

GROUND SCHOOL (255)

April 2026

Planning Document: Discharge of Condition
Car Parking and Services Management Plan

Applicant: Westion Park Farms

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Car Parking and Servicing Management Plan (CPMP)

GROUNDSCHOOL PROJECT

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

Project: [Groundschool](#)

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

Planning reference: [25/01141/FP](#)

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

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

Date: [April 2025](#)



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](#)

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

Date: [April 2025](#)

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.

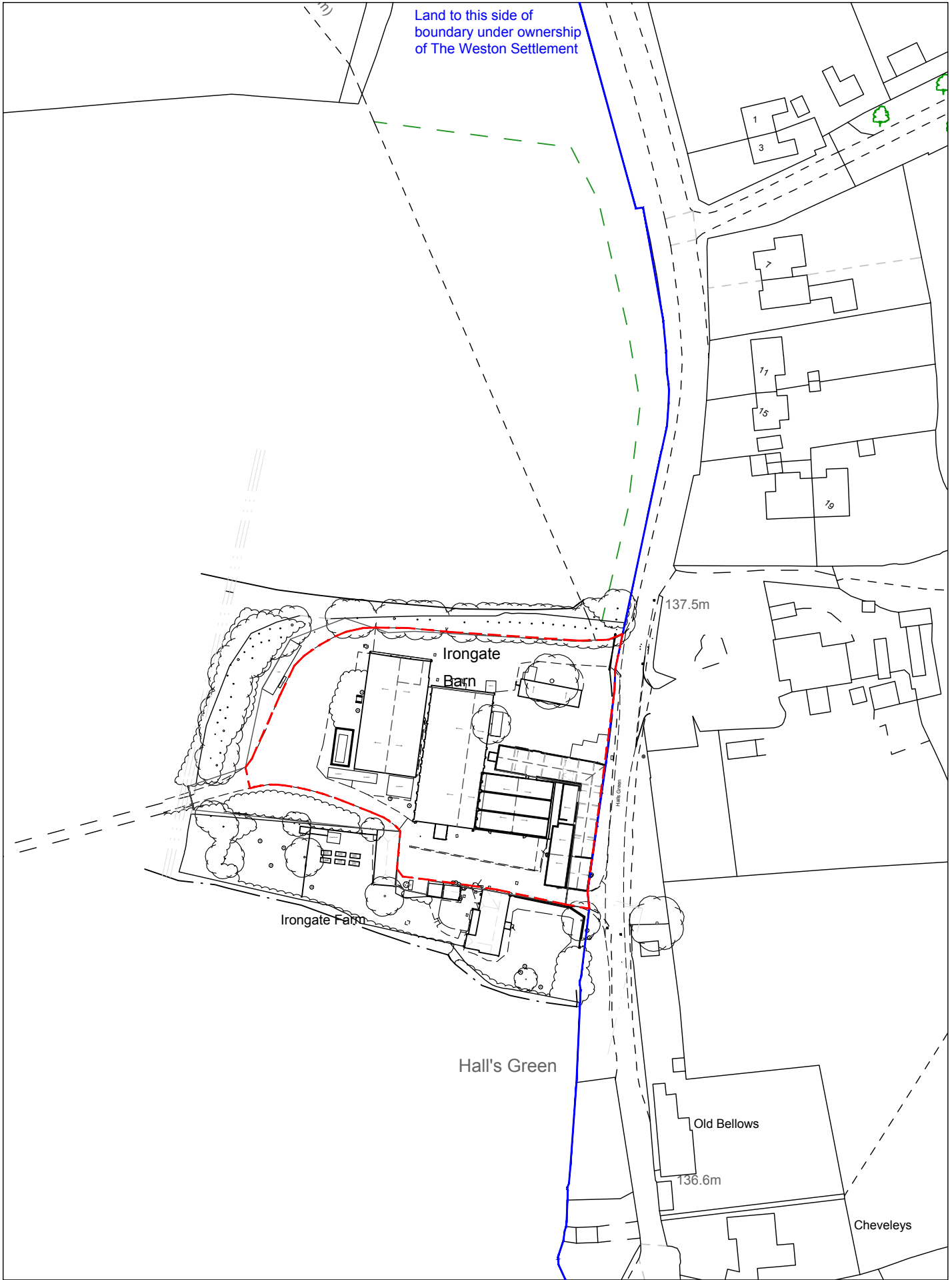
The development includes car parking spaces, an electric vehicle charging point, cycle parking, accessible parking bays, designated servicing/refuse collection areas, and internal manoeuvring space for vehicles.

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.

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



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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.

Michael Collins Architect LLP

Groundschool, Irongate Farm

255 Location Plan

Stage: Stage 3
Status: LBC

001

Scale: 1:1250 @A3
Version: LBC



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: up to 31 spaces

Maximum Use Scenario 2: Lecture / Assembly Event

- Assembly or dining event scenario
- 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.

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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 AND 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.

Collection arrangements have been designed to minimise disruption to internal vehicle circulation, avoid obstruction of access routes and parking spaces, maintain safe operation of the site during servicing activity, and ensure servicing activity does not conflict with the safe use of the adopted highway.

Composting will be used on site. Refuse and recycling collection will be undertaken by an appointed commercial waste service - either NHDC or privately hired - using a standard refuse collection vehicle (RCV), in accordance with the operational requirements of North Hertfordshire District Council.

Collections will occur at a frequency of weekly residual waste, fortnightly recycling, or as agreed with the appointed party.

All waste will be stored within the designated bin storage area located to the south of the site (refer to plan 255-080), at the end of the hammerhead turning area.

The refuse storage area has been sized to accommodate the anticipated waste and recycling demand generated by the approved use, including adequate manoeuvring space for bin movement on collection days.

Bins will only be presented at the collection point on scheduled collection days. Following servicing, all bins will be promptly returned to the storage area to ensure that all access routes, circulation areas, and parking spaces remain unobstructed and fully available at all times.

Where necessary, temporary and controlled management measures will be implemented during collection periods to ensure the collection area remains unobstructed. This will include signage and management company oversight.

4.3 DELIVERY AND SERVICING MANAGEMENT

Deliveries and servicing activity will:

- utilise designated loading and unloading areas as shown on the approved plans 255-080;
- avoid waiting, loading, or unloading on the public highway;
- be managed to minimise conflict with peak parking demand where practicable;
- ensure that internal circulation routes remain unobstructed at all times.

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.

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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

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.



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