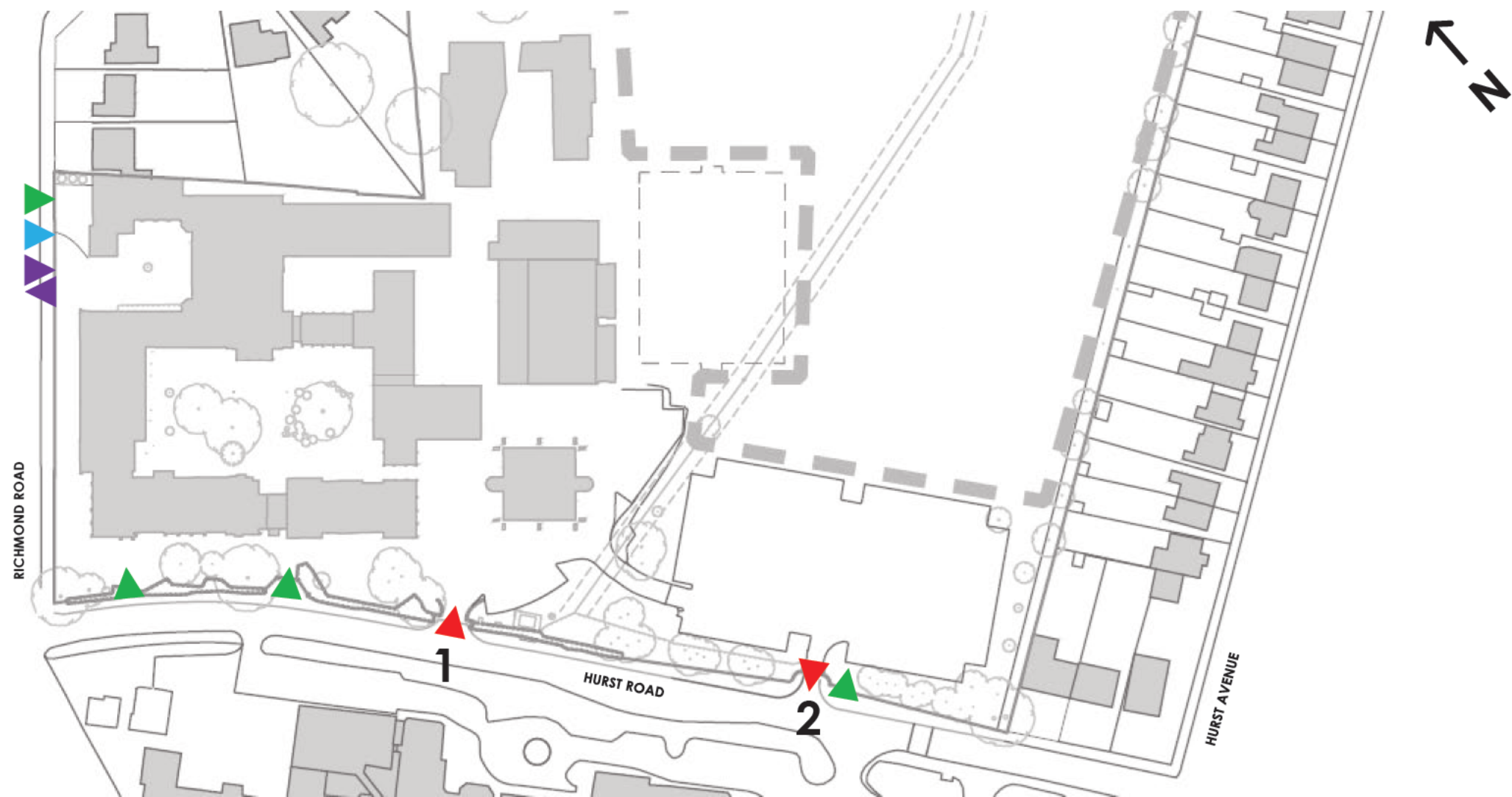
Adopted **Local Plan Policy 40 (Sustainable Transport)** and **Emerging Local Plan Policy 24 (Sustainable Transport)**. Together they state that:

- streets must be designed around people, not vehicles;
- perceived road danger is a deterrent to active travel and must be improved upon;
- active travel reduces carbon emissions, improves local environments, and helps communities become healthier and more inclusive; and
- proposals for major development shall be accompanied by a transport assessment. Where the potential impact of the development on the network is deemed to be significant, or as a result of needing to address an existing local traffic problem, a Travel Plan will need to be prepared. These should prioritise active travel, followed by public transport.

Adopted **Local Plan Policy 41 (Parking)** and **Emerging Local Plan Policy 25 (Parking)**. Together they state that:

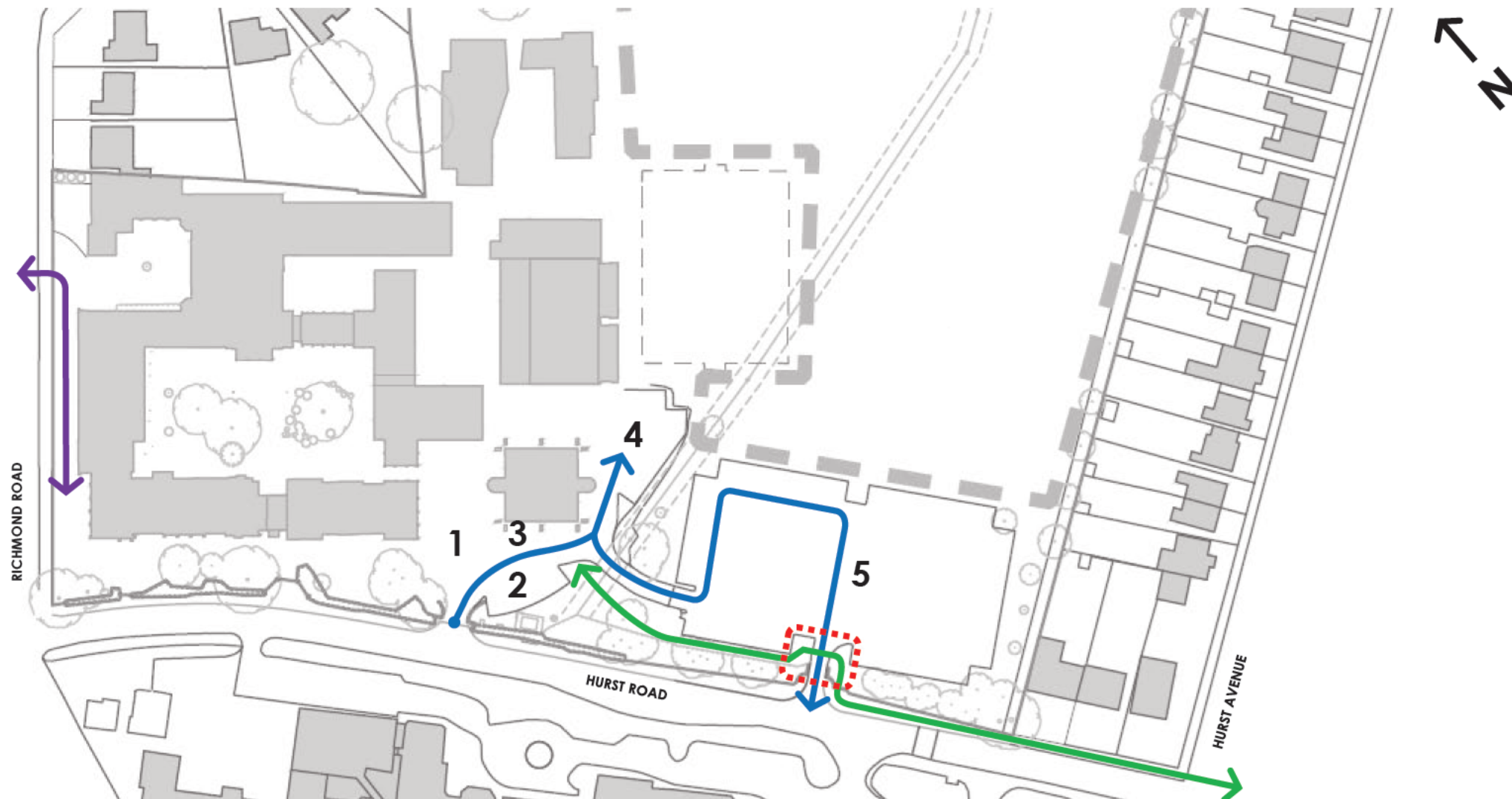
- adequate parking and facilities must be provided within developments to meet the needs of anticipated users;
- consideration should be given to the needs of cycle parking, motorcycle parking, charging plug-in or other low emission vehicles and the mobility impaired; and
- development which involves the loss of existing parking spaces will only be allowed if suitable alternative provision has been secured elsewhere or the need for the development overrides the loss of parking and where necessary measures are in place to mitigate against the impact.

Existing accesses



	User	Direction
1	Blue badge, drop-off, deliveries, waste, main car park	IN only
2	Blue badge, drop-off, deliveries, waste	OUT only
	Staff parking	IN + OUT
	Cyclists	IN + OUT
	Pedestrians	IN + OUT

Existing internal circulation



One-way clockwise Hurst Road loop

- 1 Blue badge parking
- 2 Visitor parking
- 3 Drop-off
- 4 Waste bins, deliveries
- 5 Main car park



Main pedestrian route



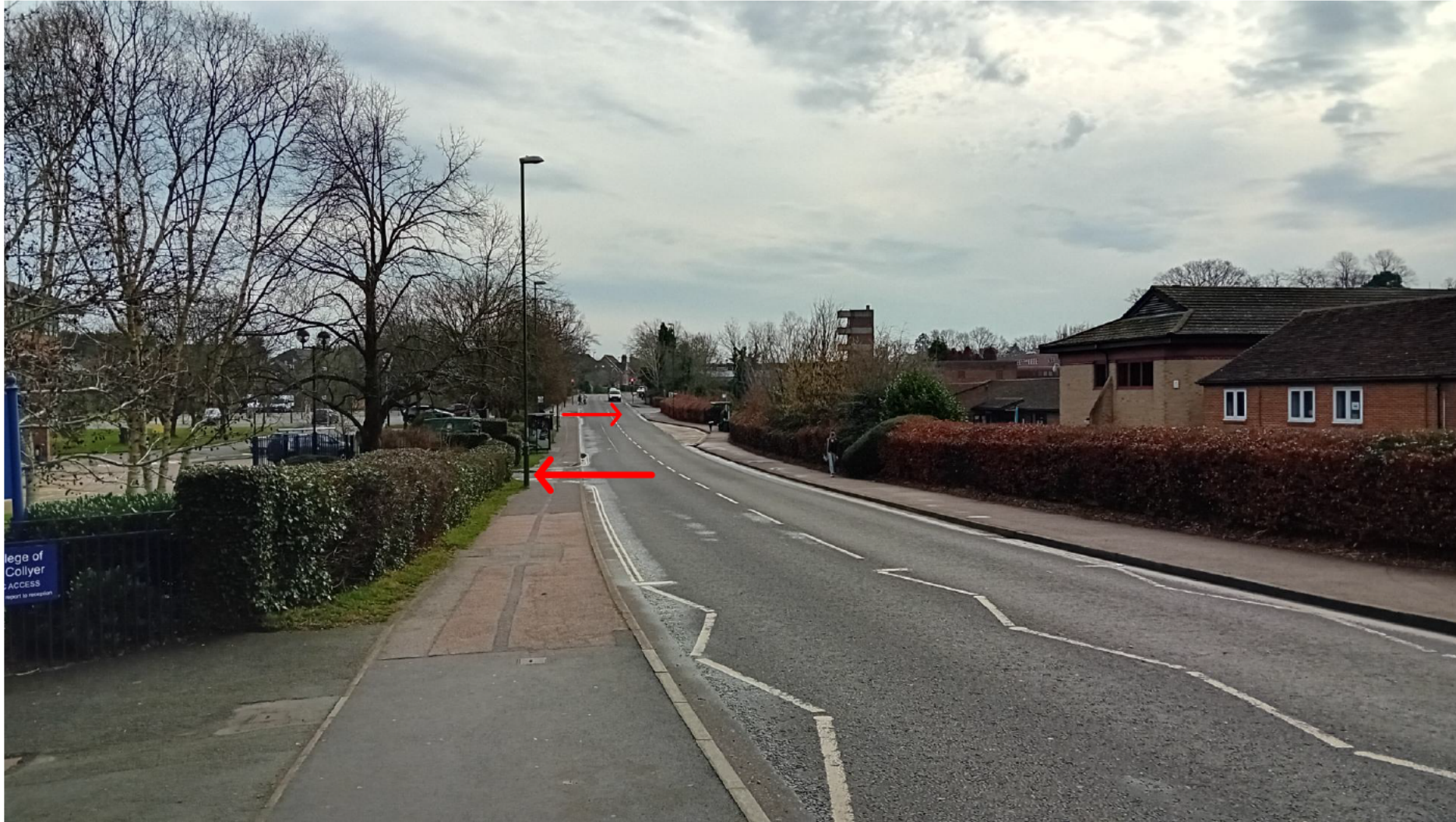
Richmond Road staff parking

Hurst Road



Hurst Road looking west from the main car park exit (vehicle entrance highlighted)

Hurst Road



Hurst Road looking east from the College's reception (vehicle entrance and exit highlighted)

Richmond Road



Richmond Road looking south (vehicle/cyclist access highlighted)

Proposed accesses

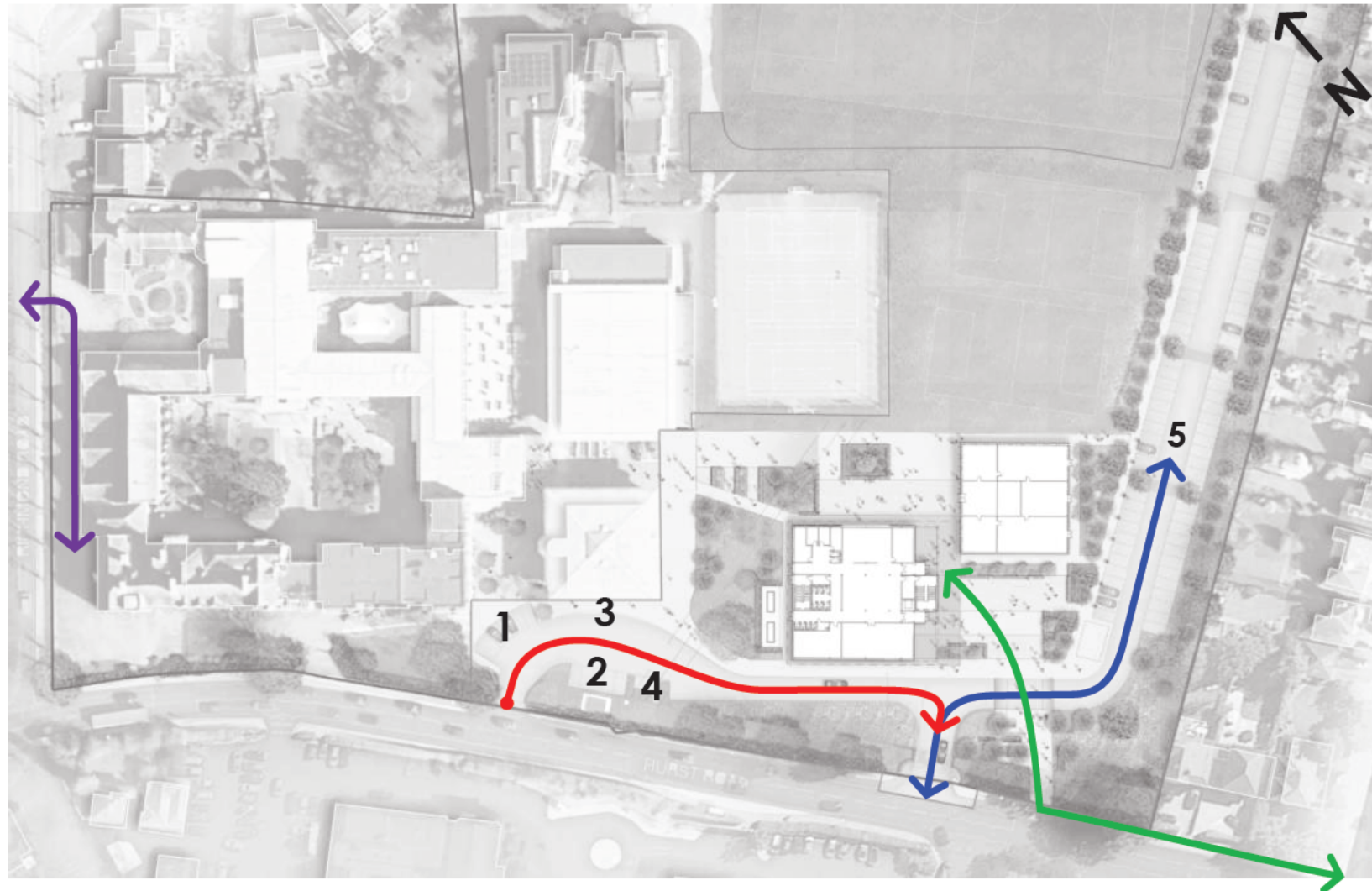


The one-way 'loop' between the existing main entrance (1) and exit (2) is retained to:

- provide direct access to blue badge spaces
- avoid goods vehicles having to reverse to exit
- manage visitor parking away from the main car park entrance

	User	Direction	Change from existing
1	Blue badge, drop-off, deliveries, waste	IN only	Retained with no changes. Reduced vehicle flow.
2	Blue badge, drop-off, deliveries, waste	OUT	Outbound unchanged
	Main car park	IN + OUT	Main car park inbound added
	Staff parking	IN + OUT	No change
	Cyclists	IN + OUT	Additional Hurst Road access; Richmond Road access retained unchanged
	Pedestrians	IN + OUT	Revised Hurst Road access by signalised crossing; other accesses retained unchanged

Proposed internal circulation



Very minor changes have been made to the site's proposed vehicle and pedestrian movement since pre-app #1:

- Minor highway realignment to accommodate the revised building locations
- Minor change to the pedestrian route into/through the new public realm (green arrow)

One-way clockwise Hurst Road loop

- 1 Blue badge parking (3 spaces)
- 2 Visitor parking (5 spaces)
- 3 Drop-off
- 4 Waste bins, deliveries

Two-way main car park route 5 Relocated main car park (144 spaces)

Main pedestrian route

Richmond Road staff parking

Proposed Hurst Road two-way access



Existing

- All vehicles exiting the site do so via a one-way gate onto Hurst Road

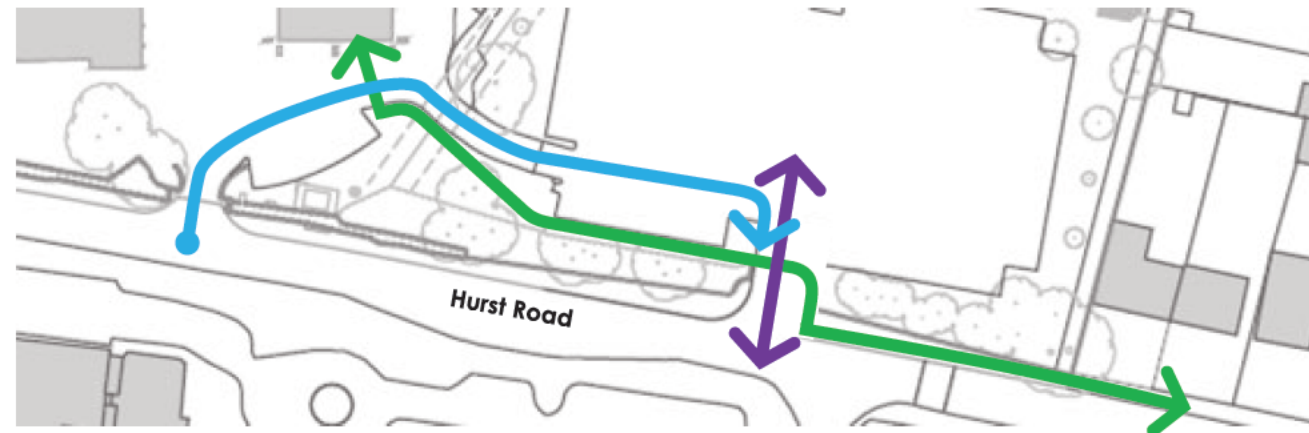
Proposed

- The proposed scheme seeks to amend the access to become two-way
 - Inbound – 'main' car park only
 - Outbound – all vehicles, as existing
- The current carriageway width will be widened to accommodate two-way flows with the gate line similarly widened

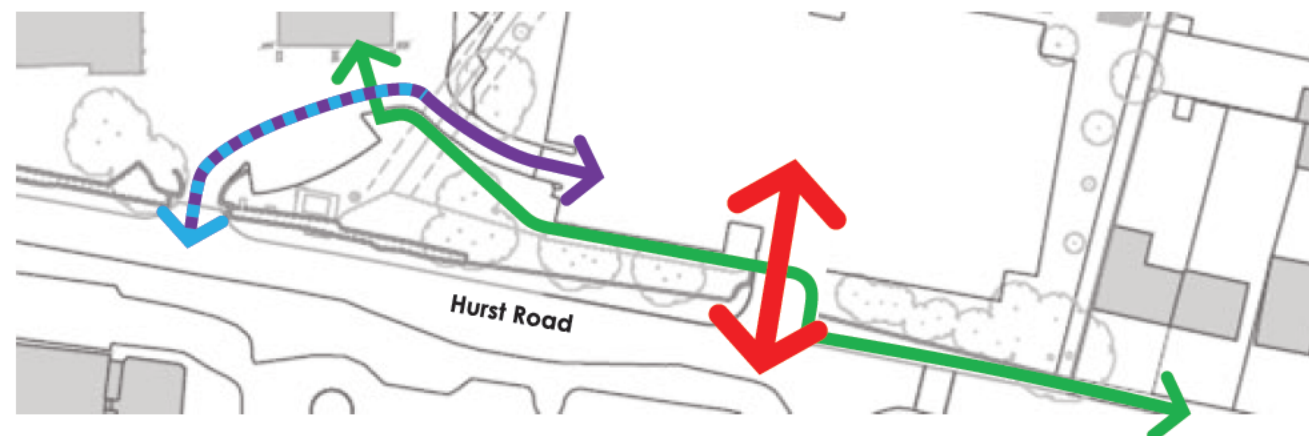
Proposed Hurst Road two-way access – phasing

- Pedestrians
- Car park
- Blue badge
→ Drop-off
→ Visitors
→ Deliveries
- Construction

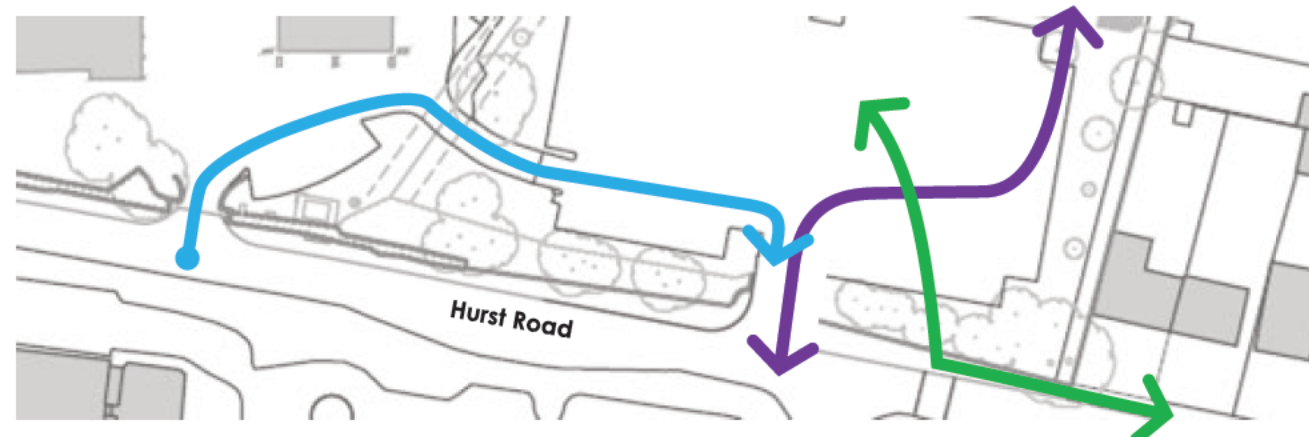
Phase 0 | Two-way entrance enabling works | Summer 2026



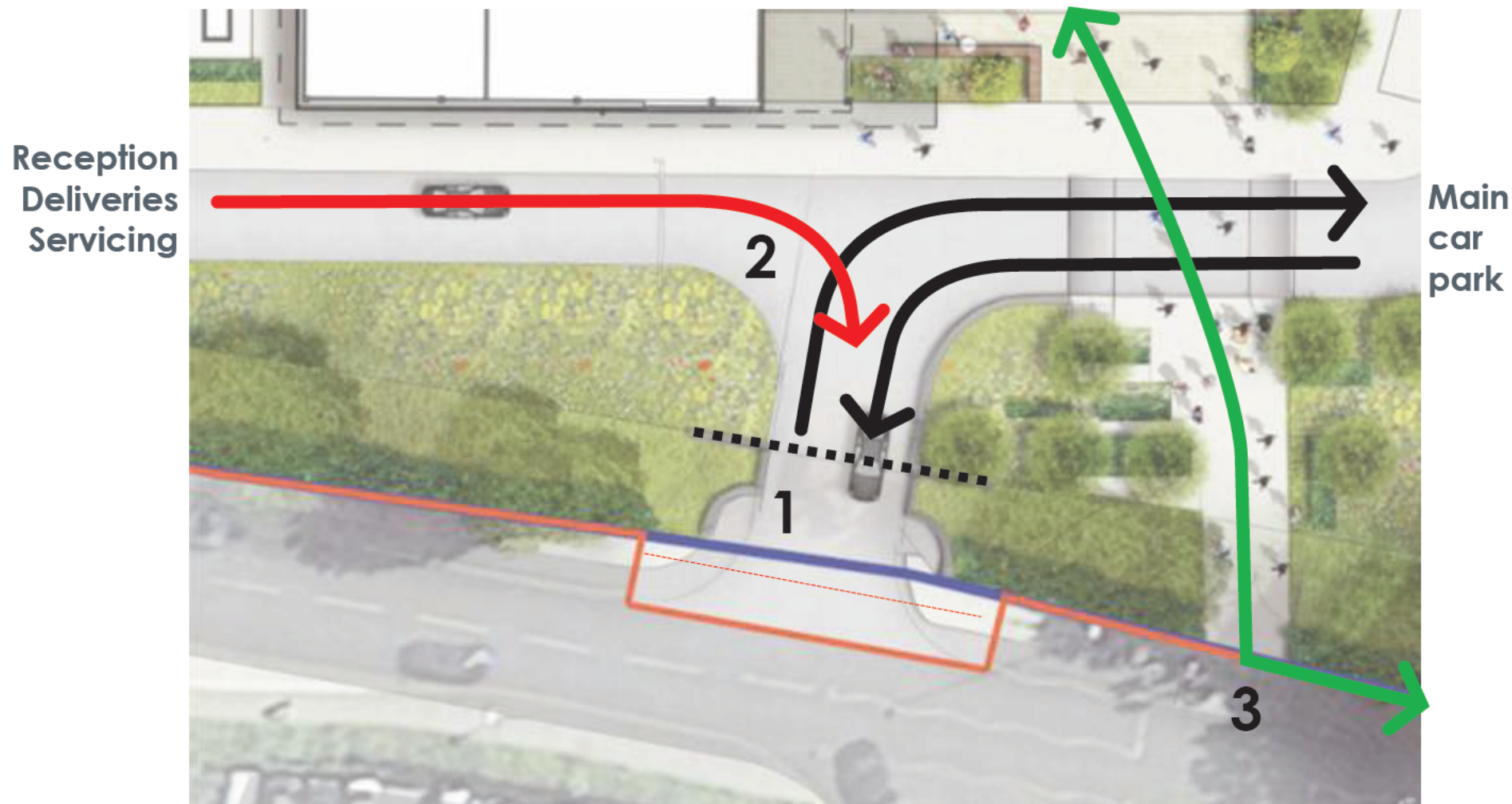
Phases 1+2 | Main construction activity | Autumn 2026 onwards



End state



Proposed Hurst Road two-way access



Refining the design – key parameters to be agreed:

1. Space for an inbound vehicle to wait off-highway (beyond back of footway) whilst waiting for the gate to open
2. Sufficient gate width for outbound goods vehicles to exit whilst there is an inbound vehicle waiting. This is a worst-case scenario that requires a wider gate. The alternative is a narrower gate width (and carriageway) on the basis that goods vehicle flows are low and unlikely to conflict with the predominantly tidal AM pre-peak inbound flow.
3. No cyclist access. All cyclists to enter via the pedestrian gate by dismounting at the ped crossing (green arrow)

Existing and proposed activity

Existing

The current number of students and staff at the College is:

- Students = approximately 2500; and
- Staff = up to 200.

As a result of recent population increases within its catchment area, the College has seen a rise in its student population, with increasing demands for space within its existing teaching accommodation. This has been addressed via the provision of temporary portacabins that were installed in summer 2024 (for a period of up to three years). A planning application is imminent for the provision of additional portacabins.

Proposed

The proposed Technology building is required to meet the College's growing need for new, high quality teaching spaces on campus in order to address current shortfall and future proof against further growth and to provide a significantly enhanced environment for the students.

In light on this, there is no anticipated material increase in the total number of students and staff at the College.

A 'net no change' scenario is therefore expected and will be assessed as part of the planning application's Transport Statemen (see subsequent pages).

Deliveries, servicing and waste

Currently there are between 10-20 vehicles accessing the site every day for deliveries, servicing and waste. This will be unchanged in the future.

There is no change from the previous pre-app report – ie there is no anticipated material increase in the total number of students and staff at the College.

Proposed parking layout



No changes have been made to car parking provision since the first pre-app meeting - 144 vehicles in the main car park giving a total of 170 spaces across the College. This represents a reduction of 7% on the existing provision. Dedicated blue badge parking is retained, as is a reduced number of visitor parking spaces.

There has been a small increase in cycle parking to meet BREEAM requirements (now +38 spaces, previously +35).

Existing and proposed parking

	Existing	Proposed	Change
VEHICLES			
Blue badge	3	3	0
Visitor	8	5	-3
Library	13	0	-13
Main car park	140	144	+4
Total Hurst Road	164	152	-12
Richmond Road	28	28	0
Total vehicles	182	170	-12 -7%
CYCLES			
Richmond Road	35	35	0
Hurst Road	n/a	38	+38
Total cycles	35	73	+38 +109%

Existing

- In total there are 182 parking spaces across the entire College site. The majority are accessed from Hurst Road
- In addition to the 'main' car park there is dedicated blue badge and visitor parking as well as a small number of spaces around the Library building
- There is a covered and secure cycle store accessed off Richmond Road

Proposed

- The revised car parking arrangement provides for 144 vehicles in the main car park giving a total of 170 spaces across the College. This represents a reduction of 7% on the existing provision
- The dedicated blue badge parking is retained, as is a reduced number of visitor parking spaces
- Additional cycle parking provision is proposed, equivalent to a doubling in the number of available spaces

Summary of development proposals and rationale

Access

- Existing Hurst Road entrance retained for some uses (eg blue badge, deliveries and waste collection)
- 'Main' car park access is amended to be via a revised, two-way Hurst Road access
- All vehicles exit the site as existing

Circulation

- Simplified vehicle movement leading to reduced vehicle flows through the heart of the College

Car park

- Comprehensive redesign of the relocated 'main' car park – layout designed to minimise land take
- EV provision to meet current and future needs
- High-quality landscaping scheme including extensive planting within the parking

Trip generation

- The Technology building will not lead to any material increase in the total number of students and staff at the College.
- A 'net no change' scenario is therefore expected with similar levels of overall trip generation and parking demand (independent of the Travel Plan measures)

Cycle parking

- Existing provision off Richmond Road retained
- New cycle parking to be provided, equivalent to a doubling in the number of spaces

Deliveries, servicing and waste

- Dedicated area for bin storage and delivery drop-off
- Existing goods vehicle reversing in/near the library no longer required

Fire access

- Existing access route revised to go through the new car park

Planning Application Deliverables

Transport Assessment (TA) / Transport Statement (TS)

Based on the size of the proposed development a Transport Assessment would ordinarily be required. However, as the proposed scheme has an expected 'net no change' impact, a slightly simpler Transport Statement will be prepared in support of a forthcoming planning application.

The content of the TS will include:

- Background
- Planning / transport policy context
- Description of existing conditions (multi-modal, including deliveries / servicing)
- Proposed scheme (access, internal circulation, parking)
- High-level trip generation (existing, proposed, net change)
- Any required mitigation measures

Because of the expected net no change in person and vehicle trip generation, no baseline traffic survey data will be collected, nor any detailed existing / proposed trip generation analysis undertaken.

Car Park Management Plan (CPMP)

The key aims of the CPMP are to:

- Ensure an adequate level of car parking provision that meets the needs of the development;
- Manage who has access to the car park, including preventing parking by non-site users; and
- Ensure the car park remains accessible to all eligible users.

The content of the CPMP will include:

- Background context – description of the development and the wider College site more generally
- Parking designation and management – setting out the different forms of parking for staff, students and visitors and how each will be managed
- Parking arrangements, controls and monitoring

Travel Plan (TP)

Based on the first pre-app meeting and on-site discussion, a specific Travel Plan will not be prepared in support of the planning application.

The College has and will continue to promote and encourage a shift from the private car to sustainable and active travel modes. The primary mechanism for this will be through the car park permit system (see CPMP above).

WEST SUSSEX COUNTY COUNCIL CONSULTATION

TO:	BDP FAO: Ellie Jennings
FROM:	WSCC – Highways Authority
DATE:	26 January 2026
LOCATION:	COLLYERS SCHOOL 82 HURST ROAD HORSHAM WEST SUSSEX RH12 2EJ
SUBJECT:	PRE-25-25 Proposed Full Planning Application for a new Technology Building, reconfigured car parking, access and landscaping at the College's Hurst Road campus.
RECOMMENDATION:	Advice

Comments are made against,

- 2nd Transport Pre-Application Scoping Note, dated January 2026

Based on the submitted Scoping Note, four broad topic areas are identified. Taking these, WSCC Highways would offer the following comments and advice.

Hurst Road Access Widening

The proposals seek to alter the existing one-way (exit) access onto Hurst Road to form a two-way (access and exit) arrangement. This access will serve as the exit for all vehicular traffic (barring that which enters/exits onto Richmond Road) as well as the entry for vehicles using the proposed car park.

In-principle, given the presence of the existing access, WSCC have no particular concerns with two-way arrangement. WSCC would request that access geometries are kept tight within reason (a preference would be towards the narrower arrangement suggested within point 2 on page 14) and gates setback as per existing arrangements to enable vehicles to wait clear of the highway.

The proposals include a separate pedestrian/cyclist access onto Hurst Road to the east of the proposed two-way access. No are no particular concerns with this arrangement with this effectively relocating the existing pedestrian access that lies adjacent to the access where a two-way operation is proposed.

WSCC would not require a Stage One Road Safety Audit for the highway aspects of the development proposals.

WSCC understands the intention for the access works to be dealt with separately from building works on-site and for these to be brought forward at an early stage. WSCC has no particular issue in these respects. The Applicant would need to resolve any planning related matters for the access with Horsham DC (with WSCC potentially being a consultee) and obtain all necessary consents (by way of the WSCC Highway Agreements team with details on the WSCC website) to enable the construction of the works within the existing highway.

Transport Statement Scope

WSCC understands that there will be no change to staff or student numbers as a direct consequence of the proposals. The proposals in all respects are not expected to result in any material change in operation for the existing highway.

On the basis of the above, WSCC consider a Transport Statement would be the most appropriate transport related supporting document. The TS should contain all the necessary and related information pertaining to the development proposals.

Car Park Management Plan

WSCC note the slight reduction in the overall number of car parking spaces within the site. It's not considered that this would result in any material impacts upon the surrounding highway network.

The suggested number of EV charging (active and passive) spaces on page 16 are noted. WSCC has no particular guidance concerning the number of EV spaces for educational establishments. There are no specific concerns with the indicated number of spaces but commentary should be provided in the TS regarding these.

The management of the car park, including the issuing of permits and access to it, is a matter for the College to manage. WSCC recognise that the provision of a car park management plan would assist in formalising the use of the existing car park. As such, a Car Park Management Plan should be submitted with the planning application that includes the proposed car park and thereafter secured by way of a planning condition.

WSCC notes the increase in cycle parking on-site. This is very much welcomed with this being positioned in a prominent and convenient location near to the new pedestrian/cyclist entrance onto Hurst Road.

Travel Plan

WSCC understands that the College already implements various measures to encourage reduced car dependency amongst staff and students. Given the proposals do not entail any changes to staff or student numbers, or any material

impact upon the local highway network, WSCC would not require a formal travel plan as part of the proposals. It may be helpful if these measures were still detailed as part of the submitted application.

Other Matters

WSCC would highlight the likelihood of a construction management plan to be secured by planning condition. This will be required to outline those measures that will be put in place to manage highway related issues during construction. The typical wording for a construction management plan condition is,

No development shall take place, including any works of demolition, until a Construction Management Plan has been submitted to and approved in writing by the Local Planning Authority. Thereafter the approved Plan shall be implemented and adhered to throughout the entire construction period. The Plan shall provide details as appropriate but not necessarily be restricted to the following matters,

- the anticipated number, frequency and types of vehicles used during construction,*
- the method of access and routing of vehicles during construction,*
- the parking of vehicles by site operatives and visitors,*
- the loading and unloading of plant, materials and waste,*
- the storage of plant and materials used in construction of the development,*
- the erection and maintenance of security hoarding,*
- the provision of wheel washing facilities and other works required to mitigate the impact of construction upon the public highway (including the provision of temporary Traffic Regulation Orders),*
- details of public engagement both prior to and during construction works.*

Reason: In the interests of highway safety and the amenities of the area.

Summary

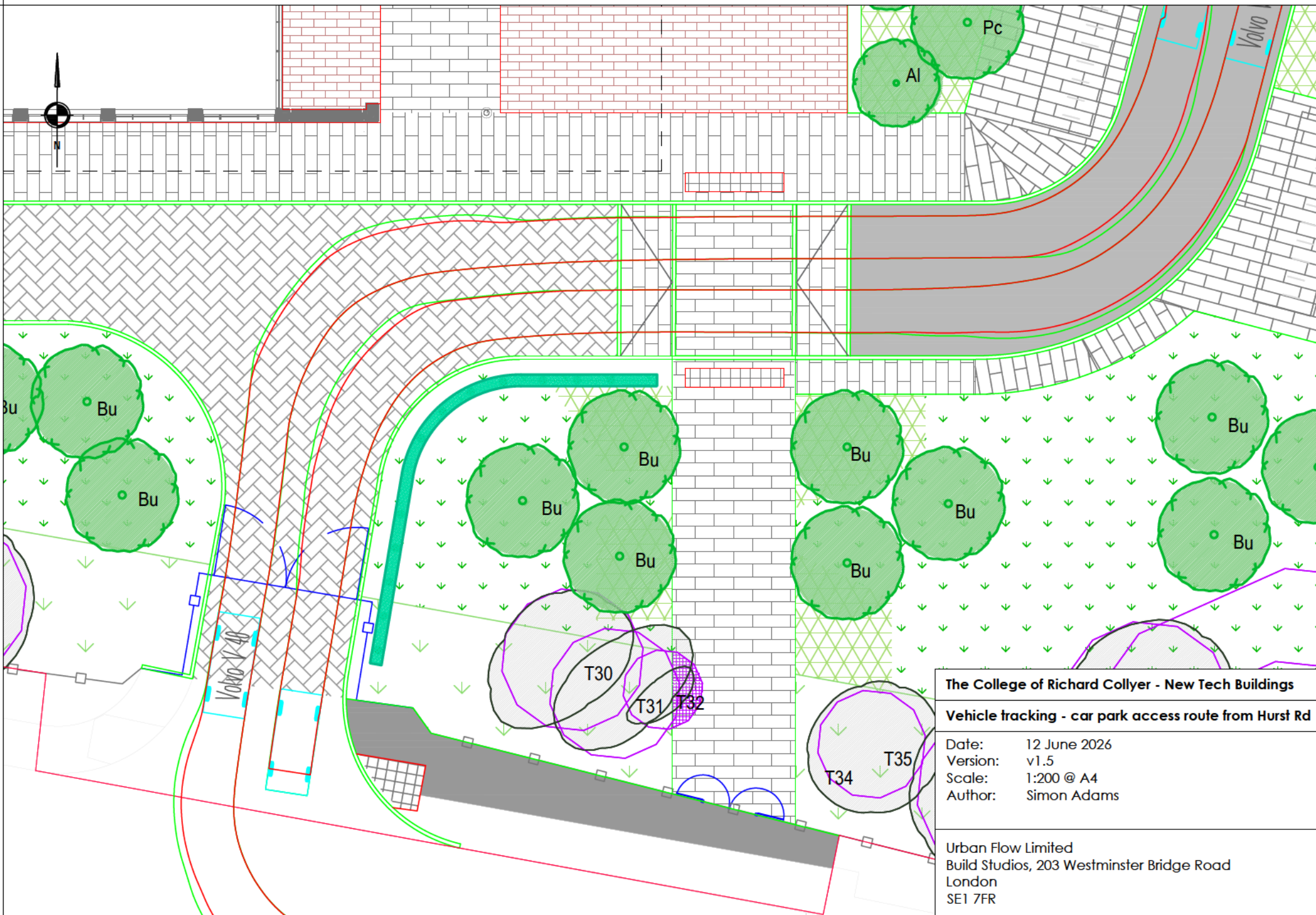
In summary, WSCC Highways have no particular concerns with the development proposals as presented within the Scoping Note.

Ian Gledhill

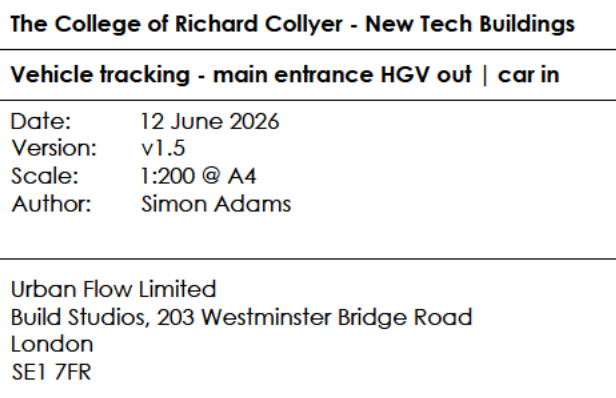
West Sussex County Council – Planning Services

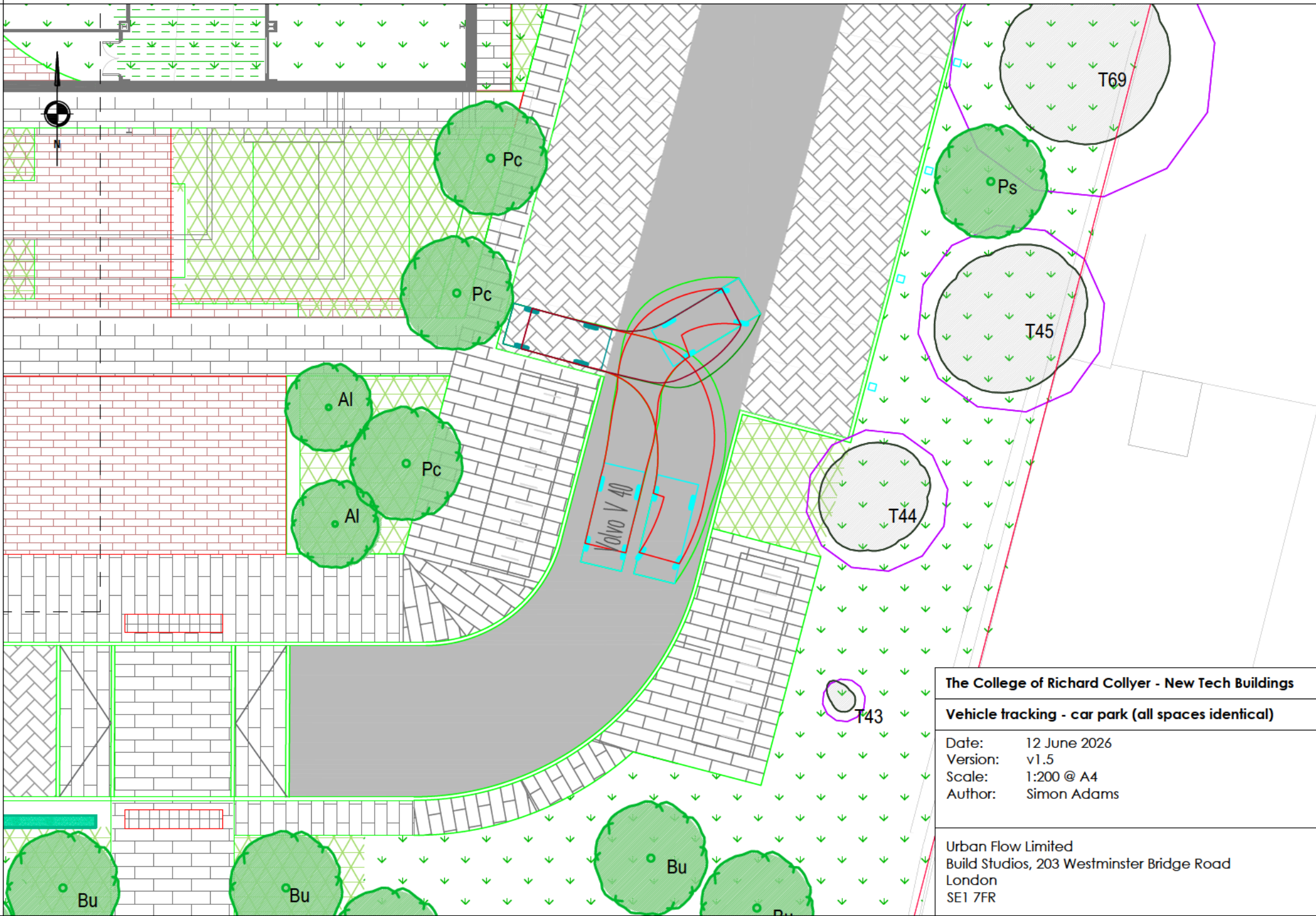
Appendix B

Vehicle tracking / swept paths



The College of Richard Collyer - New Tech Buildings	
Vehicle tracking - car park access route from Hurst Rd	
Date:	12 June 2026
Version:	v1.5
Scale:	1:200 @ A4
Author:	Simon Adams
Urban Flow Limited Build Studios, 203 Westminster Bridge Road London SE1 7FR	



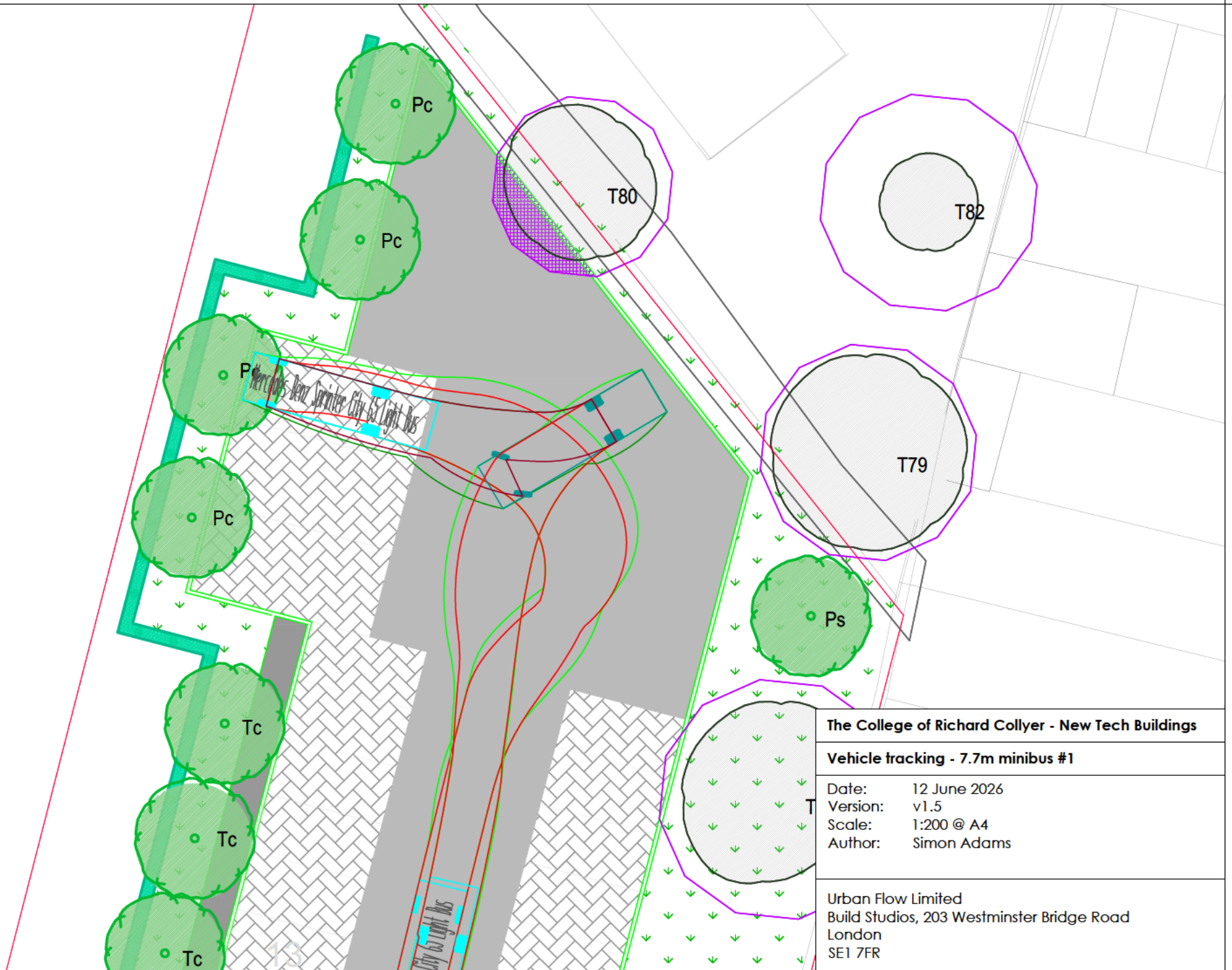


The College of Richard Collyer - New Tech Buildings

Vehicle tracking - car park (all spaces identical)

Date: 12 June 2026
Version: v1.5
Scale: 1:200 @ A4
Author: Simon Adams

Urban Flow Limited
Build Studios, 203 Westminster Bridge Road
London
SE1 7FR

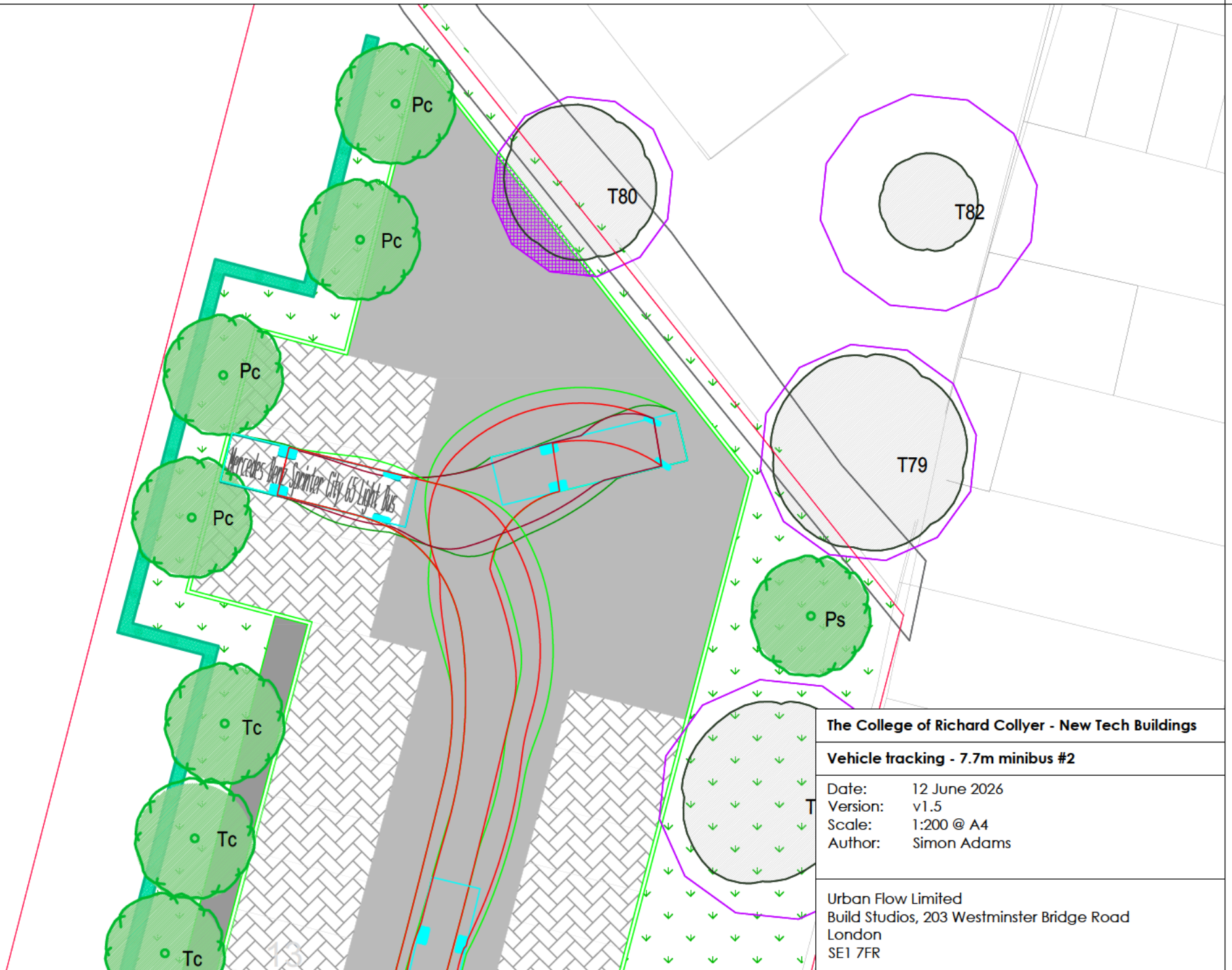


The College of Richard Collyer - New Tech Buildings

Vehicle tracking - 7.7m minibus #1

Date: 12 June 2026
Version: v1.5
Scale: 1:200 @ A4
Author: Simon Adams

Urban Flow Limited
Build Studios, 203 Westminster Bridge Road
London
SE1 7FR



The College of Richard Collyer - New Tech Buildings

Vehicle tracking - 7.7m minibus #2

Date: 12 June 2026
Version: v1.5
Scale: 1:200 @ A4
Author: Simon Adams

Urban Flow Limited
Build Studios, 203 Westminster Bridge Road
London
SE1 7FR

