



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: 25 June 2026

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

From: Spatial Planning 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:

Conditional approval: ATE recommends approval of the application, subject to the agreement and implementation of planning conditions and/or obligations as set out in this response.

1. Overview and Recommendations

- 1.1. Active Travel England (ATE) welcomes the opportunity to provide a second response on the above submitted full planning application, following the submission of the documents “*Walking Route Audit (WRA) and Cycle Level of Service (CLOs) Assessment, Transport Technical Note (TTN), and Interim School Travel Plan (ISTP)*”. 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. Following engagement with the applicant and West Sussex County Council (WSCC), the identification audit of principle routes from the proposed development has allowed the applicant and ATE to outline a package of infrastructure measures, which would primarily improve the pedestrian environment surrounding the proposed development, given the scale of trips generated by the development, as well as some improvements for cyclists. This would ensure compliance with **National Planning Policy Framework paragraphs 109, 115 and 117**.

Trip Generation, Trip Attraction and Travel Plan

- 1.3. The TTN provides a more representative assessment of trip generation for staff trips, although there is still some uncertainty over movements outside peak hours, despite breakfast clubs, after-school activities and wider community use generating additional demand. Whilst a trip distribution has not been provided, TTN Figure 1 outlines the principle pedestrian and cycle route corridors that will be utilised in the area.
- 1.4. ISTP Tables 3.1 and 3.2 provide the existing pupil and staff mode splits, and targets are outlined at ISTP paragraph 4.1.2, with an aim to reduce single occupancy vehicle trips by pupils by a minimum of 5% (min. 2% increase in walking, min. 3% increase in cycling), and single occupancy vehicle trips by staff by a minimum of 10% (min. 5% increase in car sharing, min. 3% increase in bus, min. 2% increase in cycling). ISTP paragraph 4.1.6 states that “*if the school is not on track to meet the targets, additional measures will be implemented to provide more incentives to promote sustainable travel.*” ATE considers that this will need to be more explicit, and not solely rely on “soft” measures, as outlined at ISTP paragraphs 5.2.4 and 5.3.1.
- 1.5. The pupil mode share targets are realistic given the broad catchment area of the site and heavy reliance on buses, although it is noted that the proposed target mode split would create around 1,700 two-way pedestrian trips, and around 250 two-way cycle trips, based on the projected capacity of 2,400 students. Given the volume of trips generated, this creates a substantial remit for active travel improvements.
- 1.6. Staff mode share targets will still generate a significant level of vehicle traffic, based on a forecasted staff capacity of 235, and will generate around 30 two-way pedestrian and 20 two-way cycle trips per day.

Off-site Infrastructure – Active Travel

- 1.7. ATE appreciates the efforts undertaken by the applicant to identify active travel improvements, utilising the WRA and CLOs tools. Several improvements have been identified for each of the principal walking and cycling routes, highlighted in

WRA and CLoS Assessment Figure 1-2. ATE's main focus is on securing improvements for Route 1 (Shooting Field) and Route 4 (High Street via Breach Close).

1.8. The applicant identified three potential improvements to Route 1 at paragraph 3.3.7, which ATE concurs with, however consideration should also be given to:

- Street lighting, as no assessment is provided of routes at all hours. Current provision is sparsely placed (with distances between street lamps around 40m), and often located on one side of the carriageway, providing uneven lighting.
- Minimum footway widths, which is identified within the WRA (paragraph 3.3.3) as varying between 1m and 2m. Vegetation is identified as a potential cause, but ATE considers there is scope for widening the footway on the eastern side of the carriageway, utilising the grass verge.
- Tactile paving must be introduced at the school's site entrance, which is currently not present, and not shown in the applicant's initial Transport Assessment
- Provide crossing facilities on the western side of Shooting Field across Tanyard Lane to Church Lane, through an uncontrolled crossing with islands, and dropped kerbs with tactile paving.
- In terms of cycling access, the introduction of a 20mph speed limit along Shooting Field incorporating accompanying physical measures to naturally this limit would provide an improved platform for encouraging more cyclists within the vicinity of the school site (as well as creating a more attractive environment for pedestrians and residents), as well as providing compliance with **LTN 1/20 Figure 4.1**. Providing traffic calming measures, such as road narrowing (which could be utilised in conjunction with footway widening), surface treatments and horizontal deflections would assist in ensuring compliance.

1.9. The applicant identified three potential improvements to Route 4 at paragraph 3.6.8, which ATE concurs with, however consideration should also be given to:

- Installing modal filters along the route (and adjacent to the school entrance) to ensure vehicles cannot drive along Footpath STE-2600, and removal of guardrails at the access to Breach Close and Coxham Lane, to allow access to all users. Tactile paving should be installed when crossing Coxham Lane and Breach Close
- Installing a formal footpath, or raised table, across Coxham Lane, to ensure continuity of Footpath STE-2600.
- Improving the surfacing of Footpath STE-2600 to ensure it is accessible to all users and widening the footway where required to ensure minimum widths of at least 2m.
- Construct an uncontrolled crossing with islands, and install dropped kerbs with tactile paving at the junction of Tanyard Lane and Breach Close to improve pedestrian access.

Off-site Infrastructure – Public Transport

- 1.10. ATE notes that the applicant was unable to secure an arrangement with the operator, Compass Bus, to enable on-site boarding and alighting for the Route 100 bus (TTN paragraph 1.2.11). Therefore, improvements to the bus stops on Horsham Road must be secured via condition with WSCC, with an improvement of facilities in line with LTN 1/24, and a formalised crossing with dropped kerbs and tactile paving.

Cycle Parking and Trip-End Facilities

- 1.11. ATE considers that the issue of on-site cycle parking is still unresolved, that the applicant's current offering of 120 cycle parking spaces as part of a pupil cycle store would be less than the number of targeted pupils who would cycle to the school (as per paragraph 2.3). In the interests of agreeing a way forward on this matter, the provision of additional capacity being provided where the existing demand for cycle parking reaches 80% of the delivered spaces would appear a pragmatic response, although ATE would recommend that action is taken with immediate effect (and not delayed through the need for a further planning application) when the 80% number is reached. ATE recommends that this is addressed now (or prior to construction/occupation) through the submission of drawings showing the location and specification of a second cycle hub, to be agreed with Horsham Borough Council, to demonstrate that the space is available. It is common practice for Travel Plans to do exactly this, and identify additional areas for cycling parking at the *initial* planning stage.
- 1.12. **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, and this is still unclear.

Conditions for Approval

ATE considers the following conditions are necessary to guarantee the development's acceptability in planning terms and compliance with **NPPF paragraphs 109, 115 and 117**. The delivery of off-site works falls within the remit of the Local Highway Authority (West Sussex County Council), and is not the responsibility of the applicant. Accordingly, the conditions are framed to secure appropriate design, alignment and commitment to delivery, rather than to directly require implementation by a third party. These model conditions have been developed and assessed against the government's Planning Practice Guidance on the Use of Planning Conditions.

Condition: No above ground works shall commence until general arrangement plan(s) to a scale of 1:200 showing details of the walking / cycling infrastructure on Shooting Field, Tanyard Lane, Footpath STE-2600, Coxham Lane and Breach Close including works to the adopted highway have been submitted by the applicant, in conjunction with West Sussex County Council, and approved in writing by the Local Planning Authority. The details shall indicate proposals for:

- Installation of raised tables, dropped kerbs, tactile paving and traffic islands
- Removal of vegetation and provision of widened footways, with a minimum width of 2 metres within highway or Public Right of Way land
- Re-surfacing of pedestrian infrastructure, and installation of modal filters

- Provision of traffic calming measures

The development or any phase of development, whichever is the sooner, shall not be occupied until the walking and cycling infrastructure for the development or phase of development has been constructed and completed in accordance with the approved details.

Reason: To comply with **NPPF paragraphs 109, 115 and 117**, ensuring safe and suitable access to the site can be achieved for all users, and prioritizing sustainable transport modes.

Condition: No above ground works shall commence until the details of bus stop infrastructure to be enhanced at the location of the current Steyning Grammar School northbound bus stop, located on Horsham Road, which shall comprise (but not be limited to) the following facilities: shelters; seating; raised kerbs; bus stop markings; flags timetable casings, real time information and a formalized crossing with dropped kerbs and tactile paving from the proposed access shall have been submitted by the applicant, in conjunction with West Sussex County Council, and approved in writing by the Local Planning Authority. The bus stop infrastructure shall be constructed and completed in accordance with the approved details prior to first occupation of the development.

Reason: To facilitate access from the development to high quality public transport in accordance with **NPPF paragraph 117**, as well as ensuring safe and suitable access to the site can be achieved for all users, in line with paragraph 115.

Condition: No above ground works shall commence until a scheme setting out, at a scale of 1:200, how the streets, footways and cycle routes on Shooting Field, Tanyard Lane, Footpath STE-2600, Coxham Lane and Breach Close are to be adequately lit at night to provide safety and security for all users have been submitted by the applicant, in conjunction with West Sussex County Council, and approved in writing by the Local Planning Authority. The scheme shall accord with the guidance in West Sussex County Council's Street Lighting Specification. The development or any phase of the development, whichever is the sooner, shall not be occupied until the lighting scheme has been constructed in accordance with the approved scheme. Development shall be carried out in accordance with the approved details.

Reason: In order to ensure that streets, footways and cycle routes are adequately lit at night to provide safety and security for all users, in accordance with **NPPF paragraph 115**.

Condition: No above ground works shall commence until details of the proposed cycle parking, and on-site facilities comprising (but not limited to) changing, shower and locker facilities for staff and locker facilities for pupils have been submitted to and approved in writing by the Local Planning Authority. The applicant will deliver additional cycle parking capacity (over and above application proposals) when 80% occupancy of cycle parking is reached, with drawings to be submitted prior to construction. A monitoring scheme shall be submitted and agreed as part of the Travel Plan, including periodic surveys, to demonstrate when the 80% occupancy threshold has been reached. The development or any phase of the development, whichever is the sooner, shall not be occupied until the proposed cycle parking has been constructed and completed in accordance

with the approved details and shall thereafter be kept free of obstruction and permanently available for the parking of cycles only.

Reason: To comply with the guidance in **LTN 1/20** on Cycle Infrastructure Design, and ensure adequate provision of cycle parking to meet demand.

Condition: No above ground works shall commence until a Travel Plan comprising immediate, continuing and long-term measures to promote and prioritise alternatives to private vehicular use, which shall include clear objectives and modal share targets, together with a time-bound programme of implementation, monitoring, regular review and interventions (in the event of a failure to meet modal share targets) shall be submitted to and approved in writing by the Local Planning Authority. The approved Travel Plan shall be implemented, monitored and reviewed in accordance with the agreed Travel Plan measures and targets to the satisfaction of the council.

Reason: To deliver sustainable transport objectives including a reduction in private vehicular journeys and the increased use of public transport, walking, wheeling and cycling.