

Project Title
Woodlands Meed College

Report Title
Transport Scoping Report

Document Reference:
3126/054/001

Prepared For
Faithful + Gould

Date
November 2020

Delta House
175 -177 Borough High Street
London
SE1 1HR

T +44 (0)207 939 9916
F +44 (0)207 939 9909
E london@robertwest.co.uk
W www.robertwest.co.uk



Consulting Engineers

Rev	Comments	Date	Prepared	Checked	Approved
-	-	17/11/2020	WH	DH	DH

Distribution List	Rev	Purpose of issue
Steven Moore – Faithful + Gould	-	For comment

CONTENTS

CHAPTER		PAGE
1.0	INTRODUCTION	1
2.0	PROPOSAL OVERVIEW	3
3.0	TRIP ASSESSMENT	7

APPENDICES

APPENDIX A – PROPOSED SITE LAYOUT

1.0 INTRODUCTION

- 1.1 Robert West (RW) has been appointed Faithful + Gould to provide transport planning and highways advice in relation to the redevelopment of Woodlands Meed College. The proposed sites are located within the District of Mid Sussex in West Sussex.
- 1.2 Woodlands Meed College is a Special Educational Needs (SEN) college that currently accommodates 113 pupils between the ages of 14-19 (KS4 and KS5) and approximately 50 FTE staff.
- 1.3 The proposed redevelopment of the Woodlands Meed College site is to construct a new fit-for-purpose teaching facility, whilst the existing Woodlands Meed College building is in use. Following completion of the construction of the new building, the Woodlands Meed College building will be demolished; and car park and landscaping implemented. The college will provide 100 pupil places managed by approximately 50 FTE staff.
- 1.4 RW previously produced an initial Construction Access Option Technical Note (3126-052-T01A) for the proposed redevelopment of the Woodlands Meed College site. A total of five differing construction routes were considered.
- 1.5 Subsequent to an on-site meeting on the 18 March 2020 to discuss construction options, a preferred construction route was identified following liaison with West Sussex County Council (WSCC) and other stakeholders including the Birchwood Grove County Primary School. Construction route option 1b is attached at Appendix A. RW produced a further construction route feasibility report (3126-052-T02).
- 1.6 The existing Woodlands Meed College building is located along on Birchwood Grove Road, Burgess Hill, West Sussex, RH15 0DP and is illustrated in Figure 1.1. It is noted Birchwood Grove County Primary School is located adjacent to the site

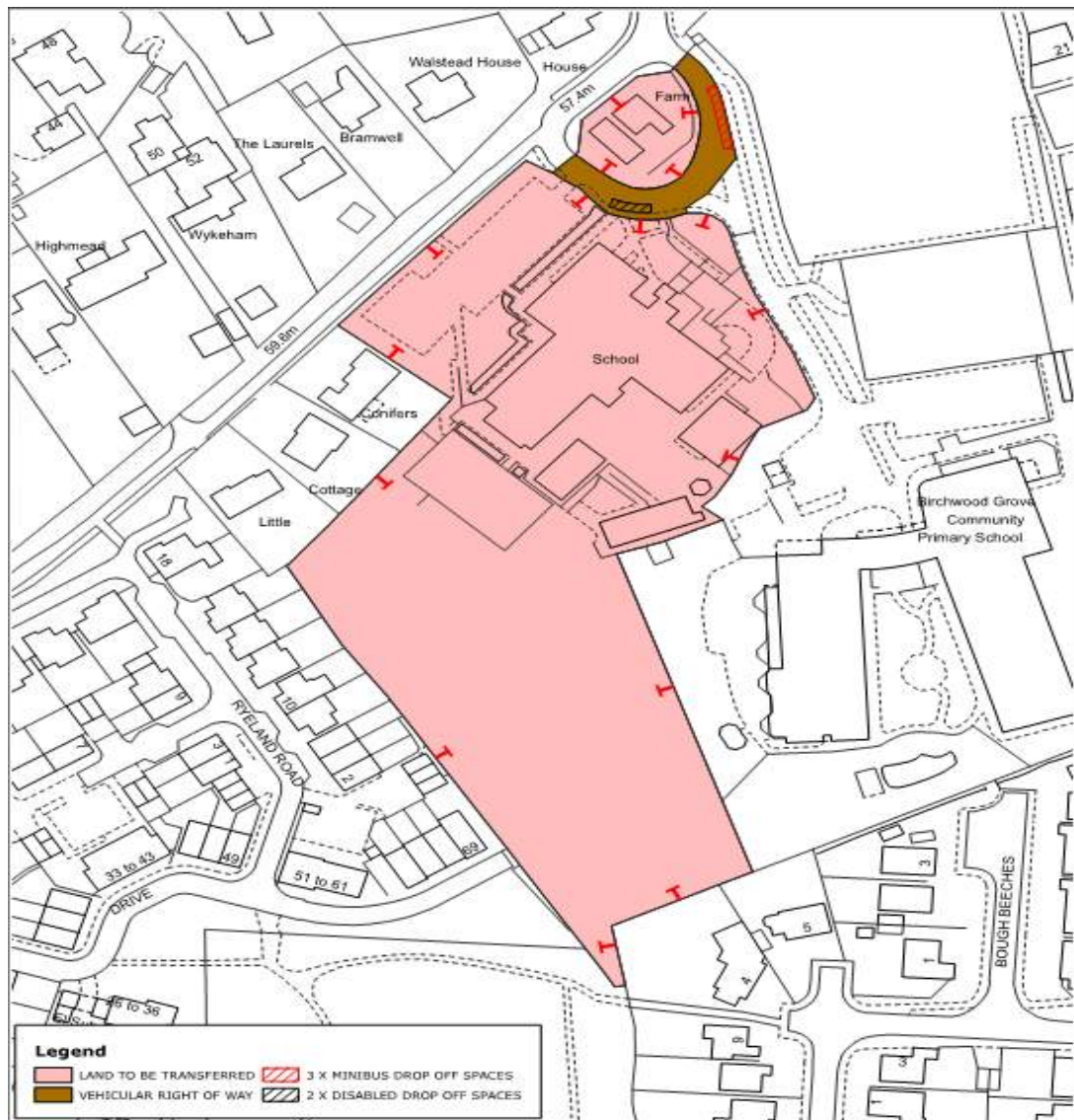


Figure 1.1: Site location

- 1.7 This scoping report will be followed by a Transport Statement (TS) and a School Travel Plan (STP), which will accompany the planning application.

Report structure

- 1.8 Following this introduction, the remainder of this report is structured as follows:
- i. Section 2.0 - Review of the existing conditions of the site and the proposals for redevelopment.
 - ii. Section 3.0 – Proposed trip assessment methodology.
 - iii. Section 4.0 – Conclusions

2.0 PROPOSAL OVERVIEW

- 2.1 This section of the TS will provide an overview of the proposed development; in terms of intended site users, the anticipated operation of the site uses, and the access, movement, parking and servicing strategy for the development.
- 2.2 The latest site plan is attached at Appendix A.

Proposal overview

- 2.3 Woodlands Meed College is a Special Educational Needs (SEN) college that currently accommodates 113 pupils between the ages of 14-19 (KS4 and KS5) and approximately 50 FTE staff.
- 2.4 The proposed redevelopment of the Woodlands Meed College site is to construct a new fit-for-purpose teaching facility, whilst the existing Woodlands Meed College building is in use. Following completion of the construction of the new building, the Woodlands Meed College building will be demolished; and car park and landscaping implemented. The school will provide 100 pupil places managed by approximately 50 FTE staff.
- 2.5 The existing operation hours for pupils are: 08:45 to 15:45 (13:50 finish on Fridays). Staff currently arrive between 07:30 and 08:00 and finish at 16:00 (17:00 on Tuesdays). The hours are not expected to change after the redevelopment.

Vehicular access

- 2.6 Vehicular access to the site will continue to be from the one-way system to the north of the site via Birchwood Grove Road. Vehicles will access and egress a redesigned staff car park and drop-off area to north of the proposed college building.
- 2.7 Vehicular access to Birchwood Grove Primary School is also from one-way system via Birchwood Grove Road. However, it is understood that on a day to day basis only staff members have vehicular access the site and parents/guardians are restricted.
- 2.8 An emergency access is also proposed from the drop off/visitor car park. This will be used by emergency vehicles only and occasionally a vehicle to service the proposed hydrotherapy pool.
- 2.9 The TS will include swept path analysis drawings demonstrating the movements of the typical vehicles which are likely to travel to the site including cars, minibuses, fire tender, refuse vehicle and delivery vans.

Parking*Existing car park*

- 2.10 The existing car park located to the north of the site is comprised of 30 parking spaces for staff and visitors, two of which are allocated as disabled parking spaces on the southern side of the one-way system.
- 2.11 It is understood that the current car parking at the current site is restricted and inadequate for a SEN college of its size.
- 2.12 Car parking spaces are allocated on a first come first served basis. The parking spaces closest to the college building to the south of the car park are filled by people that may need to move their vehicles during the day. The spaces on the northern side of the car park are for staff who are present all day and are therefore able to be double parked once there are no further spaces available.
- 2.13 If a member of staff is parked in the college car park and needs to leave but will be returning on the same day, it is currently possible to place a cone in the parking bay to reserve the space for their return.

Existing drop off

- 2.14 The current pupil drop off period is between 08:45 to 09:15 and the pick up period is between 15:15 to 15:45.
- 2.15 The drop off area is located at the small car park at the front of the college. During the drop off period, cars and taxi's will use the drop off area parking bumper to bumper. Local Authority (LA) minibuses drop pupils off at the one-way road. Woodlands Meed College staff are on hand to escort pupils into the college.
- 2.16 At the end of the college day, cars and taxi's will line up bumper to bumper in the small car park at the front of the college. LA minibuses queue up along the southern side of the one-way road. The two disabled spaces outside reception will be reserved for the vehicles which have a 'tail lift'. A member of the Woodlands Meed College staff team will be present to facilitate the end of day transport, checking that the Birchwood Grove Road gate has been secured.
- 2.17 It is understood that the adjoining roads to the site access (Birchwood Grove Road and Wykeham Way) become congested for a short period (approximately 15 minutes) during the pick up and drop off periods.

- 2.18 A number of mitigation measures are already implemented to combat build-up of congestion on the surrounding highway network. These include, but are not limited to:
- i. Keep clear lines are implemented on Birchwood Grove outside of the site access/egress point. The keep clear lines continue for 25 metres on Wykeham Way. Single yellow line restrictions in operation from Monday to Friday between 08:00 and 18:00 continue along Wykeham Way to the junction triangular junction.
 - ii. The adjacent Birchwood Grove Primary School currently have a rolling start time from 08:45 for both early years, KS1 and KS2 pupils. The school finish times are currently staggered between early years and KS1 (15:00 finish) and KS2 (15:15 finish).
 - iii. There is also no vehicular access for parents/guardians onto the Birchwood Grove School site. It is understood that the majority Birchwood Grove Primary School pupil drop offs are made to the east of the site at the side entrance on The Ridings.

Proposed staff car parking

- 2.19 A new redesigned car park and drop off area is proposed at the location of the existing car park.
- 2.20 There are no specific car parking standards set within WSCC Guidance on Parking at New Developments (September 2020), with each Application considered on a case by case basis.
- 2.21 The staff car park is currently proposed be comprised of 30 staff only dedicated parking spaces and six minibus parking spaces for college owned minibuses. Three of the 30 staff parking spaces will be allocated as disabled bays. This is an increase on current staff car parking provision and will help meet the parking demand. The number of staff parking spaces provided to meet demand will be reviewed in the TS upon receiving travel to work mode share data from the college. These parking spaces will be monitored by an implemented STP. STP measures will also be implemented to encourage car sharing and sustainable travel modes.
- 2.22 Active electric vehicle charging points (EVCP) will be provided for 20% of staff car parking spaces in line with guidance set within the WSCC Guidance on Parking at New Developments (September 2020). The remaining provision will be passive EVCP provision.

Proposed drop off/visitor car park

- 2.23 The proposed drop off/visitor car park is comprised of 14 drop off/visitor parking bays and six minibus drop off bays. The drop off/visitor car park will operate as a one-way system both accessed and egressed from the one-way system to the east of the car park. During the drop off and pick up periods the car park will be used as a drop off and pick area only accessed by LA

minibuses, cars and taxi's. During these periods, the drop off area will be managed by Woodlands Meed College staff that escort pupils to/from the college building to/from the drop off car park.

- 2.24 Outside of the drop off and pick up periods, visitors will be able to park within the drop off bays and delivery and servicing vehicles will utilise the minibus drop off bays.

Cycle parking

- 2.25 There are currently four existing cycle parking spaces provided for staff and pupils.
- 2.26 It is currently proposed that cycle parking space provision will be increased for staff and pupils. The increased amount cycle parking spaces will be assessed in the TS. There is space to increase this and cycle parking usage will be monitored via the STP.

Emergency vehicles

- 2.27 Access to the site will be required for a typical fire tender only. This will be demonstrated as part of the swept path analysis within the TS.

Waste strategy

- 2.28 Refuse collection currently occurs weekly and is collected from the one-way road to the front of the college. Refuse is currently typically collected outside of drop off and pick up periods.
- 2.29 It is proposed that refuse collection will occur from the drop off and visitor car park and continue to occur once a week.
- 2.30 Swept path analysis will be included in the TS to demonstrate that a typical refuse vehicle will be able to get within 10m of the collection point and navigate safely throughout the car park.

Delivery and servicing

- 2.31 Delivery and Servicing currently occurs weekly in the small car park area and the one-way system to the front of the college. Typical deliveries include catering supplies and school ordered supplies that are delivered in small lorries and transit vans.
- 2.32 Delivery and servicing is proposed to occur in the drop off/visitor car park. Delivery and servicing vehicles will utilise the minibus drop off bays outside of drop off and pick up periods. Deliveries and servicing is not expected to change after the redevelopment of Woodlands Meed College, with the exception of the infrequent occurrence of the hydrotherapy pool being serviced.
- 2.33 Swept path analysis will be included in the TS to demonstrate that a typical delivery and servicing vehicles will be able to access and egress the drop off/visitor car park.

3.0 TRIP ASSESSMENT

- 3.1 The proposed redevelopment of Woodlands Meed College will not result in increased pupil or staff numbers. It is therefore expected trips to the site will remain as per the existing situation having no material impact on the local highway network.
- 3.2 A hands up survey has been commissioned to further understand pupil and staff travel to college/work mode share. We are currently awaiting the results.
- 3.3 Pupil and staff mode share data will be used to set appropriate STP targets to encourage car sharing and sustainable travel for staff.
- 3.4 As the college is a SEN facility there is less scope to encourage sustainable active travel modes as pupils are required to be dropped off by vehicles. However, pupils will be encouraged to be dropped off by LA minibus opposed to private car.

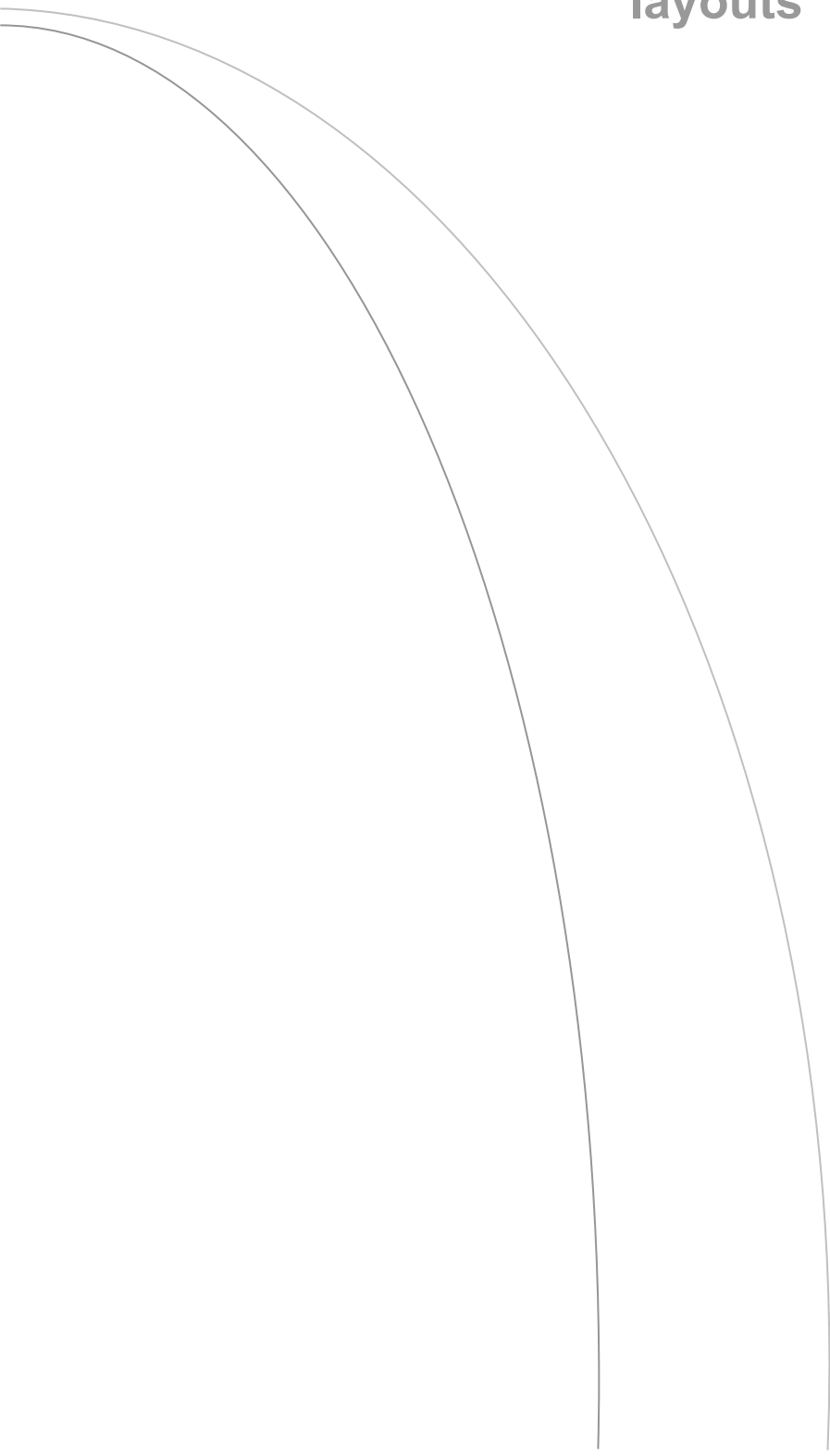
Delivery, servicing and refuse collection

- 3.5 Refuse collection currently occurs once a week and is typically outside of drop off and pick up times. This is not expected to change after the redevelopment of Woodlands Meed College.
- 3.6 Approximately five deliveries currently occur a week and typically occur outside of drop off and pick up times. This is not expected to change after the redevelopment of Woodlands Meed College.

4.0 CONCLUSIONS

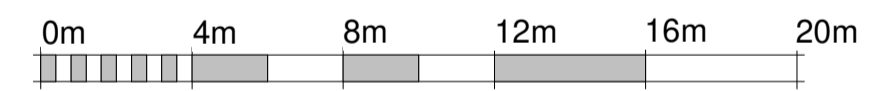
- 4.1 The Woodlands Meed College redevelopment will provide a new fit-for-purpose teaching facility for SEN pupils. There will be no increase in pupil or staff numbers.
- 4.2 A total of 30 staff car parking spaces are currently proposed and six school minibus parking bays. An additional 14 drop off/visitor parking spaces and six minibus drop off bays will be provided. The number of additional spaces implemented to meet current demand will be assessed in the TS upon receiving travel to work data from college. At this stage We believe this is suitable parking and drop off provision for a SEN college of this size. If you have any particular concerns at this stage in regard to parking provision, we would be grateful if you would raise this by return.
- 4.3 There will be a minimal trip assessment as part of the TS as there will be no increase of pupils or staff. There will be no additional trips generated from the redevelopment. Travel to work/college data will be collected from the school in order to understand current trips and set appropriate STP targets. We would be grateful if you would confirm that this is an appropriate approach to the trip assessment?
- 4.4 A STP will be implemented as a mitigation measure to encourage pupil drop off by LA minibuses and reduce single car occupancy amongst staff. Implementation of a STP along with existing mitigation measures should ease congestion as no additional trips are proposed.
- 4.5 Overall, the redevelopment proposals of Woodlands Meed College is thought to have non-material impact on the local highway network. However, we will work with yourselves as the Assessment progresses and we would appreciate your initial thoughts and comments on the proposed parking numbers, methodologies and mitigation measures as mentioned.

Appendix A – Latest site layouts

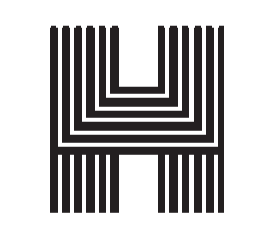
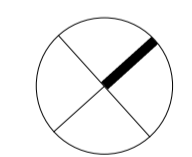


Rev.	Date	By	Check	Appr.	Description
P.8	11/11/20				Issued to Team
P.8	11/11/20				Issued to Engineers
P.8	11/11/20				Issued to Team
P.8	11/11/20				Issued to Team
P.8	11/11/20				Issued to Team

- General notes**
- Site Boundary
 - Retaining structure (indicative)
 - Retained site
 - External Terrace
 - Balustrade



VISUAL SCALE 1:200 @ A1



Haverstock LLP tel+44 (0)20 7267 7676
 Studio 10, Cliff Road Studios info@haverstock.com
 Cliff Road, London NW1 9AN www.haverstock.com

Client:
West Sussex Council

Job Title:
Woodlands Meed College

Drawing Title:
GA Ground Floor Plan (Level 00)

Job/ Dwg No/ Rev: 1191 - HAV - ZZ -00 -DR -A -	1001 P.8
Drawn: OJ	Checked: SDR
Appr: CB	Date: 20/11/20
Drawing Status: Planning	Scale(s): 1:200 @ A1 1:200

1 GA Ground Floor Plan - Level 00
1 : 200

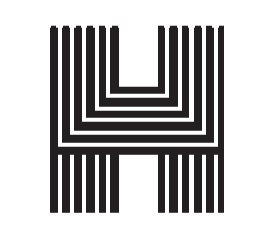
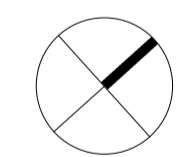
Do not scale from this drawing. Check all dimensions on site before ordering.

Rev.	Date	By	Check	Appr.	Description
F.1	10/09/20				Issued to Team
F.2	14/09/20				Issued to Engineers
F.3	15/09/20				Issued to Team
F.4	16/09/20				Issued to Team
F.5	17/09/20				Issued to Team
F.6	18/09/20				Issued to Team
F.7	19/09/20				Issued to Team
F.8	20/09/20				Issued to Team

- General notes**
- Site Boundary
 - External Terrace
 - Balustrade



VISUAL SCALE 1:200 @ A1



Haverstock LLP
 Studio 10, Cliff Road Studios
 Cliff Road, London NW1 9AN
 tel+44 (0)20 7267 7676
 info@haverstock.com
 www.haverstock.com

Client:
 West Sussex Council

Job Title:
 Woodlands Meed College

Drawing Title:
 GA First Floor Plan (Level 01)

1 GA First Floor Plan- Level 01
 1 : 200

Job/ Dwg No/ Rev:
 1191 - HAV - ZZ -01 -DR -A - 1002 P.8

Drawn: OJ **Checked:** SDR **Appr:** CB **Date:** 20/11/20

Drawing Status: Planning **Scale(s):** 1:200 @ A1
 Do not scale from this drawing: Check all dimensions on site before ordering.

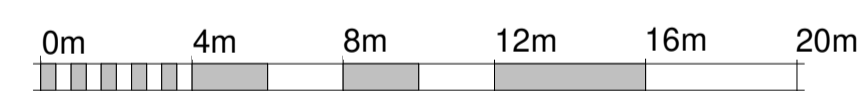
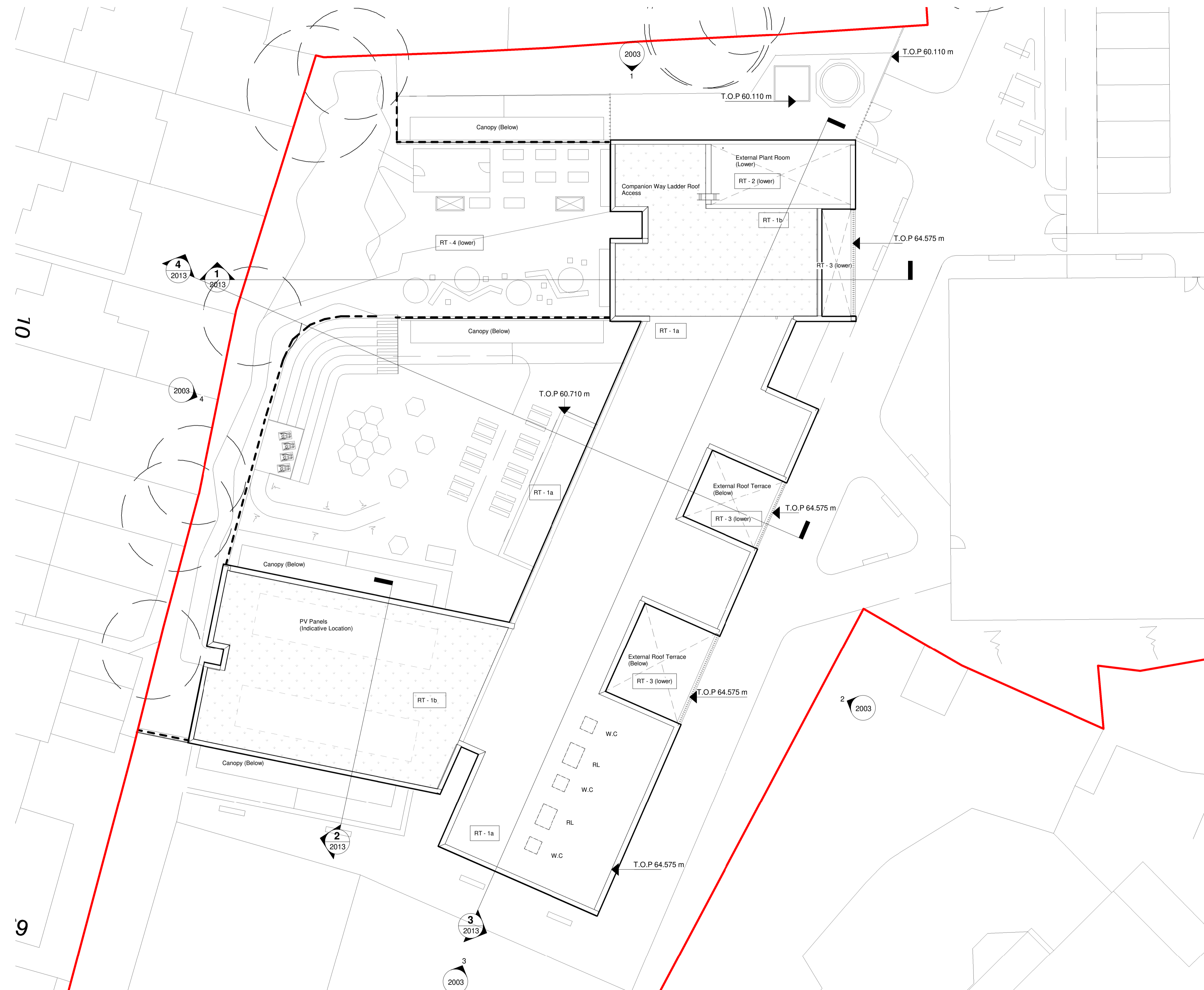
Rev.	Date	By	Check	Appr.	Description
P.1	10/09/20				Issued to Team
P.2	14/09/20				Issued to Engineers
P.3	15/09/20				Issued to Team
P.4	16/09/20				Issued to Team
P.5	17/09/20				Issued to Team
P.6	18/09/20				Issued to Team

General notes

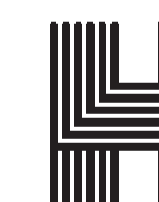
- Site Boundary
- Balustrade (full height)
- T.O.P XX.XXX m (Top of Parapet level)

General Notes:

- RT-1a** (Main Roof)
Inverted hot melt bituminous membrane on RC flat slab with ballast and paving slabs for designated walkways
 - RT-1b** (Main Roof sedum blanket)
Inverted hot melt bituminous membrane on RC flat slab with sedum blanket Target U-Value: TBC MEng
 - RT-2** (First floor external plant)
Inverted hot melt bituminous membrane on RC flat slab with paving slabs to access & maintenance routes & first floor external plant
 - RT-3** (First floor balconies/terraces)
Inverted hot melt bituminous membrane on RC flat slab with paving slab to first floor balconies
 - RT-4** (First floor main terrace)
Inverted hot melt bituminous membrane on RC flat slab with artificial grass and/or soft rubber crumb or artificial grass
- Canopy Polycarbonate sheets**
- Accessories & acronyms**
RWP Rainwater pipe (concealed throughout)
T.O.P Top of parapet level
W.C Windcatcher
ASHP Air source heat pump
RL Rooflight



VISUAL SCALE 1:200 @ A1



Haverstock LLP tel+44 (0)20 7267 7676
 Studio 10, Cliff Road Studios info@haverstock.com
 Cliff Road, London NW1 9AN www.haverstock.com

Client:
 West Sussex Council

Job Title:
 Woodlands Meed College

Drawing Title:
 GA Roof Plan (Level 02)

Job/ Dwg No/ Rev:
 1191 - HAV - ZZ -02 -DR -A - 1003 P.8

Drawn: OJ **Checked:** SDR **Appr:** CB **Date:** 20/11/20

Drawing Status: Planning **Scale(s):** 1:200 @ A1

Do not scale from this drawing. Check all dimensions on site before ordering.

1 GA Roof Plan- Level 02
 1:200