

WEST SUSSEX COUNTY COUNCIL CONSULTATION

TO:	Horsham District Council - FAO: Alice Johnson
FROM:	WSCC – Highways Authority
DATE:	3 June 2026
LOCATION:	The College Of Richard Collyer 82 Hurst Road Horsham RH12 2EJ
SUBJECT:	DC/26/0655 Installation of temporary single storey office building and a single storey double classroom building.
RECOMMENDATION:	More Information

West Sussex County Council, in its capacity as Local Highway Authority (LHA), have been consulted on proposals for temporary office building and double classroom building. The application is supported by a Transport Note (TN) and existing Travel Plan (TP).

Site History & Accessibility Context

No highways objection was previously raised to the modular accommodation under ref. DC/25/0748 which sought to continue existing use. The current proposal differs but is stated to be comparable in transport terms, to ensure continued accommodation for additional staff/teaching space within the establish college campus. The TN states access, internal circulation, parking provision, drop off/pick up, coach arrangements and cycle parking are not to be altered. There are a total 171 x car parking spaces on site. Whilst WSCC Guidance advises school car and bicycle parking is assessed on site specific basis it is noted total students is 2,840 and total staff is 201 full time equivalent.

The site is in an accessible location in terms of sustainable and active travel modes. Hurst Road features street lit footways either side of carriageway, side road crossings (dropped kerb/tactile paving) and pelican crossings of Hurst Road in vicinity of the site exit. Horsham Train Station is 8-minute walk/ 2-minute cycle distance and nearest bus stops on Hurst Road outside of the site. It is accepted that staff and students have options to travel by sustainable/active modes to and from the site and that cycle parking exists on site. However, further detail on cycle parking provision is required. It is noted that additional car parking is not proposed however the applicant should demonstrate the existing and any additional proposed bicycle parking which may be required as a result in increase of student numbers (130 additional students expected from Sep 2026 of which 50 will be accommodated in new Portakabin classroom and remaining additional students will be accommodated within existing college estate with net additional teaching staff being 2no.).

Are any improvements proposed as part of the increase in student number? For example, tactile paving across the existing vehicle access, tactile paving at existing dropped kerb of Richmond Road, Realtime (RTPI) boards at nearby bus stops? No trip generation information has been provided (existing compared to proposed). If no improvements are proposed to nearby pedestrian infrastructure, what is the justification for not doing so?

Construction Phase

It is noted that previous modular building installations on site have been undertaken and that construction will likely take place during non-term time. However, the LHA would advise that if the Local Planning Authority is minded to approve the application that details of construction/site set up are secured by a suitably worded condition.

Travel Plan (TP)

Existing Travel Plan incorporates measures to promote sustainable travel and manage car based demand and continues to apply to the additional students and staff proposed. The TP is reviewed annually and communication to students, staff and parents/carers through the admission process, online and on-site communications.

The number of students within the TP needs updating as doesn't reflect what is stated elsewhere in the planning application. The TP makes clear that students travelling by car and parking on site do so via a permit system. There are comprehensive parking restrictions on Hurst Road (controlled on-street parking and double yellow lines) and thus overspill parking/ drop off/pick up is prohibited on-street in locations that would be deemed detrimental to highway safety.

The TP includes:

- Car sharing promoted through noticeboard
- Loan scheme for staff to purchase bicycles
- Aim to purchase electric vehicles for college fleet
- Consider electric vehicle charging points

The TP could be expanded to include:

- Details of travel survey to determine current modal shift for staff and pupils
- Have any modal shift targets been set?
- What measures within school further promote sustainable/active travel? – for example, how many cycle parking spaces are there and how is their use monitored – can additional be provided if needed?

Living Streets provide guidance on school travel plans and you may also wish to contact WSCC Local Transport Improvements team ltip.team@westsussex.gov.uk for advice on the college TP.

Conclusion

For the LHA to fully assess the proposals some further information is required, namely:

- Details on existing cycle parking, justification for cycle parking numbers or if additional can be provided.
- Explore improvements to nearby pedestrian infrastructure and RTPI at bus stops
- Some form of trip generation assessment
- Updates to TP.

Katie Kurek
West Sussex County Council – Planning Services