

College of Richard Collyer, Horsham

Transport Note – Temporary Office Building and New Temporary Double Classroom Building

1. Introduction

This Transport Note has been prepared in support of the planning application for the installation of one temporary office building and one new temporary double classroom building at the College of Richard Collyer, 82 Hurst Road, Horsham, West Sussex RH12 2EJ. It provides a concise update confirming the operational parameters of the proposed accommodation and sets out the basis on which the existing transport arrangements and management measures remain applicable to the expanded modular facility.

The proposals are also supported by the sustainable transport context established in the College's Travel Plan, with the next review scheduled for Autumn 2026. The Travel Plan confirms that the site benefits from good accessibility by walking, cycling, bus and rail, and sets out the College's existing framework for promoting sustainable travel and monitoring travel behaviour as the College grows.

2. Planning and Baseline Context

The previous application for modular accommodation at the site (ref. DC/25/0748) was assessed by the West Sussex County Council Highways Authority (WSCC), which issued a No Objection recommendation on 4 September 2025. WSCC confirmed that the proposal was to continue existing use to enable sufficient space for teaching and administration and that the changes would not impact the public highway.

Whilst the physical form of the current proposals differs from the previously considered modular scheme, it is comparable in transport terms, comprising further temporary teaching and staff accommodation within the established College campus and relying on the same established site access and operational arrangements. The proposal is fully contained within the existing College site and does not introduce any changes to the approved access strategy, on-site circulation framework, parking arrangements or day-to-day transport operation. As such, the proposals remain consistent with the previously accepted transport planning position, and no changes to the external highway environment are required.

This note has therefore been prepared as a concise and proportionate transport planning submission, focused on confirming that the current proposals do not materially alter the previously accepted transport and highway position for the site.

3. Proposal and Operational Parameters

The works comprise the installation of one new temporary office building, intended for use by teaching staff, and one new temporary double classroom building. These works represent the next stage of the College's temporary accommodation requirements in support of planned growth.

The operational numbers following implementation of the proposals are as follows:-

- Students: approximately 2,710 currently, rising to approximately 2,840 from September 2026 (an increase of approximately 130 students)
- Staff – existing: 139 full time, 120 part time (199 full time equivalent)
- Staff – proposed: 141 full time, 120 part time (201 full time equivalent)
- Teaching staff accommodated within proposed office building: 6 in total
- Net additional teaching staff arising from development: 2

The College has advised that approximately 130no. additional students are expected from September 2026. Around 50no. of these students will be accommodated within the new Portakabin classroom building, alongside 2no. new teaching staff, with the remaining additional students accommodated elsewhere within the existing College estate.

For clarity, the proposed office accommodation will provide space for 6no. teaching staff in total, but this does not equate to 6no. additional members of staff. The planning application employment figures confirm that the net change arising from the development is 2no. additional full-time staff, with the remaining office users comprising existing staff accommodated within the revised on-site arrangement.

No other operational or organisational changes are proposed that would affect established travel patterns, access arrangements or the trip-generating characteristics of the College. In transport planning terms, the operational uplift remains limited and is not considered to materially alter the established access or day-to-day transport characteristics of the site.

The College's existing Travel Plan framework already incorporates measures to promote sustainable travel and manage car-based demand, all of which will continue to apply as the College grows.

4. Transport Arrangements

The proposals do not change the established transport arrangements for the operational College site, including:-

- Access points and internal circulation;
- Parking provision, allocation and management;
- Drop-off/pick-up operation;
- Coach/minibus set-down arrangements; and
- Cycle parking provision.

The College has confirmed that there are no changes to cycle provision, parking, drop-off / pick-up arrangements or internal circulation routes arising from the proposals. The site layout drawings indicate only localised internal pedestrian route adjustments associated with the siting of the modular buildings and new path connections. These do not alter the established vehicular access points, campus circulation framework or external highway interface.

The College's existing car parking provision comprises three areas:-

- Lower car park (24no. spaces including 3no. disabled and 8no. visitor spaces);
- Upper car park (123no. vehicle spaces and 8no. motorcycle spaces, allocated to students and staff by permit); and
- The Richmond Road car park (24no. staff spaces including 1no. disabled space).

This parking provision remains unchanged as a result of the proposals. However, in the context of the previously accepted modular development, the unchanged parking layout, and the limited net increase in staff numbers, no material parking or internal circulation issue is identified at this stage.

5. Sustainable Accessibility Evidence

The College is located in an accessible location close to Horsham town centre. Hurst Road is served by pedestrian footways and benefits from direct links to the surrounding residential areas, Horsham town centre and Horsham Railway Station, supporting convenient access on foot for students and staff.

Secure cycle parking is provided on site, including covered cycle parking at the Richmond Road car park. The College also operates a staff bicycle loan scheme to encourage cycling as an alternative to car travel.

The College is served directly by bus stops on Hurst Road and benefits from a broad range of local and inter-urban bus services, as set out in the College Travel Plan, together with a dedicated subsidised student bus service from the Worthing corridor.

Horsham Railway Station is within walking distance of the College and provides regular rail connections to destinations including Crawley, Three Bridges, London, Brighton, Billingshurst, Pulborough, Arundel and Chichester. Together, these public transport links provide a realistic alternative to private car travel for both staff and students across the College's catchment.

6. Construction Period Arrangements

Portakabin have confirmed that delivery and installation of the proposed modular buildings will follow the same broad construction approach as the previous modular installation at the site. All principal installation activities, including cranes and main building deliveries, are intended to be undertaken during College holiday periods, when the College is not open to students.

Should any minor enabling works or residual deliveries be required outside these holiday periods, these would be programmed to avoid student and staff arrival and departure times and managed using standard temporary contractor controls appropriate to a live educational campus.

Delivery and installation activity would be managed by the contractor using temporary site management measures as necessary, including delivery programming, marshalling of vehicle movements where appropriate, and pedestrian protection measures within the campus.

The College has already successfully accommodated previous temporary modular development on site. In transport terms, this provides confidence that the current proposals can be implemented using the same established delivery principles without giving rise to material highway or on-site operational issues.

7. Travel Plan Review and Commitment

The College's existing Travel Plan (November 2025, next review Autumn 2026) remains in force and will continue to provide the principal framework for managing student and staff travel demand and promoting sustainable travel choices.

As the additional accommodation is brought into use and student numbers increase, the Travel Plan measures and mode-specific initiatives will continue to apply across the College population, including the additional students and staff associated with the development.

7.1 Continued monitoring and targets

The Travel Plan is reviewed annually, with input from the College's Safeguarding Team, Health & Safety Committee, Senior Leadership Team and the Richard Collyer Union. It is communicated to students, staff and parents / carers through the admissions process and the College's online and on-site communication channels. This provides an established mechanism through which any travel issues associated with future growth can be identified and addressed as part of the normal Travel Plan review process.

7.2 Existing management structures

The Travel Plan is overseen by the College's Safeguarding Team, Health & Safety Committee, Senior Leadership Team and the Richard Collyer Union, providing an established governance structure to support implementation of measures, respond to emerging issues, and promote sustainable travel through communication and engagement. The College also maintains liaison with local police, residents and councillors in relation to parking and highway matters where relevant.

7.3 Mode-shift initiatives

The Travel Plan includes a range of existing measures covering walking, cycling, public transport and car sharing, including promotion of the West Sussex 16 to 20 Bus Saver scheme, railcard discount information, the dedicated subsidised Worthing Bus service, the Safe Drive, Stay Alive road safety programme, the staff bicycle loan scheme and the WSCC car sharing scheme. The College is also investigating the installation of electric vehicle charging points and the gradual replacement of its fleet with electric vehicles. These measures provide an appropriate existing framework for supporting sustainable travel as the College expands.

8. Conclusion

In summary, the proposals can be supported by this proportionate Transport Note. The established transport planning position for the College remains applicable on the basis that:-

- The previous planning application (DC/25/0748) attracted a No Objection response from West Sussex County Council Highways Authority, confirming that the modular accommodation proposals would not impact the public highway;
- The current proposals comprise a comparable form of additional temporary educational accommodation within the established College campus and rely on the same access and operational arrangements;
- Delivery and installation will follow the same broad approach as the previous modular scheme, with principal activities intended to take place during College holiday periods;
- No changes to the external highway environment are required, and the existing access, parking, internal circulation, drop-off / pick-up and cycle parking arrangements remain unchanged; and

- The operational uplift associated with the proposals remains limited in transport terms, comprising approximately 50no. additional students accommodated within the new Portakabin building and 2no. net additional teaching staff, with the balance of the wider student growth accommodated elsewhere within the existing College estate.

In addition, the College benefits from an accessible location and an established Travel Plan framework, including sustainable travel measures, annual review arrangements and active management structures. These provide a suitable basis for accommodating the proposed growth without any requirement for changes to the existing transport strategy.

Given the nature of the proposals, the unchanged access and operational arrangements, and the proportionate scope of this commission, no further detailed transport assessment, traffic modelling or parking survey work is considered necessary to support this planning submission.

Quality Assurance

Issue Record

Revision	Description	Date	Author	Reviewer	Approver
01	Planning Submission	20.04.26	KF	PC	GG

Staff Detail

Initials	Name	Position	Signature
KF	Kyle Frazer	Planning Consultant	
PC	Philip Craig	Principal Transport Consultant	
GG	Gillian Gow	Director, Planning	