

The College of Richard Collyer New Technology Centre CAR PARK MANAGEMENT PLAN



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B	Car Park Rules

DOCUMENT CONTROL

Project The College of Richard Collyer - New Technology Centre
Report Car Park Management Plan

Version	Date	Author(s)	Comments
1.0	29/06/2026	SA	Final version issued

1 Introduction

1.1 General Introduction

1.1.1 This Car Park Management Plan (CPMP) has been prepared on behalf of The College of Richard Collyer (the 'College') for their proposed New Technology Centre development.

1.1.2 In parallel with the preparation of this CPMP a Transport Statement has been produced.

1.2 Purpose

1.2.1 This Car Park Management Plan sets out how the school will manage its car parking facilities to ensure:

- Safe and efficient operation during peak arrival and dismissal times;
- Minimal impact on the local highway network and surrounding residential areas;
- Promotion of sustainable travel modes;
- Safeguarding of pupils and pedestrians; and
- Compliance with local planning policies and standards.

1.3 Structure

1.3.1 The scope and content of this CPMP was agreed during pre-application discussions with West Sussex County Council (see Appendix A). Following this introductory section, the report is structured as follows:

Section Two contains a summary of the proposed development and on-site parking;

Section Three provides information on access and circulation;

Section Four summarises the operational management of car parking;

Section Five explains key traffic management and safety measures; and

Section Six summarises monitoring and enforcement procedures.

2 Proposed development

2.1 Overview

- 2.1.1 The proposed New Technology Centre development is required to meet the College's 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.
- 2.1.2 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; this has been assessed within the accompanying Transport Statement.

2.2 Parking locations

- 2.2.1 In order to accommodate the New Technology Centre, the current 'main' car park is removed and relocated along the eastern boundary of the site (D in Figure 2.1 below).
- 2.2.2 The existing blue badge parking (A), visitor parking (B) and drop-off area (C) is retained close to the main reception; parking alongside the library building is to be removed. There is no change to the parking that is accessed from Richmond Road (E).

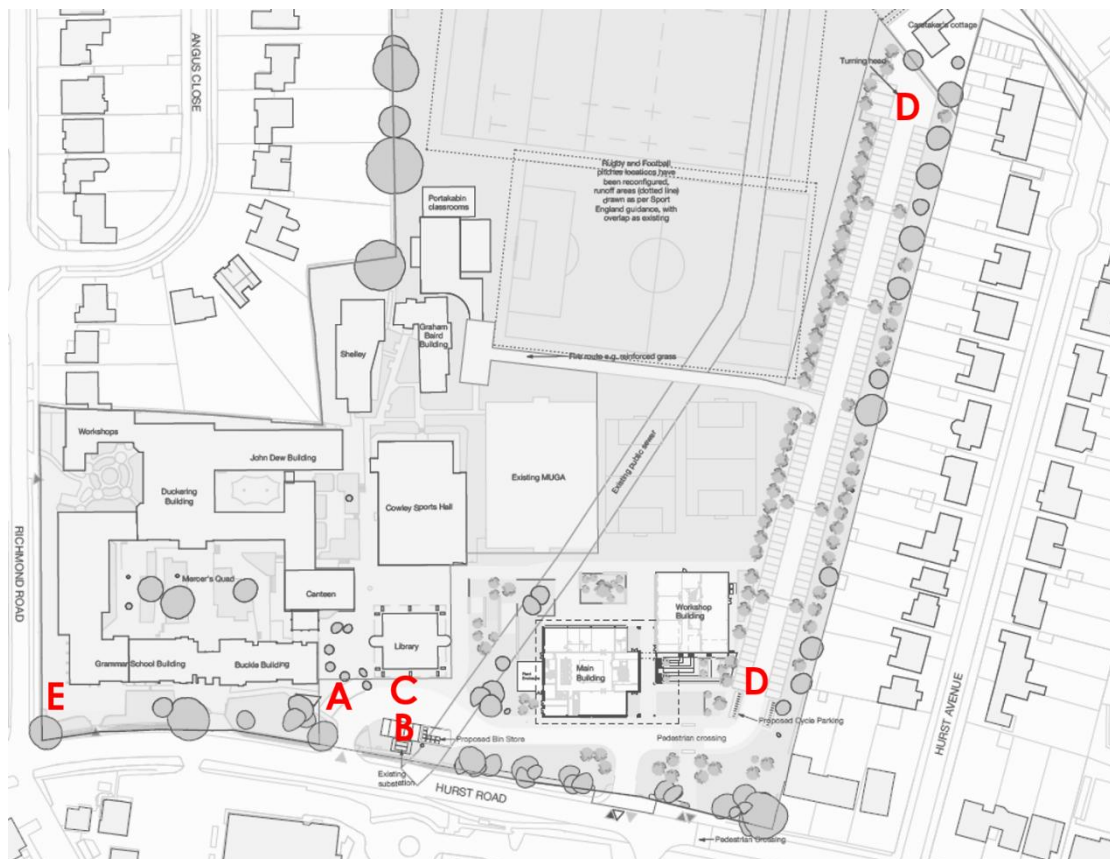


Figure 2.1 Proposed parking locations

2.3 Car parking provision

2.3.1 Existing and proposed car parking provision is shown below in Table 3.1.

	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 2.1 Existing and proposed car parking provision

2.3.2 Overall there is a net loss of 12 spaces, representing an 6% reduction on existing.

2.4 Electric Vehicle (EV) charging

2.4.1 A total of 34 EV charging points will be provided in the new main car park (see Figure 2.2):

- 16 'active' spaces, fully usable on day one of opening; and
- 18 passive spaces, where underground ducting has been provided for future conversion to active use.

2.4.2 The active provision is equivalent to 8% of the total number of parking spaces; this can increase up to a maximum of 18% of parking spaces in the longer-term.

2.4.3 EV charging spaces are located closest to the College in order to minimise cable runs and to provide a degree of priority for staff using non-ICE vehicles.

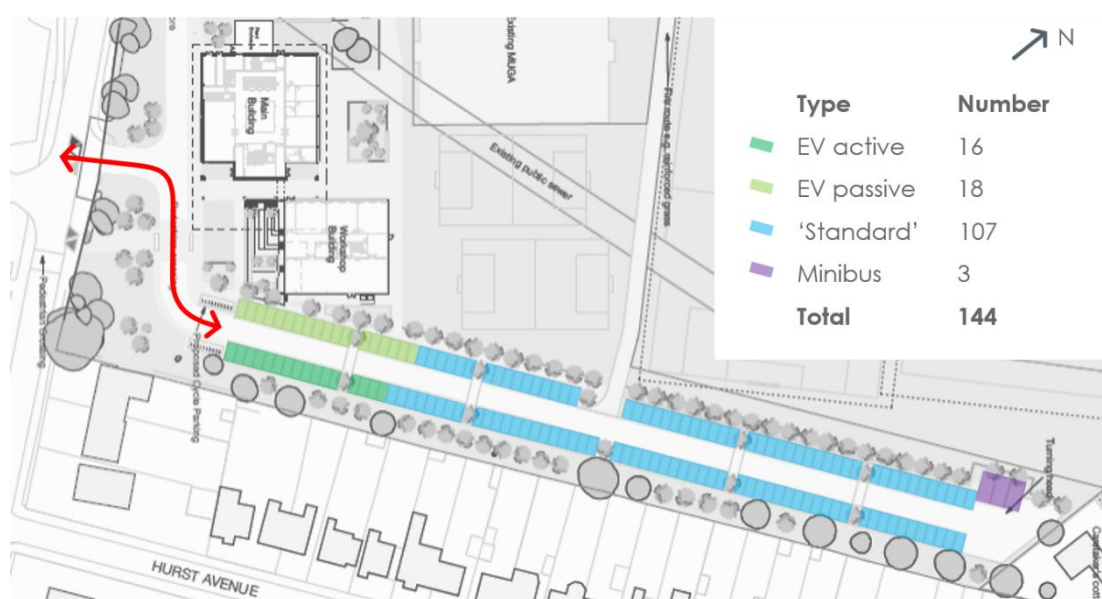


Figure 2.2 Main car park with different parking zones identified

2.5 Minibuses

- 2.5.1 At the northern end of the new main car park three minibus spaces are provided. This replicates the existing provision. Additional manoeuvring space is provided at this end of the car park in order to accommodate the larger vehicle sizes.



Figure 2.3 Minibus tracking at the northern end of the new car park

- 2.5.2 Section 4.4 (and Appendix B) of the accompanying Transport Statement provides additional information on vehicle swept paths / tracking analysis.

2.6 Cycle Parking

- 2.6.1 The existing secure, covered cycle store accessed from Richmond Road is being retained. This store can accommodate 35 cycles.
- 2.6.2 Two new cycle stores will be located close to the New Technology Centre at the southern end of the main car park. This store will accommodate 40 cycles, representing a doubling in the number of cycle parking spaces available.
- 2.6.3 Access to this new cycle parking will be via a direct route from the Hurst Road pedestrian entrance. Dedicated footways have been provided so that the cyclists are separated from car park vehicle flows (see Figure 3.3).

3 Access and circulation

3.1 Vehicle accesses

3.1.1 Proposed access to the parking locations outlined in the previous chapter is as follows:

- Richmond Road = no change from existing;
- Blue badge, visitor and drop-off = no change from existing, enter from Hurst Road by the reception and exit onto Hurst Road via the 'main' car park exit; and
- 'Main' car park = all inbound and outbound movement is via the existing access on Hurst Road that is widened to accommodate two-way traffic.

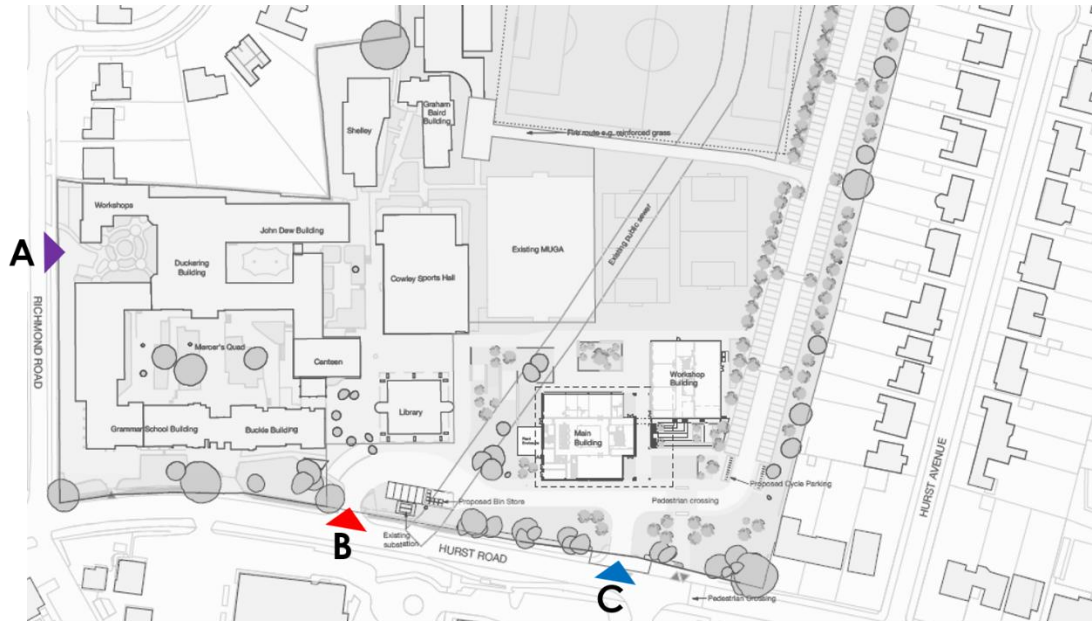
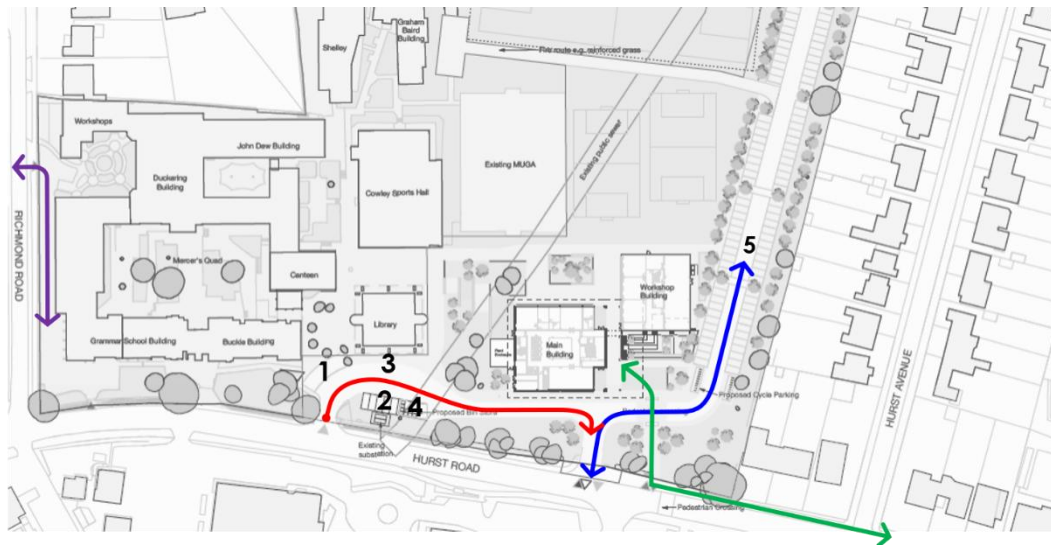


Figure 3.1 Proposed access points to parking locations

3.2 Internal circulation

3.2.1 There will be three parking circulation routes within the College (see also Figure 3.2):

- Richmond Road (purple);
- Hurst Road 'loop' serving blue badge, visitor and drop-off parking (red); and
- Hurst Road new 'main' car park access (blue).



- | | |
|--|---|
| <p> One-way clockwise Hurst Road loop</p> <p>1 Blue badge parking</p> <p>2 Visitor parking</p> <p>3 Drop-off</p> <p>4 Waste bins, deliveries</p> | <p> Two-way main car park route</p> <p>5 Relocated main car park</p> <p> Main pedestrian route</p> <p> Richmond Road staff parking</p> |
|--|---|

Figure 3.2 Proposed car parking internal circulation

Access controls

- 3.2.3 Transponder-based access controls are currently in place at all the vehicle entry and exit points into/out of the College. These controls will be retained in the future so that only those staff (and students) with permission to park on-site will be able to do so. Visitors parking on-site will be managed via the existing intercom linking to Reception.

3.3 Pedestrian Routes and Safety

- 3.3.1 Dedicated walking routes have been created that ensure pedestrians will be kept separate from vehicle movements.
- 3.3.2 The key pedestrian route into the College (green in Figure 3.3) crosses the car park access at a raised, ramped crossing. This change in carriageway level will help to manage driver behaviour and vehicle speeds.
- 3.3.3 Access to the two cycle stores (blue in Figure 3.3) is via dedicated footways to ensure vehicles and pedestrians walking with cycles are kept separate.
- 3.3.4 Car park users have a separate, parallel pedestrian route (purple in Figure 3.3) along the full length of the main car park. This route then connects directly to several routes to different parts of the College.



Figure 3.3 Pedestrian routes

3.4 Emergency Vehicle Access

- 3.4.1 The design of new main car park incorporates a retained fire access route to the Shelley Building that is across the sports pitches.
- 3.4.2 In an emergency, entry will be via the Hurst Road entrance nearest to main reception. Vehicles would follow the internal loop and past the New Technology Centre, along the southern half of the new car park and then left turn across the sports pitches.
- 3.4.3 Section 4.7 of the accompanying Transport Statement provides additional information on this access.

3.5 Parking space dimensions

- 3.5.1 Within the new main car park, the following key parameters have been used:
- 4.8m x 2.4m for cars;
 - 7.5m x 3.6m for minibuses; and
 - 6m aisle width.
- 3.5.2 The blue badge spaces by the main reception are 4.8m x 2.4m with an additional 1.2m clear space between each space and to their rear.

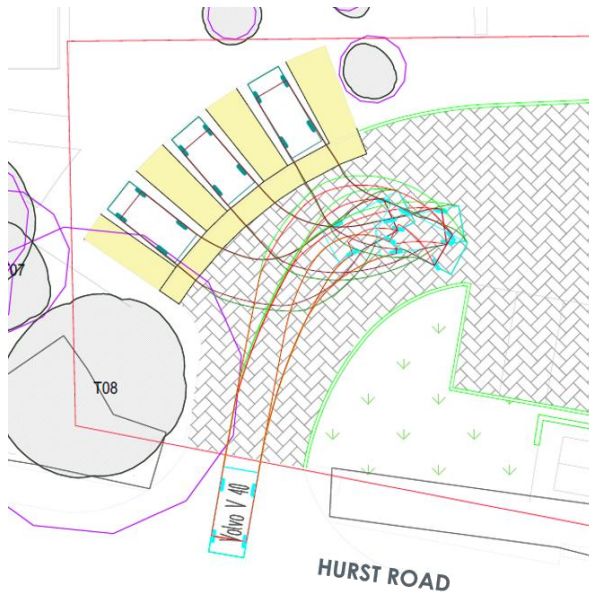


Figure 3.4 Blue badge parking layout by main reception

4 Operational Management

4.1 Timings

4.1.1 The College's standard teaching times are 8:40 to 16:15, Monday to Friday. The anticipated peak times for car park usage are:

- Morning = 7.30-8.30am; and
- Afternoon = 5-6pm.

4.1.2 The majority of car park users (ie staff) will arrive before students in the morning and leave after the end of the academic day. This will help to minimise any potential conflict between pedestrians and vehicle drivers.

4.1.3 Some evening activity may occur due to additional teaching that takes place outside of the core hours above. Only limited weekend activity is expected in the main car park.

4.2 Permits

4.2.1 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. Personnel will be on-site to check that all vehicles parked at the College are displaying a valid permit.

4.2.2 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.

4.2.3 Importantly, the College provides no guarantee there will be a space available for either staff or students, particularly for arrivals after 8.30am. The permit gives permission to access the car park but not a guaranteed space.

Students

4.2.4 Student parking permits are currently 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.

4.2.5 There is a charge for student permits (£195 for academic year 2024/5). This will increase in line with inflation in future years.

4.3 Day-to-Day operations

4.3.1 The College already actively manages on-site car parking; no significant changes are proposed to the current arrangements.

Drop-off and pick-up

4.3.2 Drop-off and pick-up within the College will only be possible when permission has been granted in advance. It is intended for staff and/or students who have specific mobility issues, including temporary conditions (eg broken leg).

4.3.3 Only the designated drop-off/pick-up zone adjacent to the library will be used. A maximum waiting/dwell time will be communicated to the driver to ensure rapid turn-over.

Visitor Management

- 4.3.4 Any visitor wanting to park on-site needs to receive advance permission to do so. This will be managed through the main reception.
- 4.3.5 All visitors will be directed to enter the site at the Hurst Road reception entrance. This will be reinforced in writing as part of the booking process. Clear signage will be installed at the other Hurst Road entrance (that links to the 'main' car park) that it is not for visitors.
- 4.3.6 Visitors will be allowed through the reception vehicle gate via intercom with full registration details taken as part of the existing visitor registration process that is done at reception.

Blue badge parking

- 4.3.7 Similar to the above process, the use of the blue badge spaces will be managed through the main reception. All vehicles parked in these spaces must be clearly showing a valid blue badge pass or a valid College-issued permit in case of temporary mobility issues.

4.4 Car Park Rules

- 4.4.1 All users of the school car park must adhere to a broad range of car park rules (see Appendix B). Failure to comply with these rules may result in the temporary or permanent withdrawal of parking privileges.

5 Traffic Management and Safety

5.1 Speed limit

5.1.1 A speed limit of 10mph will operate within the College.

5.2 Traffic calming measures

5.2.1 A range of traffic calming measures have been incorporated into the proposed scheme (cross-referenced in Figure 5.1 below):

1. Gated entry/exit points – all vehicles will enter/exit the site at a low speed;
2. Raised pedestrian crossing at the key crossing point for incoming/outgoing students;
3. Narrow carriageway width without centre line to moderate driver behaviour; and
4. Change in surface colour combined with planting to breakdown the linear length of the main car park and moderate driver behaviour.

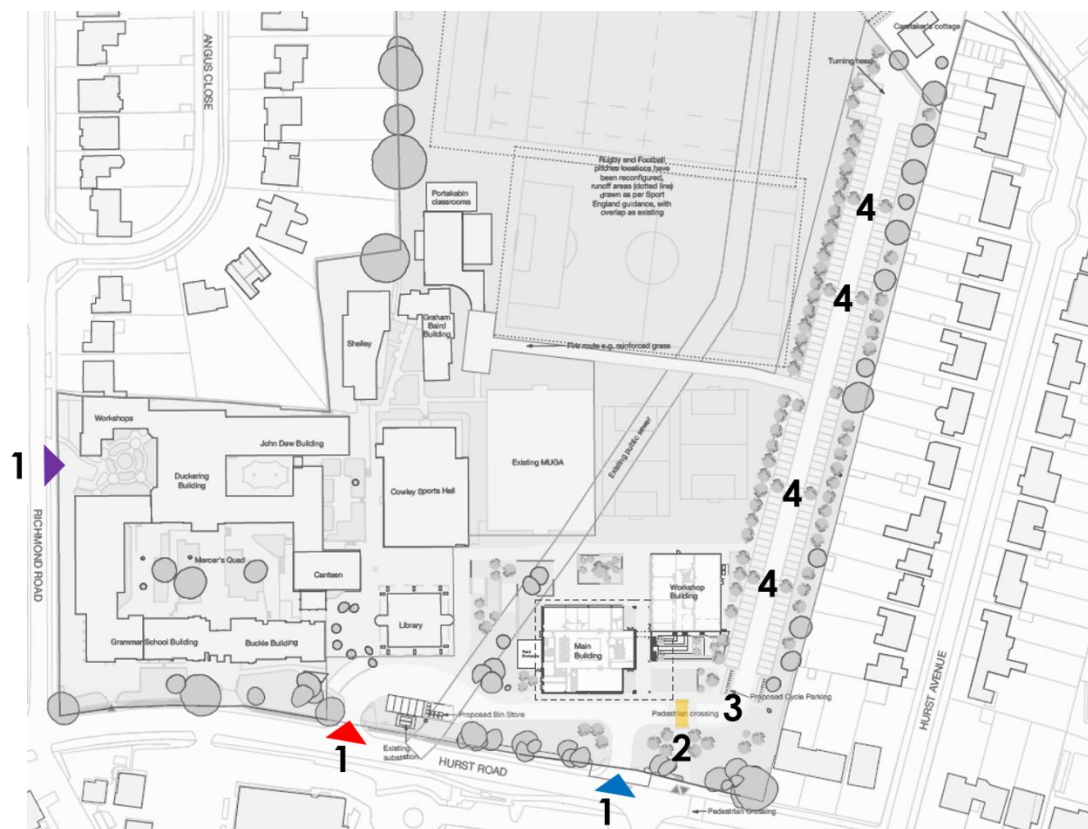


Figure 5.1 Traffic calming measures

5.3 Signage Strategy

5.3.1 Clear signage will be installed at the 'main' Hurst Road entrance to instruct visitors to use the vehicle access by the reception.

5.3.2 At all entrances there will be signage indicating that the on-site speed limit is 10mph. Repeater signs within the College may be installed if deemed appropriate.

5.3.3 One-way signs will be installed at regular intervals along the internal 'loop' between the two Hurst Road accesses (red arrow in Figure 3.2).

5.4 Road Markings

- 5.4.1 The one-way internal 'loop' between the two Hurst Road accesses (red arrow in Figure 3.2) will be clearly indicated through one-way directional arrows in the carriageway. This will be supplemented by 'exit' wording in the carriageway to highlight
- 5.4.2 As noted above in section 5.2, no carriageway markings will be provided in the main car park in order to moderate driver behaviour.
- 5.4.3 The raised pedestrian crossing will be clearly identified through conventional double triangle ramp markings in the carriageway.

Parking space identification and differentiation

- 5.4.4 The 107 'standard' parking spaces within the main car park (see Figure 2.2) will be demarcated with standard white lines.
- 5.4.5 The EV charging spaces (active plus passive if converted) will be demarcated with green lines, painted EV symbols and signage to identify these spaces as being strictly for EV charging only.
- 5.4.6 The three minibus spaces at the northern end of the car park will be demarcated with red lines and signage to identify these spaces as being strictly for minibuses only. The turning head area immediately adjacent to the minibus parking will be marked out with yellow 'box' marking to clearly indicate that no other parking should take place.
- 5.4.7 The blue badge spaces by the reception will be demarcated with yellow lines, a protected hatched area in yellow and appropriate road markings to identify these spaces. They are located in close proximity to the College's main entrance with a dedicated, step-free walking route in place.
- 5.4.8 The short-stay drop-off zone adjacent to the library will be demarcated with white lines and appropriate road markings. The zone is located in close proximity to the building's main entrance with a dedicated, step-free walking route in place.

5.5 Lighting

- 5.5.1 Lighting to the new main car park will be provided by luminaires mounted on 4m columns. Care has been taken to locate equipment with a balanced view on competing needs between technical performance, tree roots and local residential amenity. In order to minimise view in to the light sources, back shields will be proposed for the row of luminaires closest to the residential properties adjacent to the site boundary.
- 5.5.2 Lighting control will be used to ensure the car park lighting is only on when required. In line with the current college usage, in the summer term months (May - August), it is unlikely that the lighting will be in use.
- 5.5.3 From September - May, car park lighting will be controlled via an astronomical time clock to energise the luminaires at dusk through to a pre-determined curfew. To be determined by the college, the latest the lights would be on is 9.45pm Monday to Thursday for lettings and adult education. Friday, lighting will be shut down by 8.45pm.
- 5.5.4 The use of presence detection shall be explored to facilitate a step down of output when no pedestrian or vehicular activity is detected.

5.6 Noise

- 5.6.1 Managing any adverse noise impacts arising from the revised parking layout will be achieved through a variety of measures, including:

- Other than in emergencies, all goods vehicles will follow the internal one-way loop. No goods vehicles will use the main car park;
- The 10mph speed limit will ensure low vehicle speeds and consequent engine and tyre noise;
- The broad-ranging car park rules (see Appendix B) will discourage engine revving, slamming of car doors and promote courteous behaviour;
- Extensive planting within and alongside the new car park will provide additional acoustic buffering; and
- Very limited evening and no weekend activity is expected in the main car park (see section 4.1).

5.6.2 The accompanying noise impact assessment confirms that given the existing influence of road traffic and college-related activity on the local sound environment, together with the proposed car park management measures, the development is not expected to give rise to significant adverse noise effects.

6 Monitoring and Enforcement

6.1 Management Responsibilities

6.1.1 The Estates Manager will be responsible for the day-to-day management of car parking across the College. Their key responsibilities will be:

- Daily inspections of the car park;
- If required, supervision during peak times;
- Addressing parking issues and complaints;
- Coordination with staff and students; and
- If required, liaison with local authority highways team.

6.2 Enforcement Procedures

6.2.1 Unauthorised parking and/or breaches of car park rules will be addressed through the following incremental approach:

- Warning system (verbal/written);
- Staff / student disciplinary procedures if applicable;
- Withdrawal of parking permit (either temporary or permanent); and
- Clamping or removal of vehicles (if lawful and proportionate).

6.3 Monitoring and Review

6.3.1 The effectiveness of the CPMP will be monitored in a variety of ways:

- Regular observations during peak times;
- Staff and student surveys;
- Incident and complaint logs; and
- Updates to reflect changes in school operations or policy.

6.3.2 This CPMP document will be reviewed at least every two years.

Permit review process

6.3.3 Students permits will be reviewed and issued on an annual basis. It is proposed that staff permits are reviewed every two years.

6.4 Maintenance

6.4.1 An inspection schedule will be developed for all car parking across the College. The following is an indicative list of inspection items and frequencies.

- General condition and cleanliness = daily;
- Surface condition (potholes, cracks) = monthly;
- Lighting = monthly / as required;
- Vegetation control = monthly / as required;
- Drainage systems = quarterly / after heavy rain; and
- Line markings and signage = yearly.

6.4.2 A specific budget has been allocated for ongoing car park maintenance through the school's premises budget.

6.5 Incident Reporting

- 6.5.1 An incident log for reporting and recording accidents, near misses, or damage within the car park will be held by the contact identified in section 6.1.
- 6.5.2 All incidents should be reviewed for any immediately required actions and also more generally as part of the periodic CPMP review (see section 6.3).

6.6 Complaints Procedure

- 6.6.1 Similarly, a complaints log will be created and managed. An escalation procedure should be established in case of more serious complaints that can't be addressed by the site team.

APPENDICES

- A Pre-app material
- B Car Park Rules

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

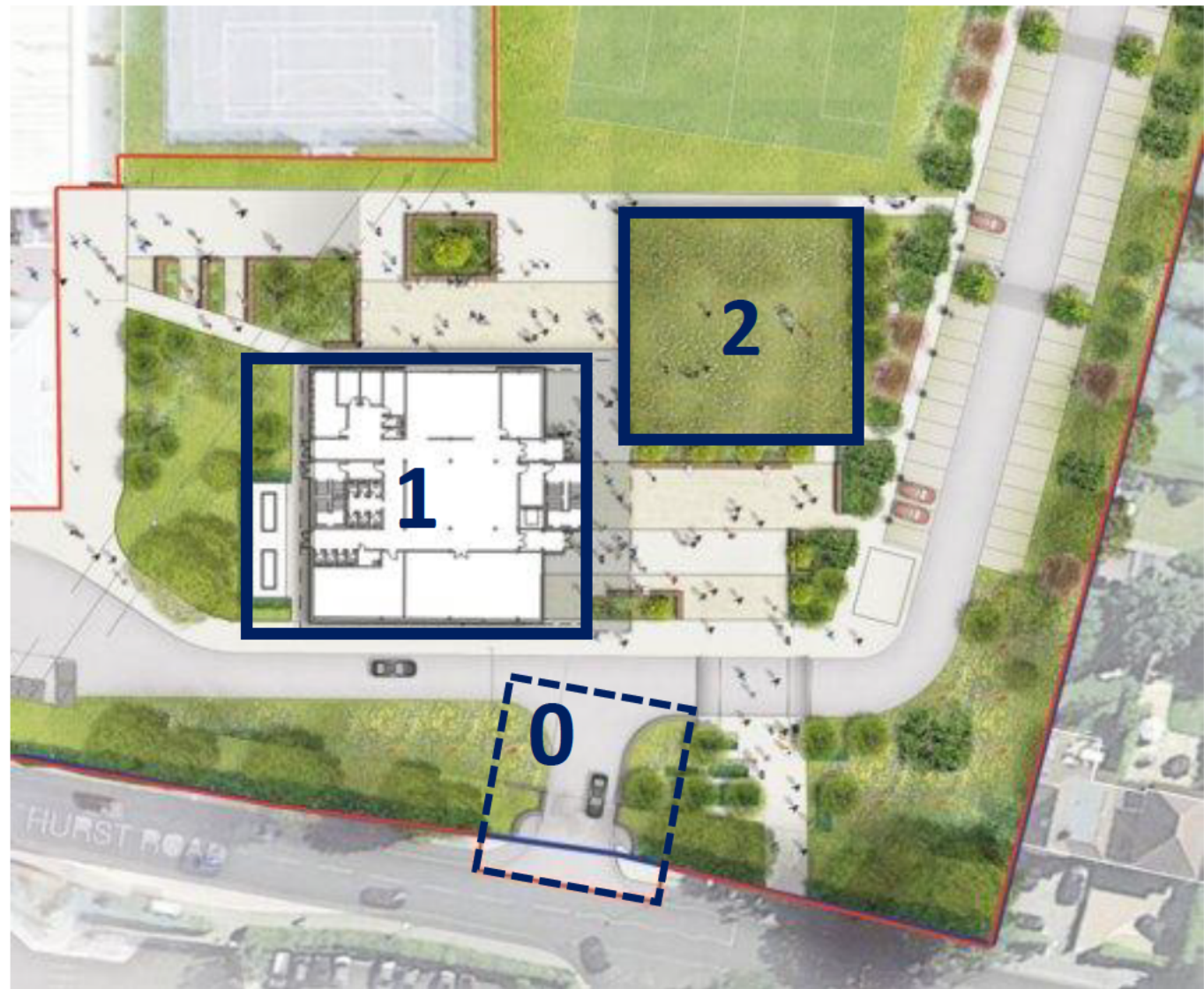
Enabling works via Permitted Development route to secure the entrance widening

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.

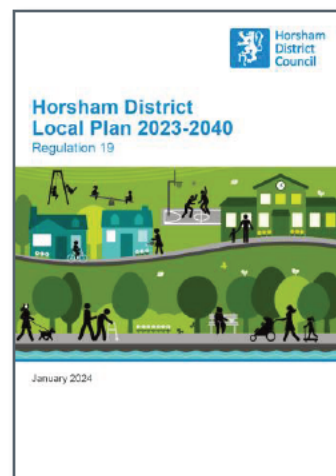
The College is proposing the construction of a new Technology building that will meet the College's growing need for new, high quality teaching spaces on campus in order to address the current shortfall, future proof against further growth and to provide a significantly enhanced environment for the students.

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:

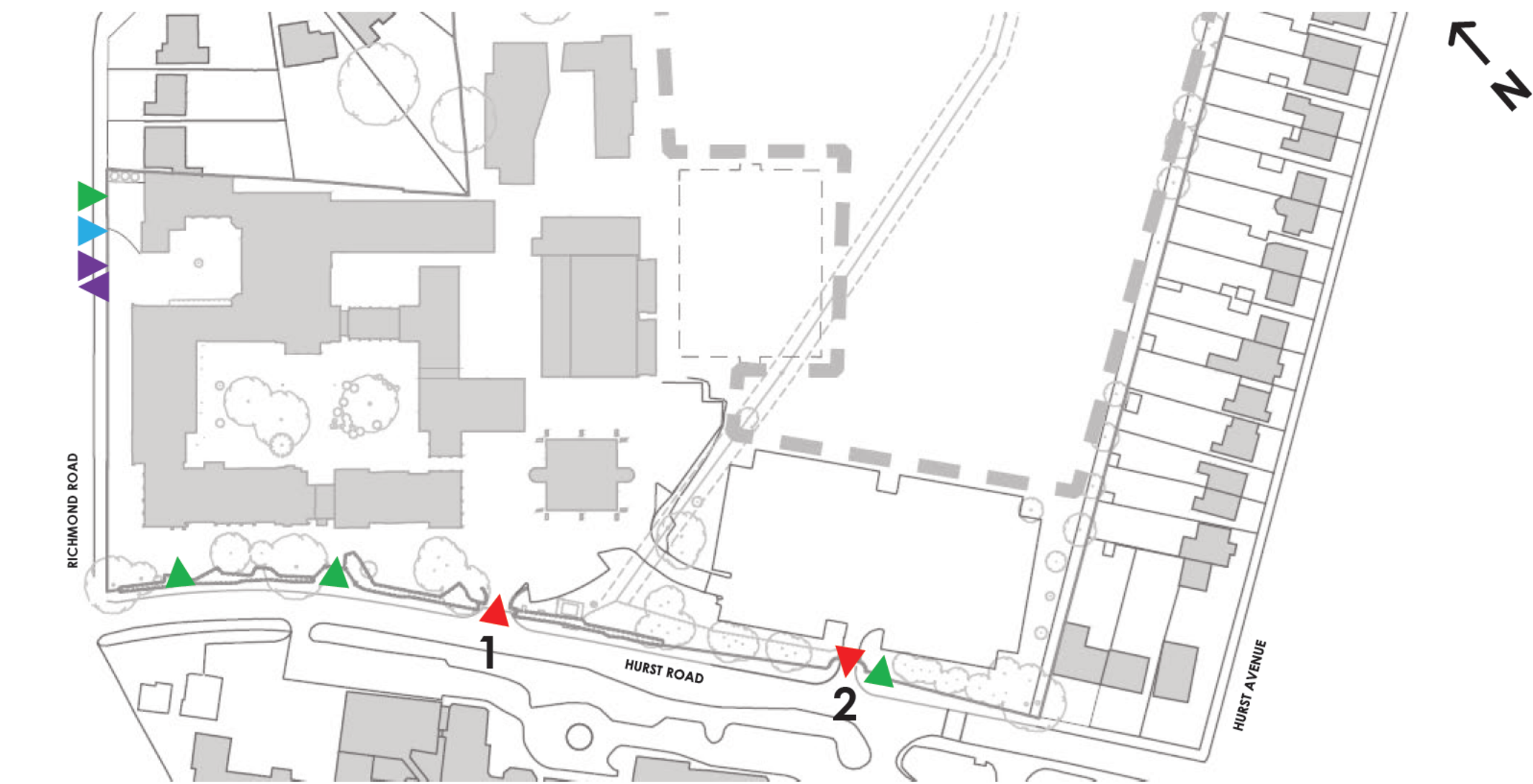
Adopted **Local Plan Policy 40 (Sustainable Transport)** and **Emerging Local Plan Policy 24 (Sustainable Transport)**. Together they state that:

- 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:

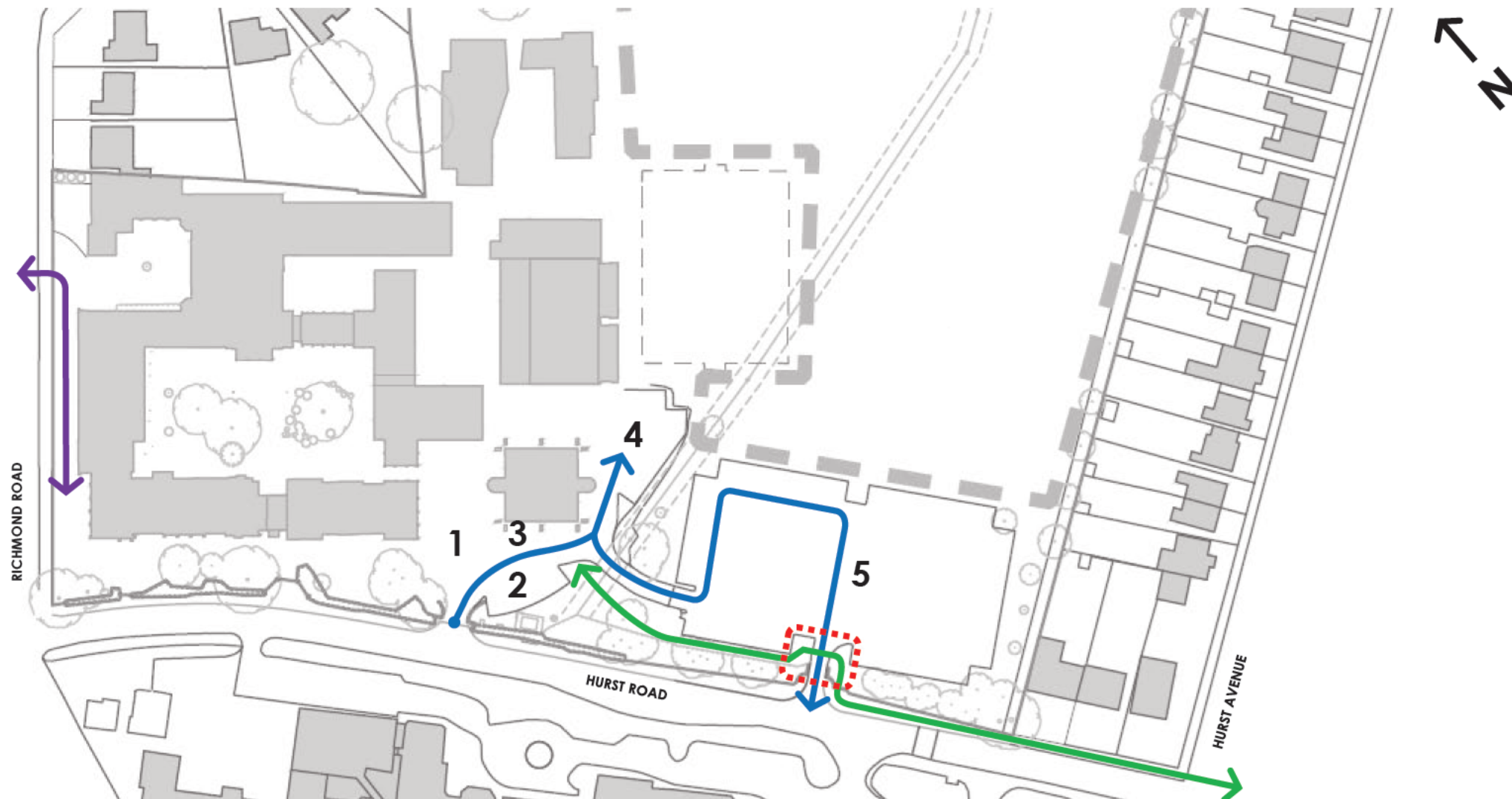
- adequate parking and facilities must be provided within developments to meet the needs of anticipated users;
- consideration should be given to the needs of cycle parking, motorcycle parking, charging plug-in or other low emission vehicles and the mobility impaired; and
- development which involves 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



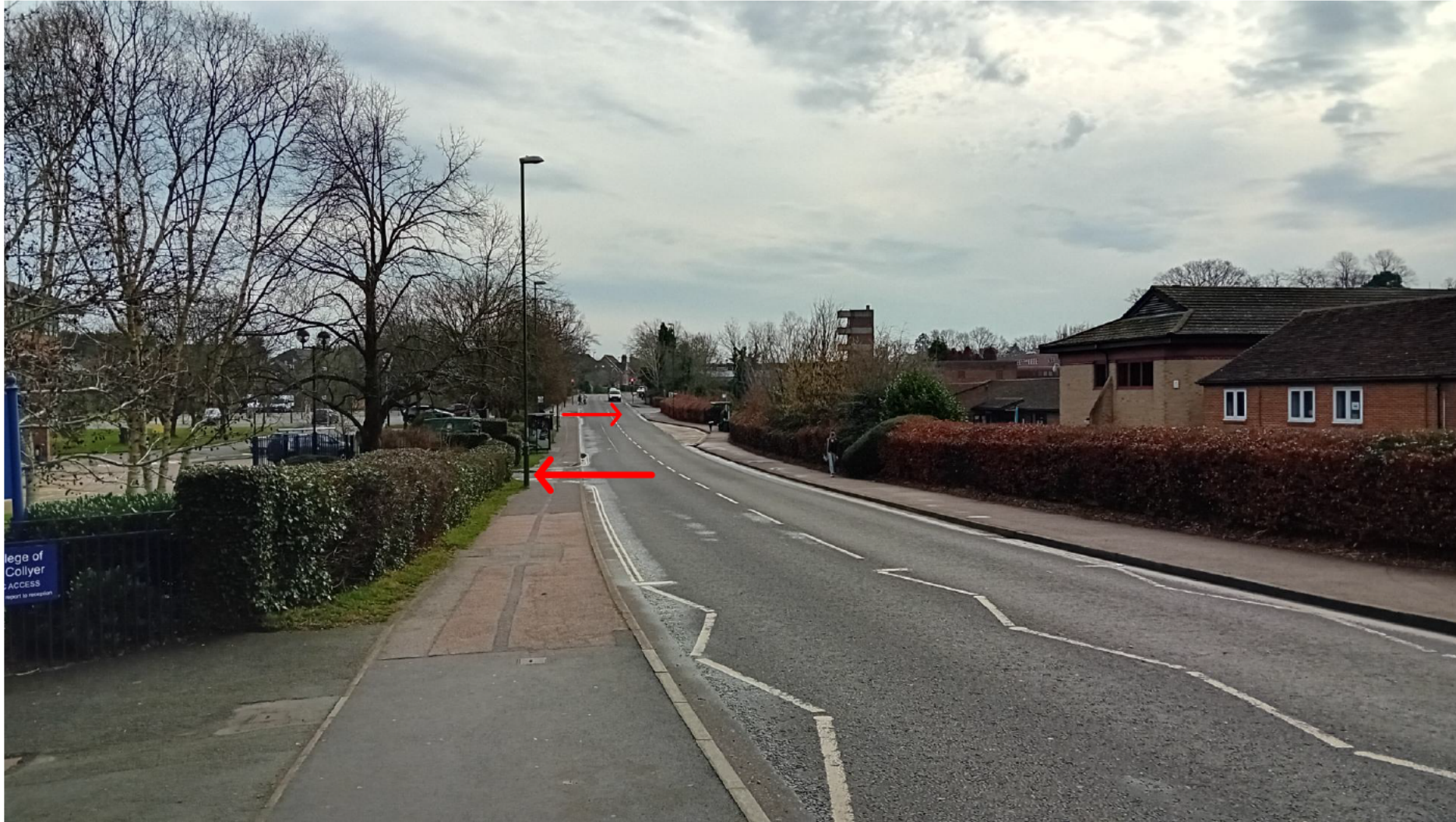
Richmond Road staff parking

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

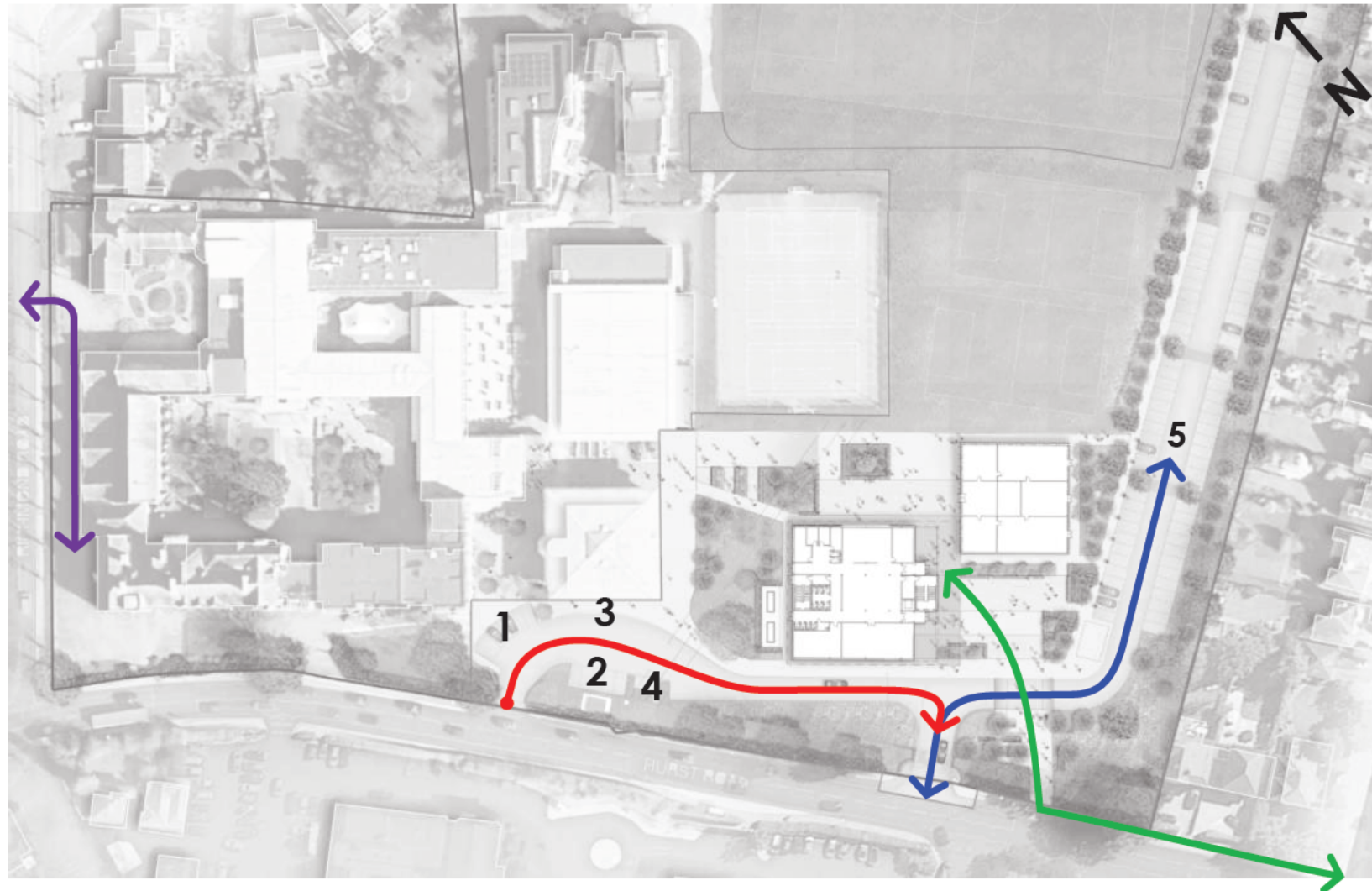


The one-way ‘loop’ between the existing main entrance (1) and exit (2) is retained to:

- 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

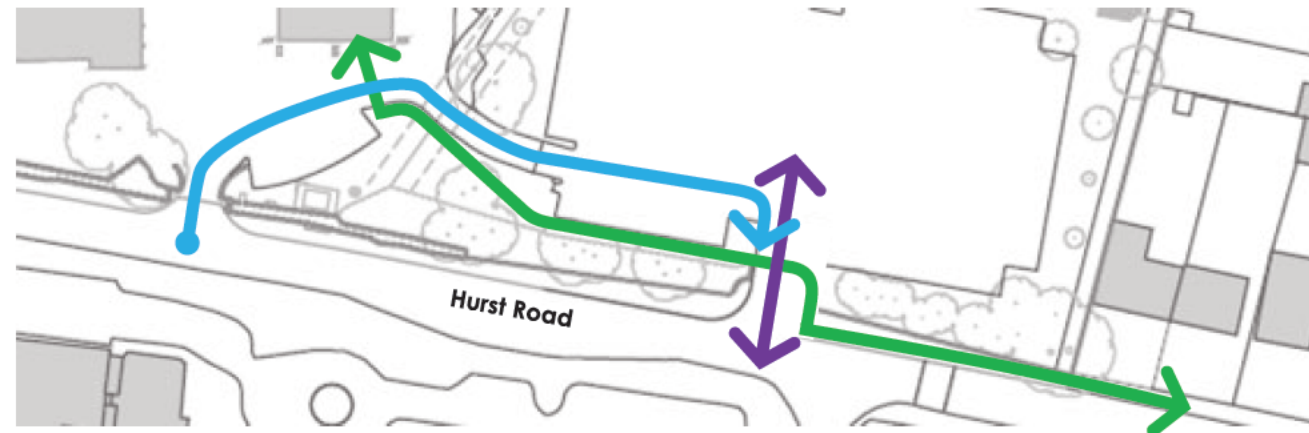
Proposed

- 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

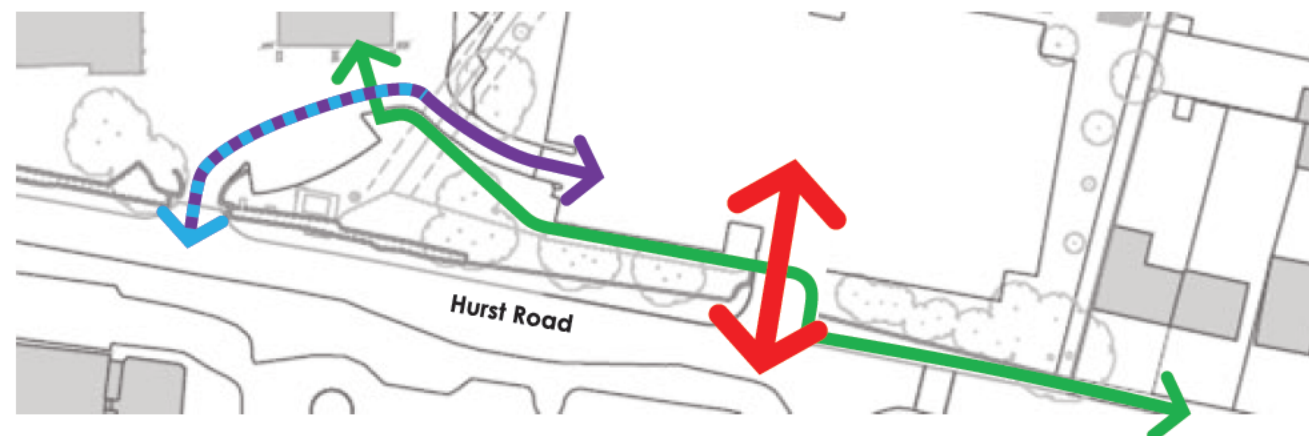
Proposed Hurst Road two-way access – phasing

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

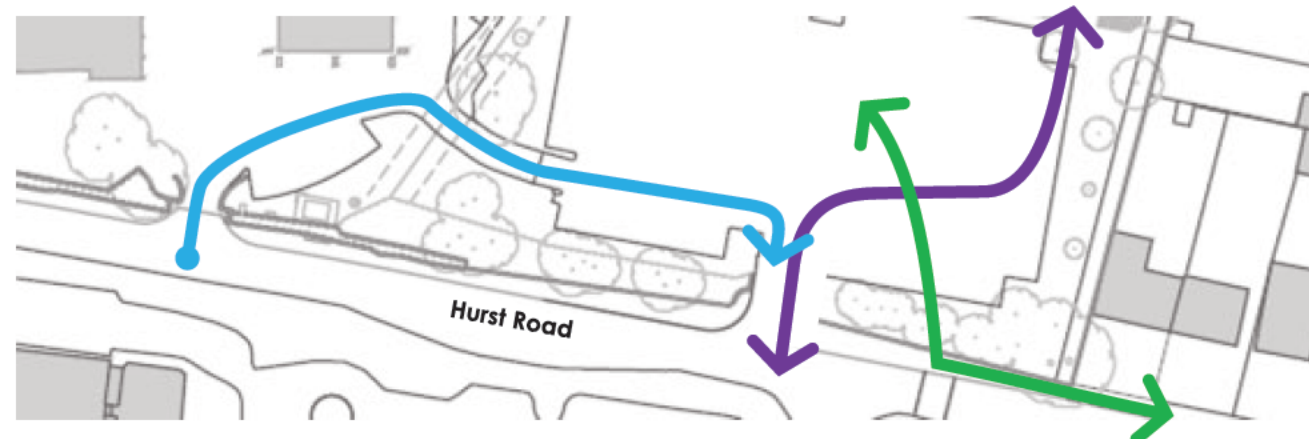
Phase 0 | Two-way entrance enabling works | Summer 2026



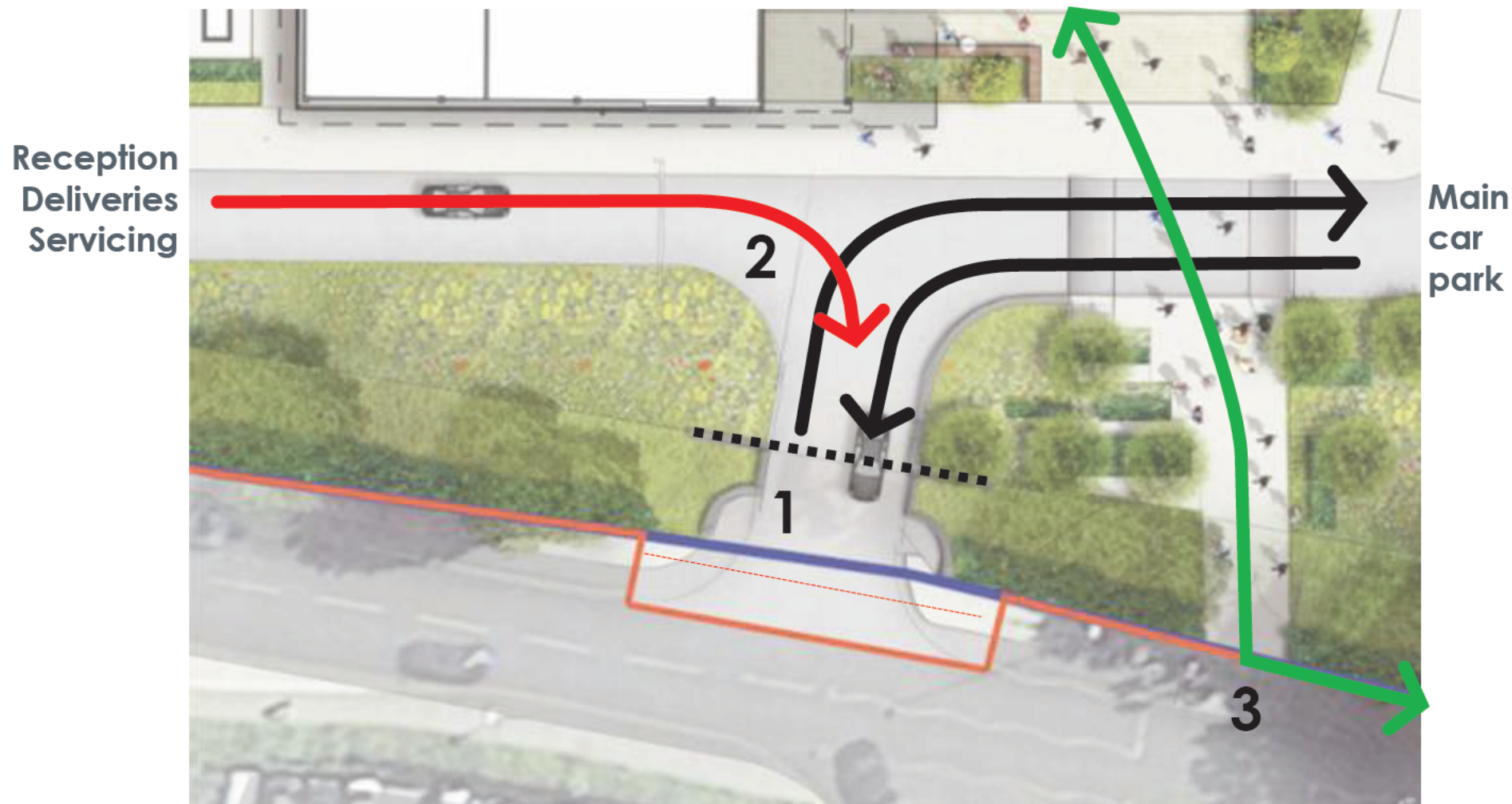
Phases 1+2 | Main construction activity | Autumn 2026 onwards



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

Car Park Rules

All users of the school car park must adhere to the following rules:

- Maximum speed limit of 10mph at all times
- Give way to pedestrians at all times
- Park only in designated bays
- Do not park in disabled bays unless displaying a valid Blue Badge
- Do not park in fire access routes or obstruct emergency exits
- Switch off engines when stationary
- Follow directional signs and road markings
- Keep to designated pedestrian routes when walking in the car park
- Report any accidents or damage immediately
- Do not use mobile phones while driving
- Be courteous to other users and residents

Failure to comply with these rules may result in withdrawal of parking privileges.