

TRANSPORT TECHNICAL NOTE

JOB REF.

PL/AH/35849

CLIENT

BAM Construction Ltd.

SITE

Steyning Grammar School, Shooting Field, Steyning, West Sussex

Job Name

Response to West Sussex County Council Highways, Active Travel England (ATE) and Steyning Parish Council.

1.1 INTRODUCTION

- 1.1.1 This Transport Technical Note (TTN) has been produced in response to the representations received from West Sussex County Council (WSCC) Highways, dated 27th March 2026, Active Travel England (ATE), dated 14th April 2026, and Steyning Parish Council, dated 21st April 2026, in relation to Planning Application Reference: DC/26/0322, concerning the proposed redevelopment of Steyning Grammar School, Shooting Field, Steyning, West Sussex.
- 1.1.2 Copies of the representations are included at **Appendix A** for reference. Each of the substantive points raised by these consultees is addressed in turn below.

1.2 COMMENTARY

WSCC Highways

- 1.2.1 WSCC Highways have commented as follows with respect to the submitted Stage 1 Road Safety Audit (RSA):-
- "The TA indicates a Stage One Road Safety Audit has been undertaken with this being in appendix C. However, appendix C has been completely redacted and as such isn't legible. A Stage One RSA would still need to be provided to WSCC Highways."*
- 1.2.2 A Stage 1 RSA has been completed and a Designer's Response produced to the issues raised. The full RSA and Designer's Response are included at **Appendix B**. A summary is provided in Table 1 below.

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POINT RAISED	RECOMMENDATION	DESIGNER'S RESPONSE
Location: A – Each side of the Northern Access (Dwg. 35848-H-01 Rev. P3). Summary: Risk of side impact collisions if visibility is obstructed. The drawing shows visibility splays but does not state that vegetation will be trimmed back to achieve the required visibility in each direction. If visibility is obstructed the risk of side impact collisions increases. Photos 1 and 2 show that the hedgerow to the north and low tree branches to the south currently obstruct visibility onto Horsham Road.	The hedgerow to the north of the northern access, and the trees to the south should be cut back hard and maintained as such thereafter.	Agreed. The vegetation will be cut back and maintained to ensure that the proposed visibility splays are achievable. This has been stated on revised drawing H-01 Rev. P5.
Location: B – Southern side of the Southern Access (Dwg. 35848-H-02 Rev. P3). Summary: Risk of side impact collisions if visibility is obstructed. The drawing shows visibility splays but does not state that vegetation will be trimmed back to the south to achieve the required visibility. If visibility is obstructed the risk of side impact collisions increases. Low tree branches to the south currently obstruct visibility onto Horsham Road.	The low tree branches to the south should be removed and maintained as such thereafter.	Agreed. As set out in the response to 2.1, vegetation within the proposed visibility splays will be cut back to ensure clear visibility; this is shown on revised drawing H-02 Rev. P4.
Location: C – Southern approach to the Southern Access (Dwg. 35848-H 02 Rev. P3).	Northbound approach speeds should be measured and the 'y' distance for the	Noted. The existing southern access is being

Summary: Risk of side impact collisions if inadequate visibility is provided. The auditors observed northbound speeds, approaching the southern access, that were in excess of the 30mph speed limit. The 'y' distance provided is appropriate for a 30mph speed limit, but higher mean speeds are likely to require a longer 'y' distance if the risk of side impact collision is to remain suitably low.	southward visibility should be calculated and implemented accordingly.	formalised as part of the development proposals to the existing speed limit of 30mph. Increased visibility splays beyond what is required could, in turn, encourage higher vehicle speeds. Vehicles approaching from the south of the access are travelling in the non-critical direction, with double white lines instead of a standard centreline, prohibiting overtaking. By extending the 2.4 x 43m visibility splays to the centreline, 81m of visibility would be achieved, equating to an approximate design speed of 40mph in accordance with MfS2 guidance.
Location: D - Southern Access (Dwg. 35848-H-02 Rev. P3). Summary: Risk of pedestrian trips and falls on the full height kerbs when crossing the mouth of the access junction. No uncontrolled pedestrian crossing has been provided across the mouth of the access junction, increasing the risk of pedestrian trips and falls.	An uncontrolled pedestrian crossing, with dropped kerbs and tactile paving, should be provided across the mouth of the southern access junction.	Agreed. An uncontrolled pedestrian crossing equipped with dropped kerbs and tactile paving will be incorporated at this location, as shown on revised drawing H-02 Rev. P4.

TABLE 1: STAGE 1 ROAD SAFETY AUDIT AND DESIGNER'S RESPONSE SUMMARY

- 1.2.3 WSCC Highways have commented as follows with respect to the leisure centre servicing arrangements:-

"There are no in-principal concerns with the proposed access arrangements. With regards to the leisure centre/main car park access, it would be helpful to understand the servicing arrangements for the leisure centre and that the proposed layout adequately accommodates the expected vehicles as there doesn't appear to be any on-site turning."

- 1.2.4 The swept path analysis drawings included at **Appendix C** demonstrates how the expected delivery and servicing vehicles will turn on-site. A box van and 10m length rigid HGV has been used, as advised by the leisure centre management. It has also been confirmed that, should larger vehicles be required to access the servicing area, they would be able to exit via the northern gate and re-join Horsham Road using the new access serving the bus and coach drop-off and collection area.

- 1.2.5 WSCC Highways have commented as follows with respect to the footway at the site frontage on Horsham Road:-

"It's presumed also that a footway is intended along the Horsham Road frontage following the closure of the existing wide frontage but this isn't clear from the plans. These points should be clarified."

- 1.2.6 It is confirmed that a new section of footway will be provided in this location. In response to the Stage 1 RSA, a crossing point comprising dropped kerbs and tactile paving will also be provided at the leisure centre access.

- 1.2.7 WSCC Highways have stated the following with respect to student drop-off and collection arrangements:-

"From the TA, it's not immediately apparent what area is available to accommodate pupil drop offs and pick-ups. It's recognised that these will likely take place as existing (i.e. from Horsham Road as well as from Shooting Fields). Reference is made in 6.8 to a betterment to the existing situation but this isn't clear from the submitted plans. It would be helpful for this to be clarified."

- 1.2.8 Student drop-off and collection by parents will continue as per the existing arrangements, with the improvements referenced in the submitted Transport Assessment (TA) relating specifically to the dedicated bus and coach drop-off and collection area. It was agreed with the Highways Officer at the pre-application stage that the provision of a dedicated parent drop-off and collection facility could undermine the existing high non-car mode share amongst students and should therefore not be pursued.

- 1.2.9 WSCC Highways have commented as follows with respect to the off-site bus stops on Horsham Road:-

"There are also existing public bus stops on Horsham Road in the immediate vicinity of the school. Improvements to these bus stops would be reasonable especially that on the western side of the carriageway where the waiting area is very limited. The reference (point 3.4.9) within the TA is noted concerning the diversion of the 100 Compass Bus into the site. This would then negate the need for improvements to the existing bus stop. The Applicant should provide an update in these respects to determine whether a scheme of bus stop improvements needs to be secured or not."

- 1.2.10 It has subsequently been agreed with the Highways Officer that the footway serving the northbound bus stop will be increased in size and a crossing in the form of dropped kerbs and tactile paving will be provided over Horsham Road, connecting with the existing pedestrian access to the south of the leisure centre access. It is considered that these works can be secured via a suitably worded condition.
- 1.2.11 Contact was made with Compass Bus to establish whether they would be willing to divert the Route 100 service into the site; however they advised that this was likely to result in an unacceptable level of delay to the service.
- 1.2.12 WSCC Highways have stated the following with respect to the proposed quantum of on-site car parking:-

"Overall car parking numbers are indicated to increase (from 113 to 173 spaces). The exact justification for this increase in parking isn't clear. The parking provision isn't necessarily an issue with the WSCC Parking Guidance having no set standard for educational uses; these are to be viewed on site-by-site basis. The school location does somewhat limit the ability to promote and encourage other modes of travel amongst staff with there being a consequential degree of reliance on the use of the private car. It's accepted that a level of car parking will be required to ensure that overflow demands do not then impact upon the surrounding highway network."

- 1.2.13 The level of car parking proposed is deemed necessary to meet the future demands of staff, visitors and sixth form students, given that all staff and students are to be consolidated on the Shooting Field site. As detailed within the submitted TA, the baseline travel survey data indicates that some 206 of the future 235 staff are expected to drive to the site; however not all of them are anticipated to be on-site at any one time, due to the part-time nature of certain roles. During the public engagement on the project at the pre-application stage, moreover, a number of local residents highlighted concerns around overspill parking.
- 1.2.14 Finally, WSCC Highways have stated the following with respect to the submitted Construction Management Plan (CMP):-

"In terms of other matters, the application includes a Construction Management Plan. This for the most part is accepted. WSCC Highways would look for specific reference within this to the Applicant using all reasonable endeavours to ensure that no HGV traffic arrives or departs via Steyning village, and that no deliveries are received during the school's peak AM and PM periods. There are also several typos in the CMP with references made

to Churchill Avenue. The Applicant should also recognise that any works within the highway will be subject to a separate consenting process; the inclusion and acceptance of the CMP by WSCC Highways as part of this planning application does not grant permission for these works to be undertaken. The CMP should be updated or a final version secured by condition."

These points are noted and acknowledged, and an amended and final version of the CMP has been prepared and will be submitted alongside this TTN.

Active Travel England

- 1.2.15 Following receipt of ATE's representation, a meeting was held with the responsible officers on 30th May 2026 to discuss their comments. Following this meeting, an email was issued by ATE confirming that the following details would need to be provided:-
- *"Revision of trip generation, and trip distribution for active travel to ascertain key routes;*
 - *Preparation of a Framework Travel Plan, which will set out the mode share for the proposed development, and ambitious modal share targets which align with national and regional objectives;*
 - *Qualitative audit of these routes for walking and cycling, as per the Cycle Level of Service and Walking Route Audit Tool"*
- 1.2.16 As requested by ATE, the mode share and trip attraction data for students has been extended to include the periods 07:00-08:00 and 16:00-17:00 (which are the primary arrival and departure periods), as shown in Table 2 below. Please note that this data accounts for a daily student absence rate of 5 per cent, in line with the assumptions set out within the submitted TA.
- 1.2.17 Whilst it is acknowledged that some sixth form students may arrive and depart the site during the inter-peak period, the numbers involved are modest.
- 1.2.18 It is noted that staff arrive between the hours of 05:00 and 13:00 and depart between the hours of 13:00 and 19:00; therefore the equivalent mode share and trip attraction data in Table 3 below covers these extended hours.

MODE	07:00-08:00	08:00-09:00	15:00-16:00	16:00-17:00
Walk	71	636	622	85
Cycle	2	21	20	3
Scoot	0	0	0	0
Bus (Public)	14	123	120	16
Bus (School)	107	964	943	129
Park and Stride	0	0	0	0
Train	0	0	0	0
Car Share	2	21	20	3
Car	32	287	281	38
Motorbike	0	0	0	0
Total	228	2,052	2,006	274

TABLE 2: STUDENT MODE SHARE AND TRIP ATTRACTION DATA

MODE	05:00-06:00	06:00-07:00	07:00-08:00	08:00-09:00	09:00-10:00	10:00-11:00	11:00-12:00	12:00-13:00	13:00-14:00	14:00-15:00	15:00-16:00	16:00-17:00	17:00-18:00	18:00-19:00
Car	2	2	73	116	10	2	2	2	4	11	35	87	56	13
Bus	0	0	1	1	0	0	0	0	0	0	0	1	1	0
Cycle	0	0	2	2	0	0	0	0	0	0	1	2	1	0
Car Share	0	0	3	5	0	0	0	0	0	0	1	4	2	1
Walk	0	0	5	7	1	0	0	0	0	1	2	6	4	1
Total	2	2	83	132	11	2	2	2	4	13	40	99	64	15

TABLE 3: STAFF MODE SHARE AND TRIP ATTRACTION DATA

- 1.2.19 A review of the student mode share and home postcode data included at **Appendix D** has been completed and it is evident that the routes highlighted in Figure 1 below are the principal walking and cycling routes that students will utilise to access the school. This reflects considerations including distance, comfort/safety and gradient. Please note that the red lines denote walking routes and the green lines denote cycle routes.

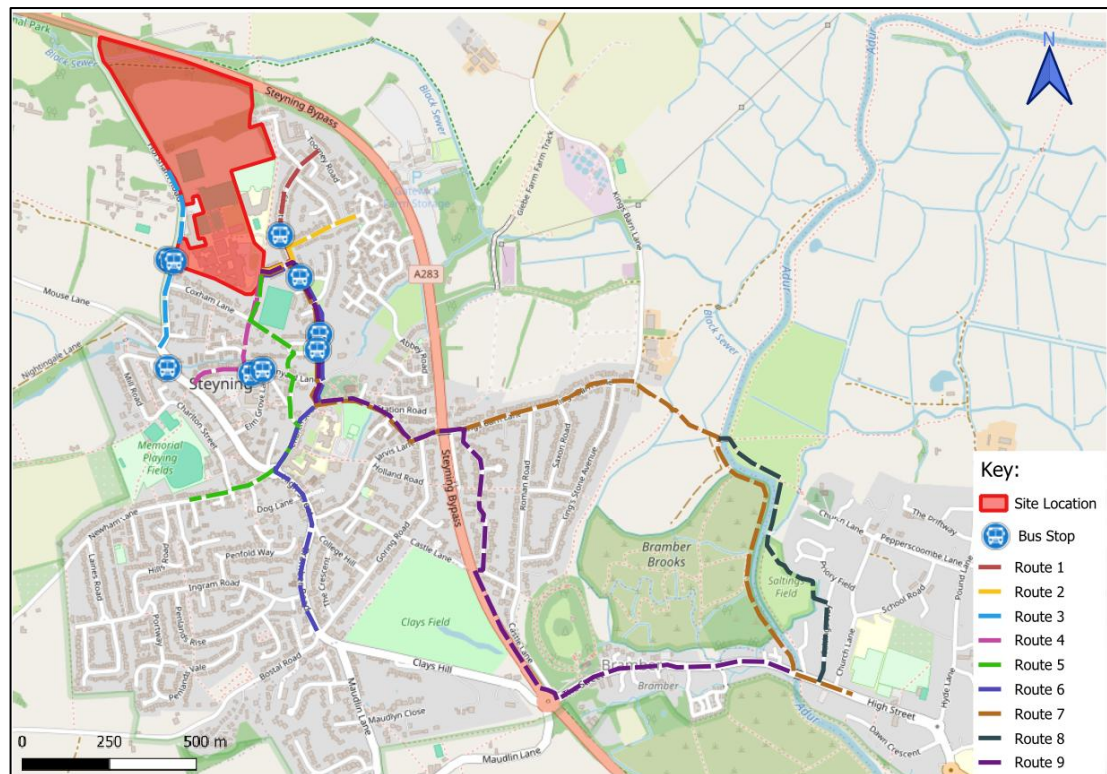


FIGURE 1: PRINCIPAL PEDESTRIAN AND CYCLE ROUTE CORRIDORS

- 1.2.20 It was agreed with ATE that these routes would form the basis of the requested walking and cycling audits, which were subsequently completed on Friday 22nd May 2026 and is submitted alongside this Transport Technical Note.
- 1.2.21 The audits identified a number of potential enhancements to local pedestrian and cycle infrastructure, which will be drawn to the attention of WSCC, as the Highway Authority responsible for the management and maintenance of this infrastructure.
- 1.2.22 The requested Framework Travel Plan has also been prepared, in liaison with the school and will be submitted alongside this TTN.

Steyning Parish Council

- 1.2.23 The Parish Council have raised the following comments with respect to the northbound bus stop on Horsham Road:-

"Cllr Bell proposed, seconded by Cllr Simon Alexander that West Sussex County Council explore options for the reprofiling of the road layout

adjacent the new main school access on Horsham Road to improve pedestrian safety (as there will be considerably more pupils using a very narrow pathway next to a very busy road), and to consider moving the current Bus Stops to again deal with safety concerns. With consideration of traffic management measures where appropriate. Engagement with the highway authority engineers and the school being required at the earliest opportunity. Agreed."

- 1.2.24 As noted in the response to WSCC Highways (above), the proposals now include improvements to the northbound bus stop in this location, including footway widening and a formal pedestrian crossing.

1.3 SUMMARY AND CONCLUSION

- 1.3.1 It is concluded that the above information sufficiently addresses the outstanding matters raised by West Sussex County Council Highways, Steyning Parish Council and Active Travel England.

APPENDIX

A



WEST SUSSEX COUNTY COUNCIL CONSULTATION

TO:	Horsham District Council FAO: Matthew Porter
FROM:	WSCC – Highways Authority
DATE:	27 March 2026
LOCATION:	Steyning Grammar School Upper School Shooting Field Steyning BN44 3RX
SUBJECT:	DC/26/0322 Part-demolition of existing teaching buildings, MUGAs and all-weather pitch. Construction of replacement 2-storey and 3-storey teaching buildings, flood-lit all-weather pitch and hard surfaced sports courts, with associated access, parking, landscaping and infrastructure.
DATE OF SITE VISIT:	An extensive site visit was undertaken as part of pre-application discussions
RECOMMENDATION:	Advice

1. Comments are made in respects of
 - Transport Assessment, reference PL/AH/Ahun/35849, dated February 2026
 - Proposed Site Master Plan, drawing SRP1121-WWA-oo-EX-D-L-1971 Rev P12
 - Travel Plan, produced 04/11/25.
 - Construction Management Plan, revision P06, dated 09/02/2026.
2. WSCC Highways has provided pre-application advice in respects of these proposals. These are included within the Transport Assessment (TA). Comments were provided primarily in respects of the scope of the TA as well as the proposed works within the public highway.
3. In viewing these proposals, it's evident that that Steyning Grammar School (hereafter referred to as the 'school'), has an existing significant number of pupils and staff, and resultant travel demands. The majority of existing pupils and staff are based at the Shooting Field campus, which forms part of the current planning application.
4. The proposals seek to consolidate the school's various satellite sites to a single site on the Shooting Field campus. This will increase activity at Shooting Fields but will decrease activity at other locations. The proposals

therefore will have a positive impact at some locations albeit the use of the Shooting Fields will be more intense.

5. The existing site has vehicular access onto Horsham Road and Shooting Fields. No changes are indicated to the Shooting Fields access. The development proposals will modify the arrangements on Horsham Road with a new vehicular access created towards the northern end of the site providing access to the coach and visitor parking bays as well as the formalisation/closure of the existing wide access to the car/coach parking to create a more standard bell mouth. This will serve a separate parking area for the existing leisure centre as well as provide access into the main School car park.
6. The TA indicates a Stage One Road Safety Audit has been undertaken with this being in appendix C. However, appendix C has been completely redacted and as such isn't legible. A Stage One RSA would still need to be provided to WSCC Highways.
7. There are no in-principle concerns with the proposed access arrangements. With regards to the leisure centre/main car park access, it would be helpful to understand the servicing arrangements for the leisure centre and that the proposed layout adequately accommodates the expected vehicles as there doesn't appear to be any on-site turning. It's presumed also that a footway is intended along the Horsham Road frontage following the closure of the existing wide frontage but this isn't clear from the plans. These points should be clarified.
8. For the purposes of trip generation, trips by staff are to remain largely unchanged. WSCC main consideration is the increase in trips by pupils.
9. Specific pupil trip generation and mode shares for the existing and proposed arrangements are set out in the TA in tables 5-2 and 5-6. Both existing and proposed mode shares indicate significant percentages of pupils travelling by walking and by bus (the wide catchment area of the School necessitates a large number of school buses as well as pupils using public services). There is no expectation for mode shares to vary as a direct consequence of the proposals.
10. Whilst mode share for car-based trips is not expected to change, the increase in the number of pupils on the Shooting Field site will increase the number of vehicular trips (from 220 pupils travelling by car for the existing site, to 329 with the proposals). This will equate to an estimated increase of 180 two-way trips (i.e. 90 arrivals and 90 departures) in the school AM peak and 160 additional two-way trips (i.e. 80 arrivals and 80 departures) in the school PM peak.

11. As noted above, irrespective of the redevelopment proposals, these trips will be on the network but travelling to one of the satellite locations. The redevelopment proposals result only in the redistribution of trips to this single site.
12. In highway capacity terms, the TA demonstrates that the local highway network can accommodate these additional trips without resulting in any severe highway impacts (this being the test within paragraph 116 of the National Planning Policy Framework).
13. From the TA, it's not immediately apparent what area is available to accommodate pupil drop offs and pick-ups. It's recognised that these will likely take place as existing (i.e. from Horsham Road as well as from Shooting Fields). Reference is made in 6.8 to a betterment to the existing situation but this isn't clear from the submitted plans. It would be helpful for this to be clarified.
14. Access by those on foot and cycle are to remain unchanged with existing routes already having been used to access the school for a lengthy period of time. Primary access for walking and cycling is from the east via existing residential roads that all have footways. There are no dedicated facilities for cycling in the surrounding highway network with all demands needing to be accommodated on-carriageway. All of the residential roads are subject to 30mph (with actual speeds likely to be much less) so capable of supporting on-carriageway cycling although WSCC recognise that this may not be appropriate for all.
15. Pedestrian access is possible from Horsham Road via an existing narrow footway. There is limited scope to improve this without narrowing the carriageway.
16. There are also existing public bus stops on Horsham Road in the immediate vicinity of the school. Improvements to these bus stops would be reasonable especially that on the western side of the carriageway where the waiting area is very limited. The reference (point 3.4.9) within the TA is noted concerning the diversion of the 100 Compass Bus into the site. This would then negate the need for improvements to the existing bus stop. The Applicant should provide an update in these respects to determine whether a scheme of bus stop improvements needs to be secured or not.
17. A Travel Plan has also been submitted. It's known that the school actively review and update their Travel Plan. Although expected that the school will update the TP in light of the development proposals, a condition is suggested requiring the TP to be updated and thereafter implemented.

18. In summary, any improvements would need to be viewed against the planning obligation tests set out in the NPPF of being fairly and reasonably related in scale and kind, as well as being necessary to make the development acceptable. These should be viewed particularly in light of the increased impact arising from the more intensive use of the school. Improvements should also be deliverable within existing constraints. With these points in mind, WSCC Highways acknowledges the potential deficiencies of existing walking on Horsham Road and the absence of any dedicated cycling facilities. It is still recognised that there is a network of routes within the existing residential areas to the east of the school that provide adequate provisions for those walking and for some cycling trips.
19. The proposed changes to parking and turning areas, particularly for coaches are noted. The operation of the coach parking area will be for the school to manage as is already the case for the existing area.
20. Overall car parking numbers are indicated to increase (from 113 to 173 spaces). The exact justification for this increase in parking isn't clear. The parking provision isn't necessarily an issue with the WSCC Parking Guidance having no set standard for educational uses; these are to be viewed on site-by-site basis. The school location does somewhat limit the ability to promote and encourage other modes of travel amongst staff with there being a consequential degree of reliance on the use of the private car. It's accepted that a level of car parking will be required to ensure that overflow demands do not then impact upon the surrounding highway network.
21. Plans of the car parking should be secured by planning condition. The details should show the provision of 18 active EV charging spaces, 35 passive EV spaces, as well as disabled parking spaces.
22. Details of the 120 cycle parking spaces for the school will also need to be secured by condition.
23. The proposals are noted as including 52 car parking spaces for the existing leisure centre. This formalises the car parking provision for the leisure centre with this presently comprising a shared use school bus drop off/pick up area as well as car parking.
24. In terms of other matters, the application includes a Construction Management Plan. This for the most part is accepted. WSCC Highways would look for specific reference within this to the Applicant using all reasonable endeavours to ensure that no HGV traffic arrives or departs via Steyning village, and that no deliveries are received during the school's peak AM and PM periods. There are also several typos in the CMP with references

made to Churchill Avenue. The Applicant should also recognise that any works within the highway will be subject to a separate consenting process; the inclusion and acceptance of the CMP by WSCC Highways as part of this planning application does not grant permission for these works to be undertaken. The CMP should be updated or a final version secured by condition.

25. In summary, WSCC Highways are content in-principle with the proposed highways and transport implications of the proposals. There are several detailed points as identified within the response above that would require clarification ahead of a formal recommendation and conditions being proposed.

Ian Gledhill
West Sussex County Council – Planning Services



Active
Travel
England

Active Travel England
West Offices
Station Rise
York
YO1 6GA
Tel: 0300 330 3000

Your Ref: DC/26/0322
Our Ref: ATE/26/00498/FULL
Date: 14 April 2026

Active Travel England Planning Response Detailed Response to an Application for Planning Permission

From: Planning & Development Division, Active Travel England

To: Horsham District Council

Application Ref: DC/26/0322

Site Address: STEYNING GRAMMAR UPPER SCHOOL, SHOOTING FIELD,
STEYNING, BN44 3RX

Description of development: Part-demolition of existing teaching buildings, MUGAs and all-weather pitch. Construction of replacement 2-storey and 3-storey teaching buildings, flood-lit all-weather pitch, and hard surfaced sports courts, with associated access, parking, landscaping, and infrastructure.

Notice is hereby given that Active Travel England's formal recommendation is as follows:

- c. **Deferral:** ATE is not currently in a position to support this application and requests further assessment, evidence, revisions, and/or dialogue as set out in this response.

1. Overview and Recommendations

- 1.1. Active Travel England (ATE) welcomes the opportunity to provide comments on the above submitted full planning application. The proposed educational facility would consolidate the four sites operated by Steyning Grammar School into one site at Shooting Field, with a proposed school capacity of 2,400 pupils, and 235 staff members.
- 1.2. **West Sussex County Council's (WSCC) Active Travel Strategy, paragraph 5.2.3** sets out that its aim is to nurture a culture that reduces car trips for the journey to and from school, and increases walking, wheeling, and cycling. **National Planning Policy Framework Paragraph (NPPF) paragraph 115** states that it should be ensured that sustainable transport modes are prioritised, and that safe and suitable access to the site can be achieved for all users. The application provided is currently insufficient to meet these policy objectives, given the lack of consideration of walking, wheeling, and cycling in the Transport Assessment (TA). There is a significant opportunity to provide measures that will drive active travel trips to the proposed development, particularly given the rural location and lack of public transport options.
- 1.3. ATE recommends the applicant undertake the following:
 - Revise the TA, to provide a multi-modal, per hour, trip rate representative of travel habits across the school year, and considering the multi-purpose use of the site, to establish a robust evidence base, in line with **NPPF paragraph 109**.
 - Produce a Framework Travel Plan, containing ambitious mode share targets for walking, wheeling, and cycling, and outlining the infrastructure priorities required to deliver on them.
 - Provide a catchment plot for the proposed site for walking and cycling, map key active travel routes to the proposed development, and undertake a **Walking Route Audit** and **Cycle Level of Service** assessment to assess their condition, their infrastructure requirements (utilising **Steyning Parish Council's Local Cycling and Walking Infrastructure Plan (LCWIP)**), and opportunities for implementing "School Streets."
 - Reconsider Horsham Road's use as an active travel route, assessing speed reduction and traffic-calming options.
 - Secure on-site boarding/alighting for both directions of Route 100, and contribute towards upgrading Shooting Field Road bus stops to **Local Transport Note (LTN) 1/24 (Bus User Priority)** standards.
 - Redesign internal pedestrian routes to be direct, safe, and inclusive, avoiding conflicts with vehicle movements, including provision of a clear, continuous pedestrian link through the car park to the promoted Shooting Field entrance.
 - Increase cycle parking to meet **LTN 1/20 (Cycle Infrastructure Design)** minimum standards and provide appropriate trip-end facilities (showers, lockers, changing rooms).

2. Planning Application Assessment

Trip Generation, Trip Attraction and Travel Plan

- 2.1. The applicant's TA does not provide a representative assessment of trip generation or attraction. Reliance on baseline surveys conducted in November 2025 result in a forecast active travel mode share of 31% for pupils (TA Table 5-2) and 8% for staff (TA Table 5-1). These figures underpin the calculation of existing and future vehicular trip attraction (TA Tables 5-4 to 5-6) across the school AM, school PM, and highway PM peaks. This approach runs counter to **NPPF paragraph 109**, as it reinforces existing patterns through a predict-and-provide methodology centred on peak-hour traffic, rather than adopting a vision-led approach that aims to improve upon the above figures and supports well-designed, sustainable places and prioritises active and public transport.
- 2.2. Consequently, the trip distribution considers only vehicle trips, with no assessment of multi-modal travel or the infrastructure needed to support walking, wheeling, and cycling. The TA also omits analysis of movements outside peak hours, despite breakfast clubs, after-school activities and wider community use generating additional demand.
- 2.3. Notably, neither the TA nor the Travel Plan provides forecast mode shares, which does not follow **MHCLG Travel Plan Guidance**. It is therefore considered that the applicant has failed to prioritise sustainable transport modes, particularly walking, wheeling, and cycling, and as such the submission is non-compliant with **NPPF paragraph 117**.

Off-site Infrastructure – Active Travel

- 2.4. Within its Travel Plan, the applicant acknowledges that this is a very large school with a wide catchment area, and limited transport options. However, **LTN 1/20 paragraph 2.2.2** sets out the potential for cycling, stating that two out of every three personal trips are less than five miles in length, an achievable distance to cycle for most people, and that for schoolchildren the opportunities are even greater. Cycling has the potential to fill gaps in public transport provision in this rural area, particularly for pupils and staff from Steyning, Bramber and Upper Beeding, with potential to reach Henfield and Shoreham-by-Sea. Recent improvements implemented by WSCC (TA 2.3.7) further strengthen the opportunity to promote active travel to the proposed development.
- 2.5. The applicant holds pupil postcode data (TA Table 6-10) which would allow it to visualise popular routes for walking, wheeling, and cycling as part of its trip generation/attraction. Despite this, it has not carried out a **Walking Route Audit** or **Cycle Level of Service** assessment of the existing active travel network to the proposed development. This represents a failure to prioritise active travel in line with **NPPF paragraph 117**, and the applicant should undertake these to identify infrastructure needs (utilising Steyning Parish Council's LCWIP) and opportunities for 'School Street' implementation.
- 2.6. With regard to Horsham Road in particular, the applicant states that access is restricted, and therefore the promoted pedestrian route to the proposed development is via the Shooting Field access (TA 2.3.1). This approach conflicts with **LTN 1/20 paragraph 14.3.11**, which recommends that new

developments are well connected to their surroundings with a choice of routes. Similarly, **LTN 1/20 paragraph 4.2.8** outlines that cycle routes should be at least as direct – and preferably more direct – than those available for private motor vehicles. It is therefore inappropriate to designate a single preferred route.

Off-site Infrastructure – Public Transport

- 2.7. ATE supports the applicant's efforts to secure an arrangement with the operator, Compass Bus, to enable on-site boarding and alighting for the Route 100 bus, and considers that this should apply to both northbound and southbound services given the poor quality of bus stop facilities on both sides Horsham Road. ATE also considers that the applicant should negotiate a contribution with Steyning Parish Council to improve bus stop facilities on Shooting Field Road to ensure they are compliant with **LTN 1/24**, and accessible for all users.

Masterplanning and Permeability

- 2.8. The proposed internal layout of the site does not provide a high-quality or inclusive walking environment, particularly for community users accessing the proposed development's sporting facilities. Neither the Shooting Field nor Horsham Road access offers a route that is direct, comfortable, safe, or coherent, in line with the principles set out within the **Walking Route Audit Tool**. Both rely on routes that conflict with vehicle movements, and require unnecessary changes in level, reducing accessibility and overall pedestrian safety.
- 2.9. DAS 5.3 states that pedestrians will utilise Horsham Road to reach the leisure centre and reception, despite the applicant having discounted this route within the TA, as discussed at paragraph 2.6. The applicant also refers to enhancing an existing, but indirect, footpath to enable pedestrians to exit the car park. However, no clear or continuous pedestrian route is provided through the car park to connect with the Shooting Field entrance, which is the applicant's promoted pedestrian access. This lack of legibility and continuity undermines the quality and safety of the proposed internal layout.

Cycle Parking and Trip-End Facilities

- 2.10. At TA 3.4.4, the applicant states it intends to provide 120 cycle parking spaces as part of a pupil cycle store, and a staff cycle store which will provide 10 spaces. Both cycle stores will be located to the north of the vehicular access on Shooting Field, and be sheltered, secure and covered by CCTV. ATE welcomes the focus on the security of cycle parking, however, **LTN 1/20 Table 11-1** sets out that the minimum cycle parking capacity for educational institutions should be 1 space per 20 staff, and 1 space per 10 students. Therefore, additional provision is required to meet this standard.
- 2.11. **LTN 1/20 paragraph 11.7.2** sets out that places of work should consider changing, shower and locker facilities to support cycle commuting, particularly for those who are riding longer distances. The applicant has not identified any such facilities within the application.

To: Development Control South

From: Leanne Poole

Deputy Clerk

Date: 21st April 2026

SPC comments regarding Grammar School Planning Application

***DC/26/0322** – Steyning Grammar School - Part-demolition of existing teaching buildings, MUGAs and all-weather pitch. Construction of replacement 2-storey and 3-storey teaching buildings, flood-lit all-weather pitch and hard surfaced sports courts, with associated access, parking, landscaping and infrastructure.*

.....

***Objection** – Steyning Parish Council {SPC} remain concerned about the loss of sports amenity, namely the AstroTurf pitch, and also the apparent divergence in terms of proposed future community use management between the School and the adjacent Sports Centre, which remove the use of sports hall amenity from the sports centres control and places it under School lettings which may well render the sports centre a non-viable commercial operation leading to the further loss of amenity in the future – namely the swimming pool.*

*Cllr Bell **proposed, seconded** by Cllr Hanson that an astroturf or equivalent pitch be incorporated into the existing development plans (using part of the existing and extensive grass playing area, even if the installation is initially unfunded, and whilst SPC pursues potential match funding options through Sport England), and that SPC be part of the conversation concerning the Community Use Agreement to ensure Access and Security measures be revisited before signing off on the final plans. **Agreed***

*Cllr Bell **proposed, seconded** by Cllr Simon Alexander that West Sussex County Council explore options for the reprofiling of the road layout adjacent the new main school access on Horsham Road to improve pedestrian safety (as there will be considerably more pupils using a very narrow pathway next to a very busy road), and to consider moving the current Bus Stops to again deal with safety concerns. With consideration of traffic management measures where appropriate. Engagement with the highway authority engineers and the school being required at the earliest opportunity. **Agreed***

APPENDIX B



Road Safety Audit Stage 1

Access to Horsham Road from Steyning Grammar School



Client: DHA Transport

Road Safety Answers reference no: RSA1182

Control Sheet

	Name	Date	Signature
Author	Paul Martin	21/04/2026	
Checker	Paul Nevard	22/04/2026	
Authoriser	Paul Martin	22/04/2026	

Report Version

RSA Report Ref.	Version	Date of Issue
RSA1182	Final	22/04/2026

1. Introduction

1.1 This report describes a Stage 1 Road Safety Audit carried out on the preliminary design for accesses onto Horsham Road from Steyning Grammar School, for DHA Transport at the request of the Overseeing Organisation, West Sussex County Council. The audit was carried out in the office of Road Safety Answers Ltd during April 2026.

1.2 The audit team members were as follows:

Team Leader

Paul Martin - BSc (Hons), CEng, FCIHT, FSoRSA, IEng, MICE
HE Approved RSA Certificate of Competency (2013)
Director, Road Safety Answers Ltd

Team Member

Paul Nevard – MSc, BA (Hons) CMILT, MCIHT, MSoRSA
HE Approved RSA Certificate of Competency
Independent Road Safety Consultant

1.3 The audit comprised an examination of the documents listed in **Appendix A**, and included the drawings supplied by Harry Langford of DHA Transport. The site was visited by the Audit Team, together, on 21st April, 2026, between 10.50 and 11.20 hours. The weather was fine and the road surface was dry. Traffic flows were light to moderate on Horsham Road. Pedestrian and cycle flows were light.

1.4 The terms of reference of the audit are as described in the UK's national standard for road safety audit, GG 119 (revision 2.0.1). The team has examined and reported only on the road safety implications of the scheme as presented and has not examined or verified the compliance of the design to any other criteria.

1.5 All the problems described in this report are considered by the audit team to require action to improve the safety of the scheme and minimise accident occurrence. A plan showing the scheme and the locations of any problems found during the audit is shown in **Appendix B**.

1.6 The purpose of the scheme is to improve access to Steyning Grammar school, allowing coaches to access the grounds into their own picking up/dropping off area.

1.7 The scheme consists of the following elements:

- A new 8.86m wide northern access junction opposite the access road to Bayards Cottage, with a 4m northern shoulder radius and a 6m southern shoulder radius, with a 2.4m x 43m visibility splay in each direction onto Horsham Road;
- A replacement access junction to the leisure centre car park, 80m north of Coxham Lane, the junction to be 5.5m in width with 6m shoulder radii and a 2.4m x 43m visibility splay in each direction onto Horsham Road.

1.8 No details of street lighting, surface water drainage or advanced signing have been provided. These issues are not, therefore, considered further in this report unless the existing facilities, or a lack of them, is likely to result in a safety problem within the proposed scheme.

2. Items resulting from this Stage 1 Audit

2.1 PROBLEM

Location: A – Each side of the Northern Access (Dwg. 35848-H-01 Rev. P3).

Summary: Risk of side impact collisions if visibility is obstructed.

The drawing shows visibility splays but does not state that vegetation will be trimmed back to achieve the required visibility in each direction. If visibility is obstructed the risk of side impact collisions increases. Photos 1 and 2 show that the hedgerow to the north and low tree branches to the south currently obstruct visibility onto Horsham Road.



Photo 1: Looking north from the proposed northern access



Photo 2: Looking south from the proposed northern access

RECOMMENDATION

The hedgerow to the north of the northern access, and the trees to the south should be cut back hard and maintained as such thereafter.

2.2 PROBLEM

Location: B – Southern side of the Southern Access (Dwg. 35848-H-02 Rev. P3).

Summary: Risk of side impact collisions if visibility is obstructed.

The drawing shows visibility splays but does not state that vegetation will be trimmed back to the south to achieve the required visibility. If visibility is obstructed the risk of side impact collisions increases. Low tree branches to the south currently obstruct visibility onto Horsham Road.

RECOMMENDATION

The low tree branches to the south should be removed and maintained as such thereafter.

2.3 PROBLEM

Location: C – Southern approach to the Southern Access (Dwg. 35848-H-02 Rev. P3).

Summary: Risk of side impact collisions if inadequate visibility is provided.

The auditors observed northbound speeds, approaching the southern access, that were in excess of the 30mph speed limit. The 'y' distance provided is appropriate for a 30mph speed limit, but higher mean speeds are likely to require a longer 'y' distance if the risk of side impact collision is to remain suitably low.

RECOMMENDATION

Northbound approach speeds should be measured and the 'y' distance for the southwards visibility should be calculated and implemented accordingly.

2.4 PROBLEM

Location: D – Southern Access (Dwg. 35848-H-02 Rev. P3).

Summary: Risk of pedestrian trips and falls on the full height kerbs when crossing the mouth of the access junction.

No uncontrolled pedestrian crossing has been provided across the mouth of the access junction, increasing the risk of pedestrian trips and falls.

RECOMMENDATION

An uncontrolled pedestrian crossing, with dropped kerbs and tactile paving, should be provided across the mouth of the southern access junction

3. Audit Team Statement

We certify that this road safety audit has been carried out in accordance with GG 119 (revision 2.0.1).

Audit Team Leader

Paul Martin - BSc (Hons), CEng, FCIHT, FSoRSA, IEng, MICE
HE Approved RSA Certificate of Competency
Director, Road Safety Answers Ltd

Signed 

Date 22/04/2026

Audit Team Member

Paul Nevard – MSc, BA (Hons) CMILT, MCIHT, MSoRSA
HE Approved RSA Certificate of Competency
Independent Road Safety Consultant

Signed 

Date 22/04/2026

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Kent, TN15 8SA

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☐ paulmartin@roadsafetyanswers.co.uk
☐ www.roadsafetyanswers.co.uk

Appendix A

Drawings and Documents Examined:

35849 - H-01 - NorthernAccess.pdf

35849 - H-02 - SouthernAccess.pdf

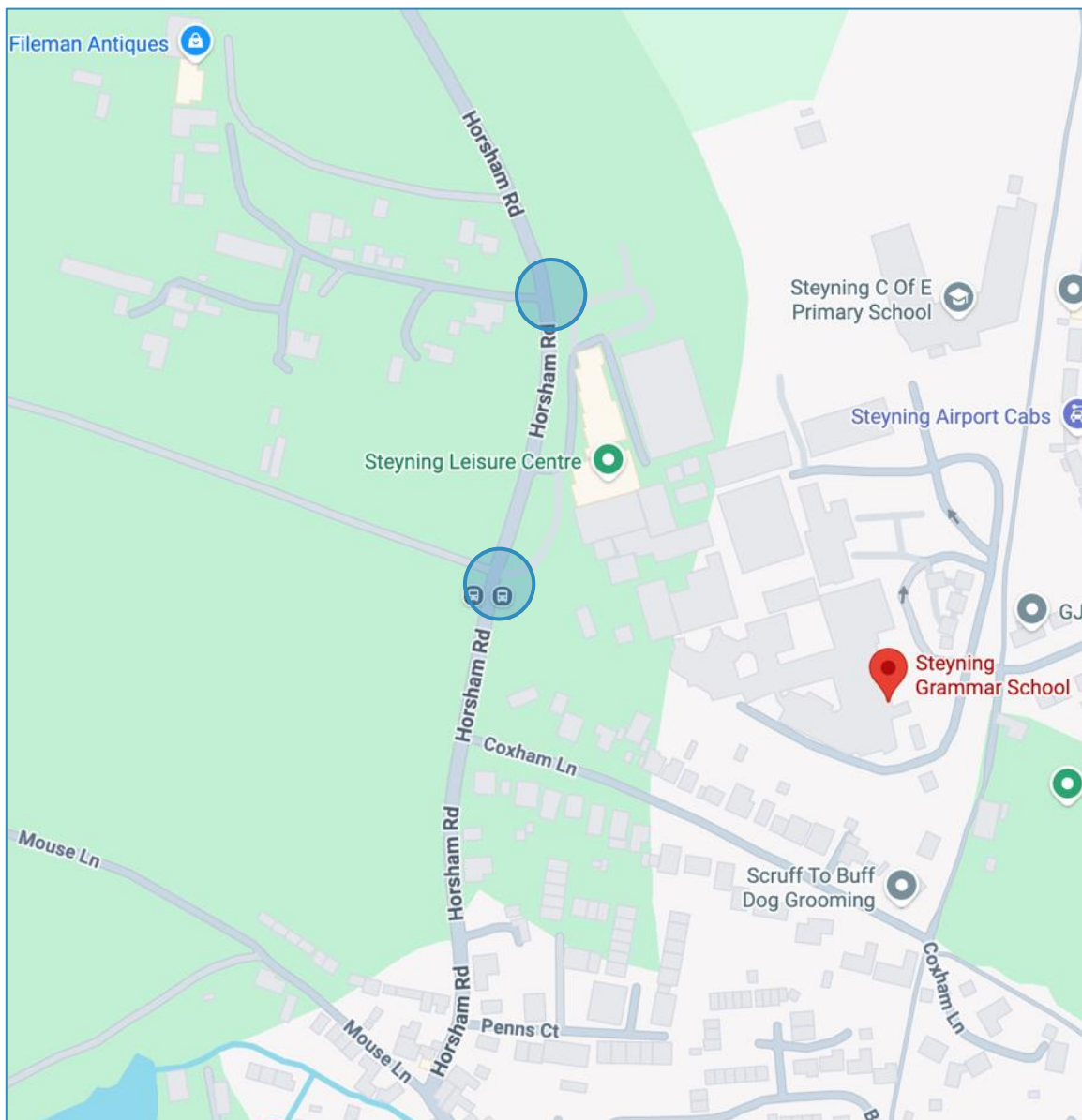
35849 - T-02 - CoachParking.pdf

SRP1121-WWA-00-EX-D-L-1970-Whole Site Plan-S5-P09.pdf

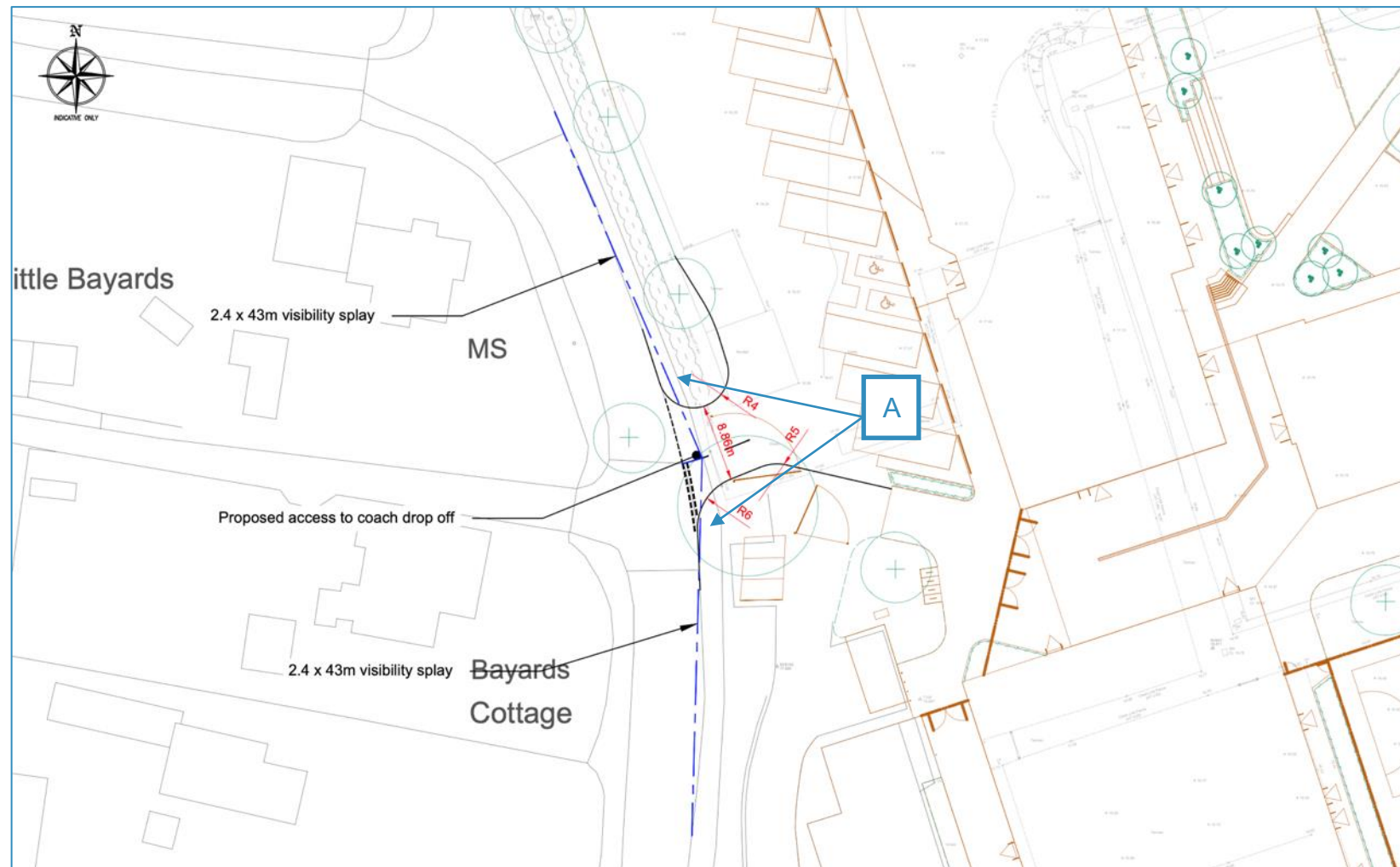
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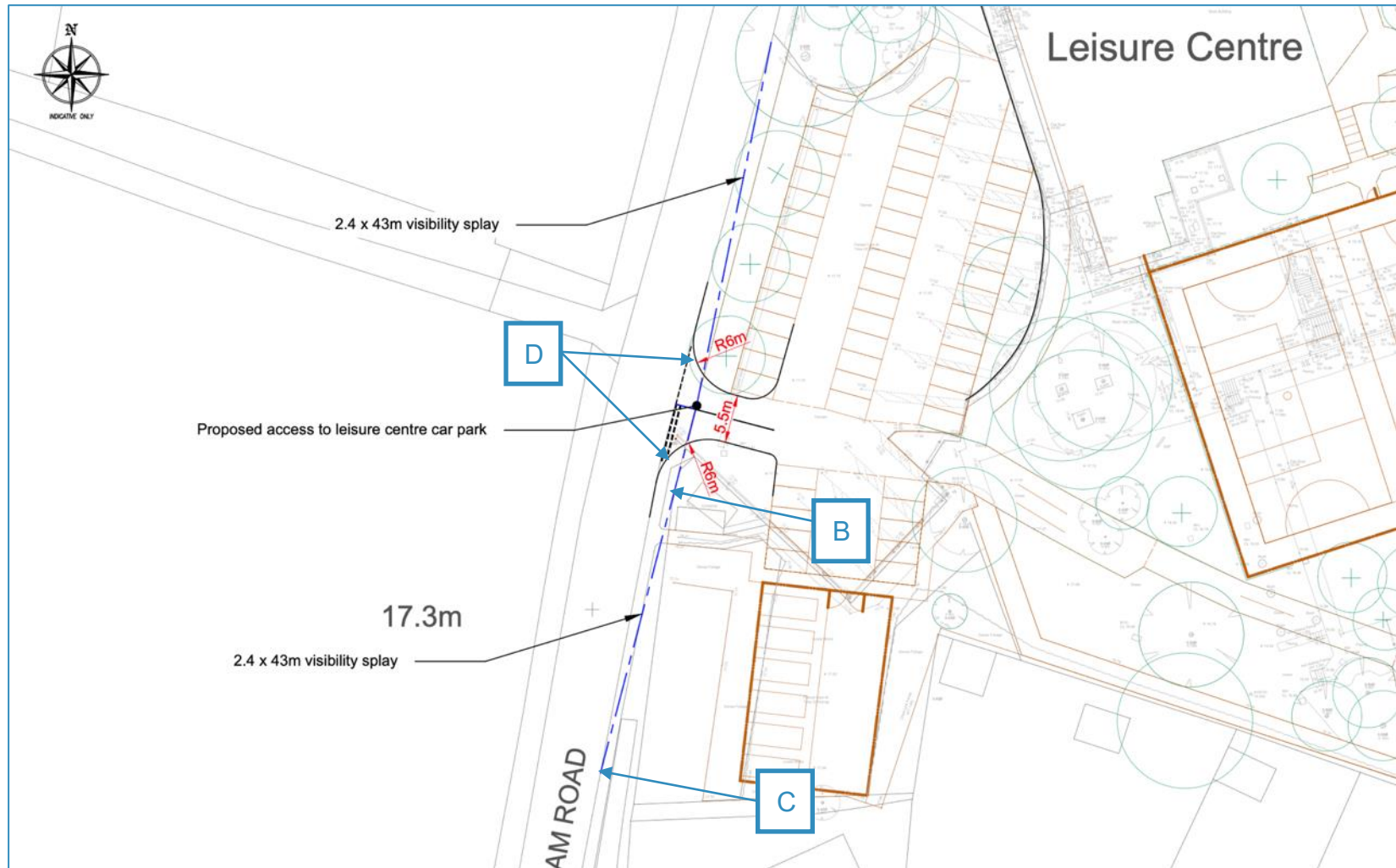
Appendix B

The following plan shows the location of the scheme



Problems Location Plans





Project Details – Steyning Grammar School

Date – 27/04/26

Consultant/Design Engineer – DHA

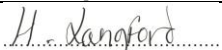
Contact – James Marsh 01622 776226



Road Safety Audit Stage 1

This response is to the issues raised in the Stage 1 RSA report, prepared by Road Safety Answers dated 22nd April 2026. Ref RSA1182.

Authorisation sheet

Prepared by:	
Name:	Harry Langford
Position	Transport & Infrastructure Apprentice
Signed:	
Organisation	DHA
Date:	24/04/2026
Approved by:	
Name:	James Marsh
Position	Associate Engineer
Signed:	
Organisation:	DHA
Date:	24/04/2026

Introduction

The proposed redevelopment scheme at Steyning Grammar School, West Sussex includes proposed upgrades to the existing access arrangements, with revised priorities to improve safety. The Stage 1 Road Safety Audit was prepared by Road Safety Answers on 22nd April 2026 to assess these proposals. This Designer's Response was produced by Harry Langford and approved by James Marsh of DHA, and reviewed by West Sussex County Council as the Overseeing Organisation.

Item	RSA Issue	RSA Recommendation	Design Organisation Response	Overseeing Organisation Response	Agreed RSA Action
2.1	Location: A – Each side of the Northern Access (Dwg. 35848-H-01 Rev. P3). Summary: Risk of side impact collisions if visibility is obstructed. The drawing shows visibility splays but does not state that vegetation will be trimmed back to achieve the required visibility in each direction. If visibility is obstructed the risk of side impact collisions increases. Photos 1 and 2 show that the hedgerow to the north and low tree branches to the south currently obstruct visibility onto Horsham Road.	The hedgerow to the north of the northern access, and the trees to the south should be cut back hard and maintained as such thereafter.	Agreed. The vegetation will be cut back and maintained to ensure that the proposed visibility splays are achievable. This has been stated on revised drawing H-01 Rev. P5.		
2.2	Location: B – Southern side of the Southern Access (Dwg. 35848-H-02 Rev. P3). Summary: Risk of side impact collisions if visibility is obstructed. The drawing shows visibility splays but does not state that vegetation will be trimmed back to the south to achieve the required visibility. If visibility is obstructed the risk of side impact collisions increases. Low	The low tree branches to the south should be removed and maintained as such thereafter.	Agreed. As set out in the response to 2.1, vegetation within the proposed visibility splays will be cut back to ensure clear visibility; this is shown on revised drawing H-02 Rev. P4.		

Item	RSA Issue	RSA Recommendation	Design Organisation Response	Overseeing Organisation Response	Agreed RSA Action
	tree branches to the south currently obstruct visibility onto Horsham Road.				
2.3	Location: C – Southern approach to the Southern Access (Dwg. 35848-H 02 Rev. P3). Summary: Risk of side impact collisions if inadequate visibility is provided. The auditors observed northbound speeds, approaching the southern access, that were in excess of the 30mph speed limit. The 'y' distance provided is appropriate for a 30mph speed limit, but higher mean speeds are likely to require a longer 'y' distance if the risk of side impact collision is to remain suitably low.	Northbound approach speeds should be measured and the 'y' distance for the southwards visibility should be calculated and implemented accordingly.	Noted. The existing southern access is being formalised as part of the development proposals to the existing speed limit of 30mph. Increased visibility splays beyond what is required could, in turn, encourage higher vehicle speeds. Vehicles approaching from the south of the access are travelling in the non-critical direction, with double white lines instead of a standard centreline, prohibiting overtaking. By extending the 2.4 x 43m visibility splays to the centreline, 81m of visibility would be achieved, equating to an approximate design speed of 40mph in accordance with MfS2 guidance.		
2.4	Location: D - Southern Access (Dwg. 35848-H-02 Rev. P3). Summary: Risk of pedestrian trips and falls on the full height	An uncontrolled pedestrian crossing, with dropped kerbs and tactile paving, should be provided across the mouth of the southern access junction.	Agreed. An uncontrolled pedestrian crossing equipped with dropped kerbs and tactile		

Item	RSA Issue	RSA Recommendation	Design Organisation Response	Overseeing Organisation Response	Agreed RSA Action
	kerbs when crossing the mouth of the access junction. No uncontrolled pedestrian crossing has been provided across the mouth of the access junction, increasing the risk of pedestrian trips and falls.		paving will be incorporated at this location, as shown on revised drawing H-02 Rev. P4.		

Design Organisation and Overseeing Organisation Statements

On behalf of the design organisation I certify that:

- 1) The RSA actions identified in response to the road safety audit problems in this road safety audit have been discussed and agreed with the Overseeing Organisation.**

Name:	
Signed:	
Position:	
Organisation:	
Date:	

On behalf of the overseeing Organisation I certify that:

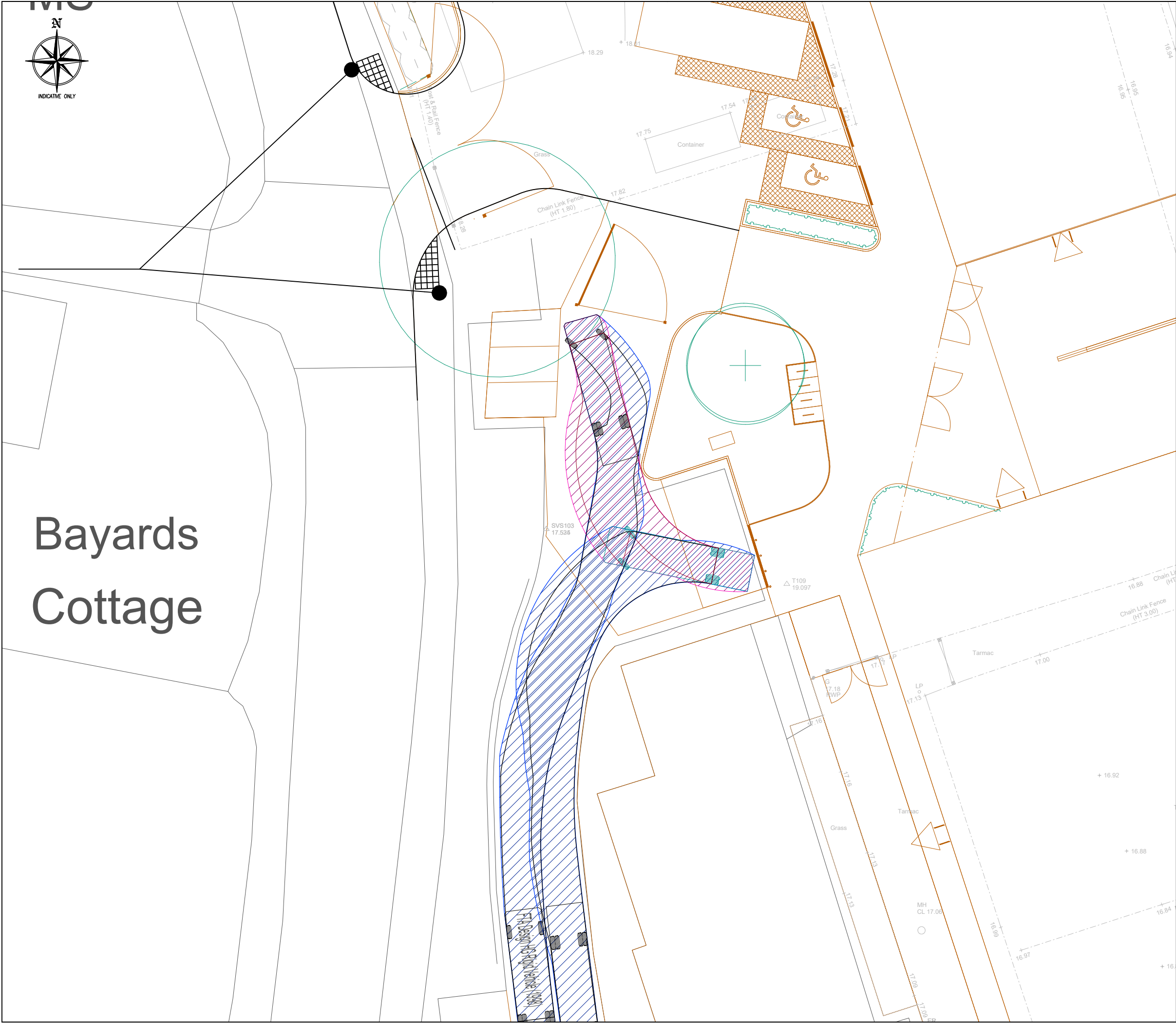
- 1) The RSA actions identified in response to the road safety audit problems in this road safety audit have been discussed and agreed with the design organisation; and**
2) The agreed RSA actions will be progressed.

Name:	
Signed:	
Position:	
Organisation:	
Date:	

APPENDIX

C

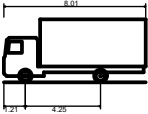




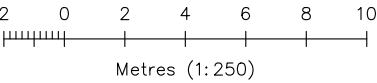
Bayards
Cottage

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PURPOSES

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7.5t Box Van
Overall Length 8.010m
Overall Width 2.100m
Overall Body Height 3.556m
Min Body Ground Clearance 0.351m
Track Width 2.064m
Lock to lock time 4.00s
Kerb to Kerb Turning Radius 7.400m



P2	29.04.26	HL	Updated Layout	JM	JM
P1	02.04.26	HL	First Issue	JM	JM
REV	DATE	BY	DESCRIPTION	CHK	APD

client
BAM CONSTRUCTION LTD

project
STEYNING GRAMMAR SCHOOL

title
VEHICLE SWEEP PATH ANALYSIS 7.5T BOX VAN

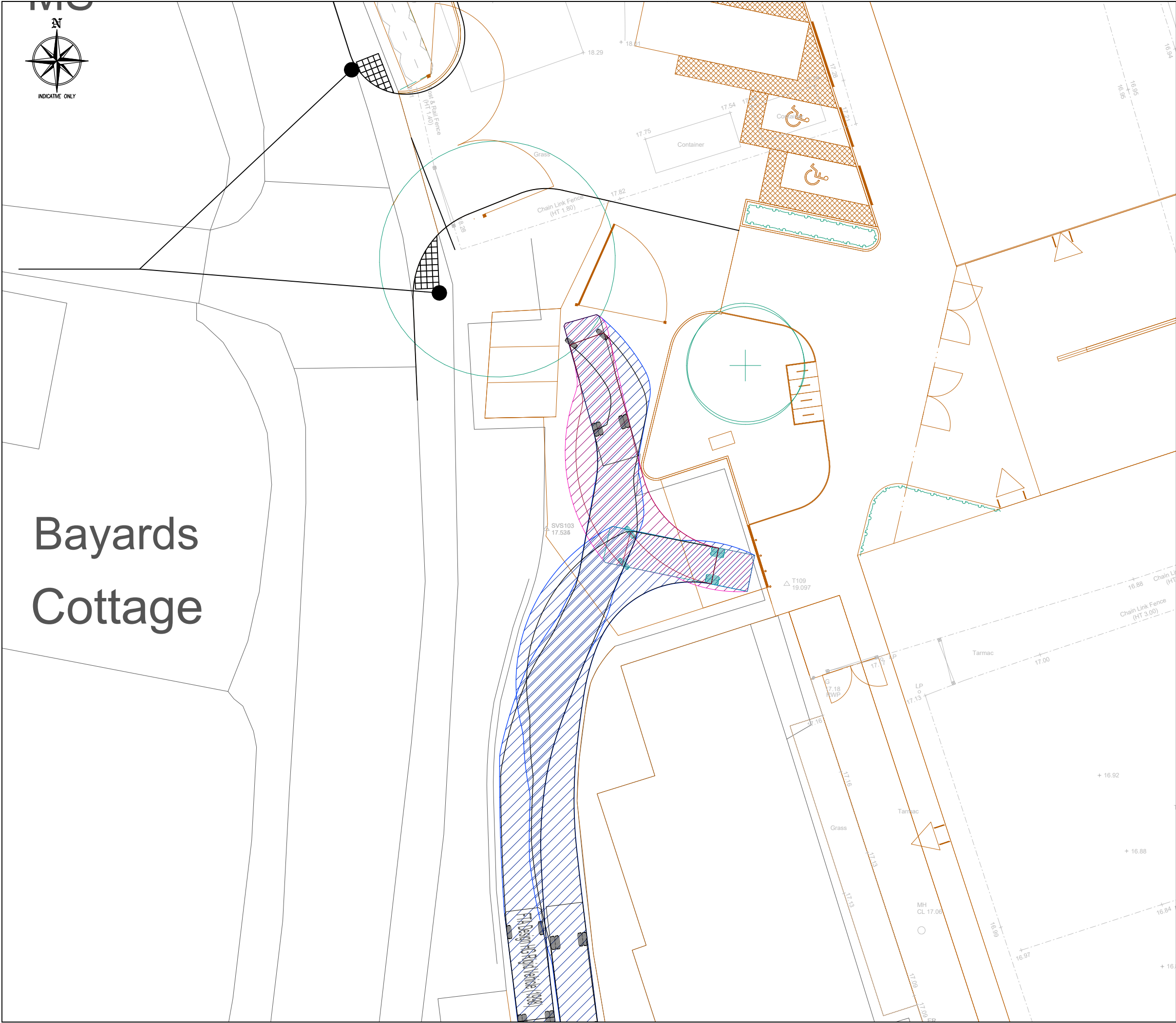
project		drwg		rev
35849		T-09		P2
Drawn	Checked	Approved	scale @ A3	date
HL	JM	JM	1:250	29.04.2026

status	
FOR INFORMATION	P



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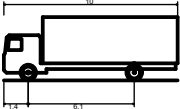
CAD Reference:	A3
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Bayards
Cottage

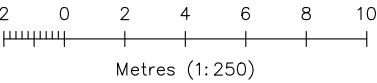
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FTA Design HG Rigid Vehicle (1998)

Overall Length	10.000m
Overall Width	2.500m
Overall Body Height	3.645m
Min Body Ground Clearance	0.440m
Track Width	2.470m
Lock to lock time	3.00s
Kerb to Kerb Turning Radius	11.000m



P2	29.04.26	HL	Updated Layout	JM	JM
P1	10.04.26	HL	First Issue	JM	JM
REV	DATE	BY	DESCRIPTION	CHK	APD

client
BAM CONSTRUCTION LTD

project
STEYNING GRAMMAR SCHOOL

title
VEHICLE SWEEP PATH ANALYSIS 10M RIGID TRUCK

project	drwg	rev
35849	T-10	P2

Drawn	Checked	Approved	scale @ A3	date
HL	JM	JM	1:250	29.04.2026

status
FOR INFORMATION
P



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CAD Reference:	A3
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APPENDIX

D



