

GROUND SCHOOL (255)

Planning Document
Discharge of Condition
Condition 5 (25/01141/FP) & Condition 8 (25/01935/FP)

CPSMP - Car Parking and Servicing Management Plan
April 2026

ADDENDUM forms part of the submitted
Car Parking and Servicing Management Plan
June 2026

Applicant: Westion Park Farms



Second floor, 99 Bancroft
Hitchin, SG5 1NQ

01462 236866

info@michaelcollinsarchitects.com
www.michaelcollinsarchitects.com

CAR PARKING AND SERVICING MANAGEMENT PLAN (CPSMP)

April 2026

TABLE OF CONTENTS

1. INTRODUCTION

2. DEVELOPMENT OVERVIEW

3. CAR PARKING MANAGEMENT

3.1 PARKING ALLOCATION (GROUNDSSCHOOL USE)

Car parking

Electrical Vehicle

Cycle

3.2 MONITORING AND ENFORCEMENT

3.3 VISITOR ARRIVAL, DROP-OFF AND STAFF MOVEMENT MANAGEMENT

3.4 VEHICULAR CIRCULATION AND ACCESS ARRANGEMENT

4. REFUSE COLLECTION AND SERVICING ARRANGEMENTS

4.1 SWEPT PATH ANALYSIS

4.2 REFUSE COLLECTION

4.3 DELIVERY AND SERVICING MANAGEMENT

4.4 OVERALL SERVICING STRATEGY SUMMARY

5. CONGESTION AND OVERSPILL PREVENTION

6. IMPLEMENTATION

6.1 OPERATIONAL CONTROLS

6.2 MONITORING AND REVIEW

6.3 ENFORCEMENT

ADDENDUM - Response to HCC Consultation (Condition 5 & 8)

June 2026

TABLE OF CONTENTS

1. PARKING CAPACITY AND DEMAND ASSESSMENT

1.1 PARKING PROVISION AND PEAK DEMAND

1.2 OVERSPILL PARKING RISK

2. OPERATIONAL CONTROLS AND CAPACITY MANAGEMENT

2.1 BOOKING AND ATTENDANCE CONTROL

Planned attendance

Attendance and walk-ins

2.2 CAPACITY MANAGEMENT PRINCIPLE

2.3 INTERNAL PARKING AND SITE MANAGEMENT

3. MONITORING, ENFORCEMENT AND REVIEW

3.1 MONITORING AND TRIGGER LEVELS

3.2 OPERATIONAL CONTROL, SITE MANAGEMENT AND ENFORCEMENT

3.3 OPERATIONAL REVIEW

4. SUMMARY

Car Parking and Servicing Management Plan (CPSMP)

GROUND SCHOOL PROJECT

Revision A

Planning Application Reference: 25/01141/FP & 25/01935/FP

Project: Groundschool

Site address: Irongate Barn, Halls Green, Weston - SG4 7DR

Condition number: Condition 5 (25/01141/FP) & Condition 8 (25/01935/FP)

Prepared by: Michael Collins Architects Ltd.

Date: April 2026



Please find enclosed the Car Parking and Servicing Management Plan submitted in support of the discharge of Condition 5 attached to planning permission reference 25/01141/FP and Condition 8 attached to planning reference 25/01935/FP

No development shall commence until a Car Parking and servicing Management Plan relating to measures to manage the car parking shall be submitted to and approved in writing by the local planning authority, in consultation with the Highway Authority. It shall include (but not limited to) the following:

- Car Parking Management: Outline measures to ensure efficient use of the parking spaces, including monitoring and enforcement strategies.*
- Refuse Collection: Detail the procedures for refuse collection (including swept path track drawings), ensuring it does not interfere with vehicle movement or cause congestion.*
- Congestion/Overspill Prevention: Propose strategies to prevent congestion and parking overspill onto the public highway, such as designated loading/unloading zones and clear signage.*

The Car Parking Management Plan shall be fully implemented before the development is brought into use agreed by the Local Planning Authority and thereafter retained for this purpose.

The submitted information demonstrates management measures for on-site parking; servicing and refuse collection arrangements; swept path tracking for refuse vehicles; measures to prevent congestion and parking overspill onto the public highway.

The submitted scheme confirms that appropriate operational and management arrangements will be implemented prior to occupation/use of the development and retained thereafter. We trust the enclosed information is sufficient to discharge the condition.

Planning Application Reference: [25/01141/FP](#) & [25/01935/FP](#)

Project: [Groundschool](#)

Site address: [Irongate Barn, Halls Green, Weston - SG4 7DR](#)

Condition number: [Condition 5 \(25/01141/FP\)](#) & [Condition 8 \(25/01935/FP\)](#)

Prepared by: [Michael Collins Architects Ltd.](#)

Date: [April 2026](#)

***Note:** This document should be read in conjunction with the accompanying Addendum to the Car Parking and Servicing Management Plan and Drawing 255-080 Rev A. The Addendum supersedes and replaces all previous references to parking provision insofar as they relate to the quantum of provision, which is now confirmed as 31 on-site parking spaces.*

1. INTRODUCTION

This Car Parking and Servicing Management Plan (CPSMP) has been prepared on behalf of Weston Park Farms in support of the discharge of:

- Condition 5 attached to planning permission reference [25/01141/FP](#)
- Condition 8 attached to planning permission reference [25/01935/FP](#)

The condition requires the submission and approval of a scheme relating to the management of on-site parking, servicing, refuse collection, and measures to prevent congestion and overspill parking associated with the development. This document demonstrates that appropriate operational and management measures will be implemented to ensure the safe and efficient operation of the site in accordance with the requirements of the Local Planning Authority and Highway Authority.

The document should be read alongside the approved site layout and proposed transport drawings (Drawing **255-080**)

2. DEVELOPMENT OVERVIEW

The project will convert a series of barns on a working farm to house Groundschool, a new dynamic agroecology learning centre founded to bridge the gap between theory and practice while combining industry education with community outreach.

The approved development comprises the change of use of an existing barn from storage and distribution (Use Class B8) to a community events and learning centre for agriculture, cookery, and related rural-based activities (Use Class F1). It also includes a single-storey extension to the barn following the demolition of the existing lean-to, the installation of solar panels on the roof of the converted barn, and plant equipment on the roof of the proposed extension, as well as the provision of six cycle spaces.

The development will operate as an educational and community-based rural learning centre with a limited number of staff and scheduled teaching and event activities. The site is expected to accommodate approximately four staff members during normal and peak operational periods. Typical operating hours will generally be between 08:00 and 19:00 daily, with occasional extended evening activities taking place on an infrequent basis where required for workshops, events, or educational sessions. Such activities would typically conclude by 23:00. Activities will primarily operate through pre-arranged sessions, workshops, and events, assisting in the management of parking demand and vehicle movements.

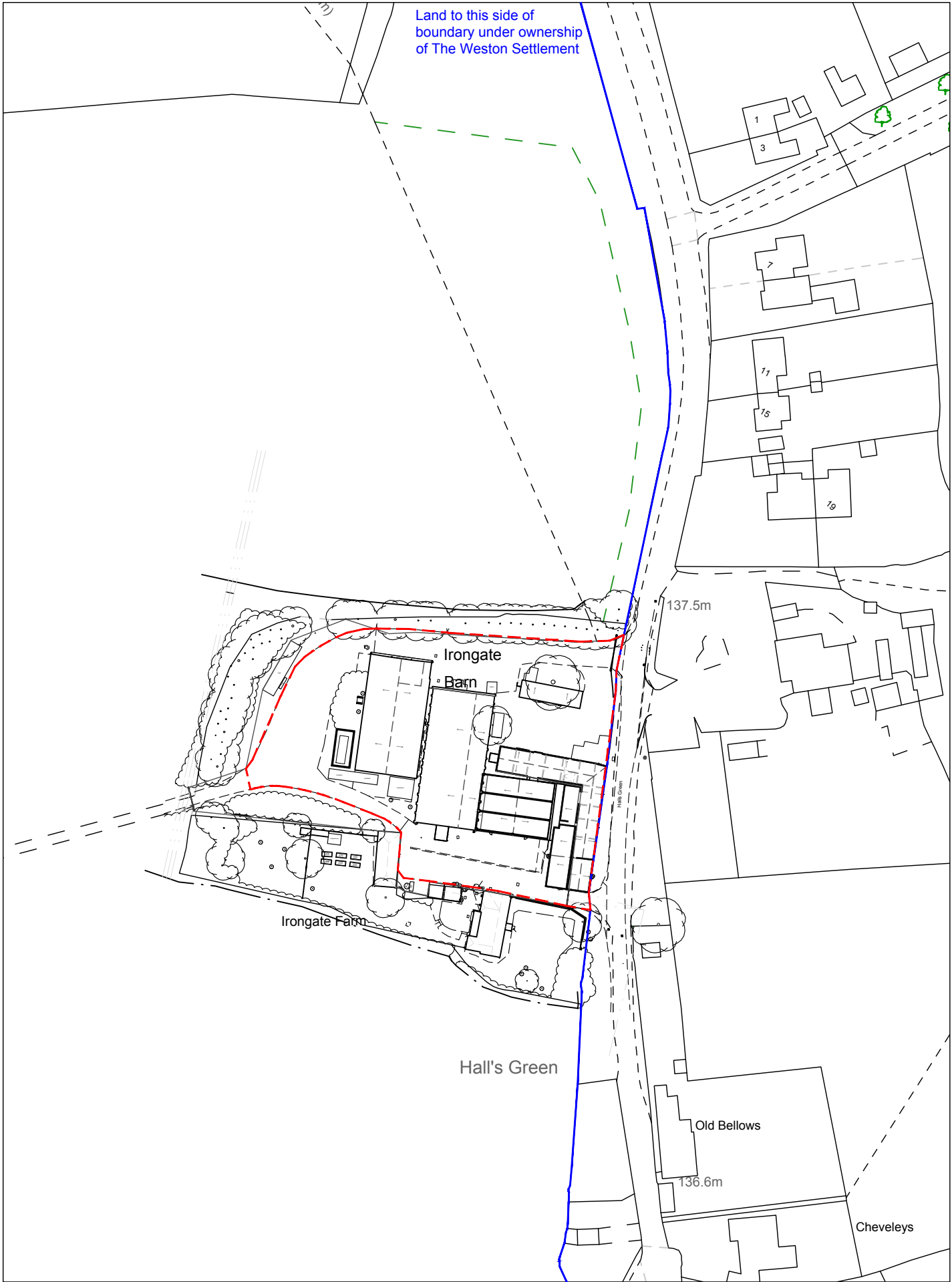
The development includes car parking spaces, an electric vehicle charging point, cycle parking, accessible parking bays, designated servicing/refuse collection areas, and internal manoeuvring space for vehicles.

Vehicular access to the site will be taken from Halls Green.

The site layout has been designed to ensure safe vehicle circulation and to minimise conflict between servicing operations, parking activity, and pedestrian movement.

Next page:

- Figure 1: Location plan as existing (Source: MCA)
- Figure 2: Aerial view from the site (Source Google maps)



Land to this side of
boundary under ownership
of The Weston Settlement

Irongate
Barn

Irongate Farm

Hall's Green

Old Bellows

Cheveleys

137.5m

136.6m



6 12 30 60m

1:1250

Second Floor, 99 Bancroft
Hitchin, SG5 1NQ
01462 299868
michael@michaelcollinsarchitects.com
www.michaelcollinsarchitects.com

Michael Collins Architect LLP

Groundschool, Irongate Farm

255 Location Plan

Stage: Stage 3
Status: LBC

001

Scale: 1:1250 @A3
Version: LBC

Note: This drawing is copyright.
Note: These layouts are preliminary until further surveys are undertaken.
Note: Scale and boundaries are indicative.
Note: Ownership boundary indicative based on OS data.
Note: Red dotted line is shown as site boundary.
Note: Elevation key plan not to scale.



Figure 1



Figure 2

3. CAR PARKING MANAGEMENT

3.1 PARKING ALLOCATION (GROUNDSCHOOL USE)

Car parking

Parking spaces will be formally allocated and managed by Groundschool or the appointed management company (the site operator in this report) to ensure the efficient, safe, and consistent use of all parking areas within the development. The parking management regime will include the following measures:

- Clearly defined and marked parking bays, laid out in accordance with the approved site layout plan;
- Designated accessible parking spaces, retained for use by blue badge holders and/or users with mobility requirements;
- Controlled use of operational and loading areas, ensuring these are kept free from general parking at all times and used solely for their intended servicing function;
- Maintenance of unobstructed manoeuvring and circulation routes, ensuring that access roads, turning areas, and emergency access routes remain clear at all times.

The proposed development falls within Use Class F1, for which the relevant parking standard provides a baseline of 2 spaces plus 1 additional space per 30m² of public floor area. **A total of 25 car parking spaces** is proposed to serve the development. This level of provision is considered appropriate having regard to the operational nature of the wider site and the following factors:

- The development forms part of a wider working farm environment, where some staff parking demand is associated with agricultural operations elsewhere on site;
- Groundschool operations will be managed to encourage car sharing and reduced single-occupancy trips, particularly during events, based on an approach to shared occupancy and trip reduction;
- The site benefits from access to Stevenage and Baldock railway stations (approximately 10–15 minutes by car), supporting sustainable travel alternatives including cycling.

Operational Parking Demand: The parking layout has been designed to accommodate anticipated peak operational scenarios associated with Groundschool use. Two representative scenarios have been assessed:

Maximum Use Scenario 1: Concurrent Class Operation

- 2 x full-capacity classes operating simultaneously
- 24 students (2 x 12) and 2 teachers
- Total baseline requirement: 26 parking spaces
- Potential uplift for additional staff attendance or walk-in: **up to 31 spaces**

Maximum Use Scenario 2: Lecture / Assembly Event

- Assembly or dining event scenario - mostly evenings - walk in unlikely.
- Parking demand assessed by reference to Places of Assembly standards based on GIFA
- Estimated peak requirement: approximately **29 parking spaces**

In light of the aforementioned scenarios, a reduction to **25 places** is proposed due to the following:

- The site is located on a working farm, as well as Groundschool activities, so they may not be counted as full-time. Besides, there is provision elsewhere on site for staff to park in relation to agricultural activities.
- Furthermore, Groundschool promotes sustainable principles. For all events on site, car sharing is encouraged and attendees are encouraged to reduce car demand.
- Stevenage/Baldock stations are 10-15 minutes away by car, which is a 30-minute bike ride away, so bicycle parking is also provided.

Electric vehicle charging provision

EV charging provision is provided in accordance with relevant building regulations and viability considerations. The project will include 1 space with an EV charger and 1/5th of the total remaining spaces to have a cable route, for future charger installation. In accordance with viability thresholds, the development will include:

- One active EV charging point;
- Passive provision for 4 additional spaces, allowing future installation of EV charging infrastructure. Passive EV spaces will be provided with appropriate cable routing and electrical infrastructure to facilitate future installation of charging equipment.

Cycle parking

The site benefits from access to established rural cycling routes, including the Letchworth Greenway and Baldock Circular routes, as well as connections to the wider cycling network in northern Stevenage, providing integration with a broader network of recognised cycle corridors.

Cycle parking is provided in accordance with adopted standards at a rate of 1 space per 4 staff members, with additional provision for visitors and users. A total of 10 secure cycle parking spaces is provided within the site layout, exceeding the indicative requirement of 1 space per 5–10 visitors.

Additional informal capacity is available to accommodate peak demand during events and to further encourage cycling as part of the development's sustainable travel strategy.

3.2 MONITORING AND ENFORCEMENT

The following operational measures will be implemented and maintained for the lifetime of the development:

- Installation of appropriate directional and operational signage throughout the site, clearly indicating parking areas, access routes, and any restrictions on use;
- Communication and dissemination of parking controls to all occupants and users prior to occupation, including via management documentation, site induction materials, and occupancy documents (such as tenancy agreements or welcome packs). These requirements will be reinforced through ongoing site management and periodic reminders where necessary;
- Periodic monitoring of parking activity by the site management team or appointed managing agent to ensure compliance with the approved parking arrangements and to identify any operational issues;
- Enforcement of parking controls, including the issue of warnings and/or further appropriate management action in cases of unauthorised or inappropriate parking, to ensure continued availability and safe operation of designated parking and access areas.

Notes

Parking Control Requirement: Vehicles must not park within access routes, servicing areas, or the hammerhead turning area at any time.

3.3 VISITOR ARRIVAL, DROP-OFF AND STAFF MOVEMENT MANAGEMENT

A managed arrival and drop-off arrangement will be implemented to support the safe and efficient operation of the development during teaching sessions, workshops, events, and other Groundschool activities.

Arrival and drop-off activity could take place within the site using the internal circulation routes and parking areas identified on the approved plans **255-080**.

These arrangements are designed to ensure that vehicles can enter, circulate, and exit the site in a safe and orderly manner without obstruction of manoeuvring areas or servicing routes.

The operational management of arrivals will ensure safe and efficient movement of visitors and participants within the site, no obstruction of internal circulation routes or designated parking bays, no queuing or waiting on the public highway or access road (Halls Green) and clear separation between pedestrian movement and vehicle manoeuvring areas.

Staff parking will be subject to controlled allocation within the overall parking provision set out in Section 3.1. Staff parking spaces will be clearly defined and managed by the site operator to ensure they remain available for operational use and are not displaced by short-term visitor parking demand during peak activity periods.

Where necessary, arrival and departure movements will be managed through a simple operational timetable aligned with course delivery and event scheduling. This will ensure that staff arrivals and visitor departures are distributed across appropriate time windows, thereby avoiding concentrated peak demand and reducing the potential for congestion within the site.

The site management team will retain responsibility for overseeing parking and circulation behaviour during operational hours and will implement corrective measures where required to maintain safe and efficient operation of the site.

3.4 VEHICULAR CIRCULATION AND ACCESS ARRANGEMENTS

Vehicular access to the site is managed through a defined internal circulation strategy within the constrained farmyard environment.

Vehicles arriving from the northern access are directed via clear signage to the designated hammerhead turning area where required. This enables vehicles to safely manoeuvre within the site and re-orientate prior to exiting via the appropriate access point onto Halls Green.

Access is provided via the southern entrance, where vehicles enter the site and are directed into a one-way internal route operating in a south-to-north direction through the courtyard. This arrangement reflects the limited visibility within the farmyard and ensures that opposing vehicle movements are avoided within the shared internal space.

The internal layout and management approach ensure that:

- vehicle movements follow a defined internal hierarchy of access, circulation, and turning;
- opposing vehicle flows are separated within the courtyard area;
- all vehicles can enter, circulate, park, and exit in an orderly manner;
- turning manoeuvres are restricted to the designated hammerhead area, avoiding informal or unsafe manoeuvring elsewhere within the site.

This circulation arrangement ensures that all vehicle movements are contained within the site boundary, without reliance on or interference with the surrounding public highway network.

3.5 PEDESTRIAN MOVEMENT AND PUBLIC RIGHT OF WAY MANAGEMENT

A public right of way is understood to pass through or in proximity to the site within a working agricultural environment. The development has been designed to retain the existing rural character and operational context of the site, where pedestrian movement coexists with farm-related and site-related vehicle activity.

The public right of way will remain available for use at all times and will not be obstructed by parking, servicing, or operational activities associated with the development.

Given the nature of the working farm environment, users of the route may from time to time encounter agricultural and site vehicles. However, vehicle movements within the site will be operating at low speeds due to constrained geometry and site management controls of the development.

The site layout and operational strategy ensure that:

- the public right of way remains continuous and unobstructed;
- vehicle movements are undertaken at low speed within the site;
- visibility between pedestrians and vehicles is maintained where routes intersect;
- users are made aware through the rural context that they may be passing through a working farm environment.

Car Parking and Servicing Management Plan (CPSMP)

GROUNDSCHOOL PROJECT

Revision A

Where the public right of way interfaces with internal access roads or circulation routes, priority will be given to safety and visibility, with vehicle movements controlled by site management during peak operational periods where necessary.

The arrangement preserves public access while appropriately reflecting the shared-use nature of a working rural environment.

4. REFUSE, COLLECTION AND SERVICING ARRANGEMENTS

4.1 SWEPT PATH ANALYSIS

Swept path tracking drawings submitted in support of this application **255-080** demonstrate that refuse and servicing vehicles can safely access, manoeuvre within, and exit the site in a controlled and safe manner.

The analysis confirms that a standard Refuse Collection Vehicle (RCV) can be accommodated within the site layout without:

- encroachment onto unsafe areas;
- reliance on excessive or unsafe reversing manoeuvres;
- disruption to the safe operation of parking or circulation areas.

The swept path assessment demonstrates compliance with the operational requirements of refuse collection vehicles typically used by Hertfordshire County Council in their capacity as highway authority, ensuring that servicing can be undertaken without adverse impact on the public highway network.

4.2 REFUSE COLLECTION

The site layout incorporates a hammerhead turning area to enable refuse and servicing vehicles to safely manoeuvre and exit the site in a forward gear.

The site does not provide a through-route for larger servicing vehicles and therefore all turning movements will take place within the designated manoeuvring area shown on the approved plans.

Swept path analysis demonstrates that the hammerhead arrangement can safely accommodate the anticipated refuse and servicing vehicle types without conflict with parking areas, pedestrian routes, or access aisles.

Refuse and recycling collection will take place from the designated collection area shown on the approved plans 255-080, which has been positioned to allow safe and practical servicing without adverse impact on site circulation or parking provision.

Servicing operations will be managed by the site operator, who will be responsible for coordinating delivery activity to ensure safe and efficient site operation.

Where appropriate, deliveries will be managed through time window restrictions or management controls to ensure that servicing activity does not conflict with parking demand or create highway safety issues.

4.4 OVERALL SERVICING STRATEGY SUMMARY

Servicing can be undertaken without reliance on the public highway.

The refuse collection and servicing strategy has been designed to ensure that the development can operate safely and efficiently without adverse impact on parking provision, internal circulation, or the surrounding highway network.

The arrangements are considered acceptable in highway safety terms and are consistent with the requirements of North Hertfordshire District Council and Hertfordshire County Council.

5. CONGESTION AND OVERSPILL PREVENTION

The circulation strategy set out in Section 3 ensures that all vehicle movements are accommodated within a defined internal hierarchy of access, circulation, parking, and turning areas. This prevents congestion within the site and removes any reliance on the surrounding highway network for queuing or overspill parking.

These measures are embedded within the design and operational strategy of the development to ensure it operates efficiently and without adverse impact on the surrounding highway network within the administrative areas of North Hertfordshire District Council and Hertfordshire County Council.

These measures include:

- retention of an appropriate level of on-site parking provision in accordance with relevant parking standards and anticipated operational demand;
- clear definition of parking bays and internal circulation routes to ensure efficient and orderly vehicle movement within the site;
- provision of appropriate signage and surface markings to guide users and prevent informal or obstructive parking behaviour;
- designation of servicing and loading areas to ensure separation between operational activity and general parking provision;
- strict prevention of parking within access aisles, circulation routes, and the designated hammerhead turning area.

Parking has been designed to accommodate the operational demand generated by the approved development within the site boundary under all typical and peak conditions associated with its use. The layout ensures that vehicles can enter, circulate, park, and exit in a controlled and legible manner, without reliance on overspill onto Halls Green or the wider highway network.

The internal layout ensures that access aisles and circulation routes remain unobstructed at all times, with parking strictly confined to marked and designated bays. The site operator will be responsible for the ongoing monitoring and management of parking demand and operational performance.

Operational demand will be actively managed to ensure it remains within the available capacity of the site. For higher intensity periods, including workshops, teaching sessions, and events, attendance will be coordinated to align with on-site parking provision. This may include pre-booking systems, controlled attendance numbers, or staggered start and finish times to avoid concurrent peak arrival conditions, thereby regulating demand at source.

Car Parking and Servicing Management Plan (CPSMP)

OUNDSCHOOL PROJECT

Revision A

Where monitoring identifies pressure on capacity or circulation efficiency, corrective measures will be implemented. These may include adjustment of parking allocation arrangements, refinement of operational timing strategies, review of servicing procedures, and reinforcement of signage or management controls to prevent misuse of circulation areas.

The internal access arrangement is designed to ensure that vehicles are able to enter and exit the site in a continuous flow without queuing within the site or on Halls Green. This is supported by the wider operational context of the site, including the availability of additional parking associated with wider agricultural operations on the landholding and the promotion of sustainable travel measures such as car sharing and cycling where appropriate.

Overall, the combination of controlled circulation (Section 3), managed parking allocation, operational scheduling, and ongoing monitoring ensures that the 25 space provision is sufficient to accommodate realistic peak demand associated with the approved use, without resulting in overspill parking onto the surrounding highway network.

6. IMPLEMENTATION

The measures contained within this Car Parking and Servicing Management Plan will be implemented prior to the first occupation or use of the development and will be retained thereafter for the lifetime of the development in accordance with the approved details.

Prior to first occupation, the site operator will ensure that all parking bays, circulation routes, access arrangements, and servicing areas are clearly marked, signposted, and operational in accordance with the approved plans. A site management regime shall be established to ensure ongoing compliance with the approved parking and access strategy.

6.1 OPERATIONAL CONTROLS

For the educational use of the site, the following operational controls will be implemented and maintained. Staff-only parking will be designated and managed at all times. Visitor, student, and event parking shall be managed through on-site control by the site operator. Drop-off and pick-up activity will take place only within designated circulation and parking areas. Arrival and departure movements will be managed to avoid simultaneous peak demand. Clear directional signage will be provided throughout the site to guide users and minimise internal conflict between vehicle movements.

6.2 MONITORING AND REVIEW

The site operator shall undertake periodic monitoring of parking occupancy, circulation performance, and servicing activity to ensure the development operates within its designed capacity.

Monitoring shall include observation of peak operational periods (including teaching sessions, workshops, and events) to confirm that parking demand is being accommodated within the site without overspill or congestion.

Where monitoring identifies operational pressure or inefficiencies, the site operator shall review and adjust management measures as necessary. This may include adjustment of parking allocation arrangements, refinement

Car Parking and Servicing Management Plan (CPSMP)

GROUND SCHOOL PROJECT

Revision A

of operational scheduling (including start and finish times), introduction of additional booking or attendance control measures, review of servicing and delivery timing arrangements.

Records of monitoring and any resulting management actions shall be retained by the site operator and made available to the Local Planning Authority upon reasonable request.

6.3 ENFORCEMENT

The site operator will be responsible for ensuring compliance with the approved parking and servicing arrangements at all times.

Parking enforcement measures will include:

- prevention of parking within circulation routes, access aisles, servicing areas, and the hammerhead turning head;
- active management of unauthorised or inappropriate parking through on-site control;
- use of signage, warnings, or physical management measures where required to maintain safe operation of the site.

Where persistent non-compliance is identified, the site operator will implement further reasonable management controls to restore compliance with the approved scheme and ensure continued safe operation of the site.

ADDENDUM forms part of the submitted
Car Parking and Servicing Management Plan
June 2026

Applicant: Westion Park Farms

ADDENDUM CPSMP - RESPONSE TO HCC CONSULTATION (Condition 8 & 5)

Planning Application Reference: [25/01141/FP](#) & [25/01935/FP](#)

Project: [Groundschool](#)

Site address: [Irongate Barn, Halls Green, Weston - SG4 7DR](#)

Condition number: [Condition 5 \(25/01141/FP\)](#) & [Condition 8 \(25/01935/FP\)](#)
[26/01360/DOC](#) & [26/01283/DOC](#)

Prepared by: [Michael Collins Architects Ltd.](#)

Date: [June 2026 \(ADDENDUM | Revision A\)](#)

***Note:** This Addendum forms part of the Car Parking and Servicing Management Plan and should be read in conjunction with Drawing 255-080 Rev A, which supersedes Drawing 255-080 and confirms the operative parking layout comprising 31 on-site parking spaces. This Addendum supersedes previous references to parking provision insofar as they relate to parking quantum and capacity control.*

Purpose of this Addendum

This Addendum to the Car Parking and Servicing Management Plan (CPSMP) has been prepared in response to the consultation comments issued by Hertfordshire County Council (HCC) Highway Authority in relation to the discharge of Condition 5 (Planning Permission Ref. 25/01141/FP) and Condition 8 (Planning Permission Ref. 25/01935/FP).

The Highway Authority's comments principally relate to:

- Adequacy of on-site parking provision to accommodate peak demand;
- Risk of overspill parking onto Halls Green and the surrounding highway network;
- Robustness and enforceability of event and attendance management controls;
- Effectiveness of monitoring, enforcement, and review mechanisms.

Car Parking and Servicing Management Plan (CPSMP)

GROUND SCHOOL PROJECT

Revision A

This Addendum provides further clarification and additional commitments regarding parking capacity, attendance management, operational controls, contingency arrangements, and monitoring procedures. It should be read in conjunction with the submitted Car Parking and Servicing Management Plan and Drawing **255-080 Rev A**.

In response to the Highway Authority's consultation comments regarding parking demand and parking capacity, the parking layout has been reviewed and revised. **Drawing 255-080 Rev A** now provides a total of 31 on-site parking spaces. This revised provision forms the basis of the parking demand assessment and operational strategy set out within this Addendum.

The measures set out within this Addendum confirm that parking demand associated with the approved development is capacity-led and will be actively managed within the site boundary, supported by defined operational controls, contingency arrangements, and monitoring procedures to prevent overspill parking and ensure safe operation of the surrounding highway network.

1. PARKING CAPACITY AND DEMAND ASSESSMENT

***Note:** For the purposes of this document, the term “site operator” refers to the applicant or their appointed representative responsible for the day-to-day management and operation of the site.*

1.1 PARKING PROVISION AND PEAK DEMAND

Peak demand scenarios identified are:

- Maximum class scenario: up to 31 spaces
- Event / assembly scenario: approximately 29 spaces

These represent theoretical maximum demand scenarios based on unconstrained attendance assumptions.

In response to the Highway Authority's comments regarding parking demand and parking capacity, the parking layout has been reviewed and revised. Drawing **255-080 Rev A** now provides a total of 31 on-site parking spaces, increasing the parking provision previously assessed by the Highway Authority. The revised provision aligns with the maximum assessed parking demand scenarios and forms the basis of the updated operational management strategy.

The development will operate as a structured, pre-booked educational and events-based facility, where attendance is planned and managed in advance through the operational controls set out within this Addendum. This ensures that parking demand is aligned with the available on-site provision of 31 spaces and is controlled at source rather than arising from unmanaged arrival patterns. On this basis, parking demand will be managed within the capacity of the site under programmed operating conditions.

1.2 OVERSPILL PARKING RISK

Parking associated with the development will be accommodated within the defined on-site provision of 31 spaces, which represents the assessed parking capacity for the site and forms the basis of the parking demand assessment.

Car Parking and Servicing Management Plan (CPSMP)

GROUND SCHOOL PROJECT

Revision A

A limited area within the site, comprising an existing farmyard/courtyard area to the north of the site (refer to Drawing 255-080 Rev A) and under the control of the site operator, is identified as a contingency parking area for exceptional circumstances only.

This area is not required for compliance with parking standards and does not form part of the assessed parking provision or demand calculations. It has an indicative capacity of up to approximately 20 vehicles and is not relied upon for the operational functioning of the development.

Use of the contingency area will be strictly exceptional, actively managed, and only brought into operation under the control of the site operator where the primary parking capacity is fully utilised. Where activated, it will be managed to ensure orderly parking, safe circulation, and controlled departure, and will be time-limited in nature.

The area is accessed via the proposed site access and existing private farm routes and will be managed to ensure no adverse impact on the safe operation of the public highway network.

2. OPERATIONAL CONTROLS (CAPACITY MANAGEMENT)

2.1 BOOKING AND ATTENDANCE CONTROL

Planned attendance

The development will operate a pre-booking system for all teaching, workshop, and event-based activities. Attendance will therefore be planned in advance and aligned with the available on-site parking capacity of 31 spaces. Maximum session sizes will be defined prior to each event by Groundschool, based on available parking capacity at that time and parking demand will therefore be controlled within the 31-space provision.

Attendance and walk-ins

The development may also include ancillary or informal uses associated with the wider Groundschool offer, such as limited on-site visits for confirmation of bookings with staff, the collection of produce boxes, or incidental use of the facilities outside of scheduled teaching, workshop, and event-based activities. These uses are low-intensity in nature and form part of the assessed peak parking demand scenarios. Walk-in or unbooked arrivals may occur on an occasional basis but will only be accommodated where spare capacity exists within the site at the time of arrival. Such visits are expected to be short in duration and ancillary to the primary use of the site. Where parking capacity is fully utilised, arriving vehicles will be managed in accordance with the procedures set out in Section 2.2.

2.2 CAPACITY MANAGEMENT PRINCIPLE

The operational approach is based on matching activity levels to the available on-site parking capacity of 31 spaces. This ensures that the development operates in a controlled manner, with demand for structured teaching, workshop and event-based activities planned in advance and managed within the physical constraints of the site.

The system set out in Section 2.1 ensures that attendance is regulated at source so that parking demand remains contained within the site and does not give rise to overspill parking or queuing on the surrounding highway network. This includes both pre-booked attendance and any walk-in arrivals managed on the day, in accordance with the monitoring and enforcement procedures set out in Section 3.

For the avoidance of doubt:

- All organised teaching, workshop, and event-based activities will be capacity-led and managed in advance through the booking system set out in Section 2.1.
- The available on-site parking capacity of 31 spaces forms the limiting constraint for all structured activities.
- Attendance will be planned prior to arrival to ensure parking demand is aligned with available capacity.
- Walk-in or unbooked arrivals may only be accepted where spare capacity exists at the time of arrival.
- Where the 31-space capacity is fully utilised, arriving vehicles will be managed by the site operator in real time, including temporary holding within the site access/arrival area (where safe to do so), staged arrivals, or direction to return at a later time until capacity becomes available.

The site operator will ensure that all event communications make clear that attendance is subject to available capacity at the time of arrival.

2.3 INTERNAL PARKING AND SITE MANAGEMENT

The site operator will be responsible for the day-to-day management of parking within the site, including the allocation and use of parking spaces, the prevention of parking within circulation routes, servicing areas and turning heads, and the safe operation of internal vehicle movement routes.

Appropriate signage and operational controls will be maintained throughout the site to direct vehicles and support the efficient use of parking facilities. All vehicles associated with the development will be required to park within designated parking bays at all times.

Where parking occupancy approaches the trigger thresholds set out in Section 3, the site operator will implement escalation measures including restricting further entry and managing arrivals in real time to prevent overspill parking or congestion.

In circumstances where on-site capacity is fully utilised, the site operator may direct vehicles to the contingency parking area identified on Drawing **255-080 Rev A**, in accordance with the arrangements set out in Section 1.2.

3. MONITORING, ENFORCEMENT AND REVIEW

3.1 MONITORING AND TRIGGER LEVELS

Parking occupancy will be actively monitored by the site operator during all organised teaching sessions, workshops, and events, with particular focus on peak periods.

The following trigger levels will apply:

- **28 of 31 spaces occupied (approx. 90% capacity)**

The site will be approaching capacity. The site operator will implement active management measures to regulate incoming vehicles. This may include temporarily holding arriving vehicles within the site access/arrival area, where safe to do so and without impact on the public highway.

- **31 of 31 spaces occupied (100% capacity)**

The site will be operating at full capacity. Arriving vehicles will be managed by the site operator on a real-time basis to prevent overspill parking or queuing on Halls Green or the surrounding highway network. Where appropriate, vehicles may be held within the site access area (where safe), directed to return at a later time, or directed to the contingency parking arrangement if it is in operation.

- **Contingency parking arrangement (exceptional use only)**

The contingency parking arrangement identified in Section 1.2 (see Drawing **255-080 Rev A**) may be brought into use in exceptional circumstances where the main car park is fully occupied. This area does not form part of the assessed parking provision and is not relied upon for compliance. It will only be activated under the direct control of the site operator where required to manage peak demand and prevent overspill onto the public highway. When in use, it will be temporary, actively managed, and recorded. The arrangement is not intended to form part of routine operational management and will only be used in genuinely exceptional circumstances where demand cannot be accommodated within the primary control measures.

A simple operational log will be maintained recording peak occupancy levels and any activation of contingency arrangements. This will be made available to the Local Planning Authority upon reasonable request. Operational responses to these trigger levels are set out in Section 3.2.

3.2 OPERATIONAL CONTROL, SITE MANAGEMENT AND ENFORCEMENT

The site operator will retain full operational control over parking, access, and internal circulation at all times to ensure safe and efficient operation of the site.

Operational controls will include:

- Pre-booking for all structured teaching, workshop, and event-based activities
- Real-time management of site entry based on available capacity
- Direction of vehicles to designated parking areas only
- Prevention of parking within circulation routes, servicing areas, or turning heads
- Clear communication to users that arrival is subject to available capacity

Vehicle movements will be directed only to designated parking areas, with internal circulation routes maintained free of obstruction and supported by appropriate on-site signage to guide safe vehicle movement.

These measures form part of the operational management framework for the approved development.

3.3 OPERATIONAL REVIEW

Where monitoring indicates that parking demand is regularly approaching or reaching the 31-space capacity, or where operational issues such as congestion, or repeated use of contingency arrangements occur, the site operator shall undertake a formal review of parking management arrangements.

The review may result in:

- Reduction of attendance numbers for future sessions
- Adjustment of booking allocations
- Revision of event scheduling
- Introduction of additional operational controls to better align demand with capacity

This review process ensures that the development remains capacity-led in operation, with parking demand actively managed, refined, and adjusted in response to observed operational performance over time.

A summary of monitoring findings and any resulting operational changes will be made available to the Local Planning Authority upon reasonable request.

4. SUMMARY

This Addendum to the Car Parking and Servicing Management Plan demonstrates that the operation of the development will be capacity-led and actively managed to ensure that parking demand remains fully contained within the site.

- The scheme provides a defined on-site parking provision of 31 spaces, which forms the basis for all operational planning, attendance control, and event management.
- A mandatory pre-booking and attendance control system ensures that all teaching, workshop and event-based activities are scheduled in advance and aligned with available parking capacity. This ensures that parking demand is managed at source rather than in response to on-site conditions.
- The operational framework is supported by monitoring, trigger-based management, and a structured review process to ensure that parking demand remains within the available capacity in practice.
- A contingency parking arrangement is available within the applicant's wider landholding. This is strictly controlled, not relied upon for the assessed parking provision, and used in exceptional circumstances under the direct management of the site operator.
- Overall, the development operates on a capacity-managed basis, ensuring that parking demand is contained within the site boundary, avoiding overspill onto Halls Green, and ensuring that the development does not give rise to adverse highway impacts.

These measures will be implemented and maintained for the duration of the approved use as part of the operational management strategy and will be controlled by the site operator to ensure continued compliance with the agreed parking framework.



Second floor, 99 Bancroft
Hitchin, SG5 1NQ

01462 236866

info@michaelcollinsarchitects.com
www.michaelcollinsarchitects.com