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CB23 6EA

2nd February 2024

Dear Sir/ Madam,

22/05578/FUL LAND AT 42-44 HIGH STREET, MILTON, CAMBRIDGE, CB24 6DF DISCHARGE OF CONDITIONS 3 AND 4

I write on behalf of my client, Red Balloon Learner Centre Cambridge, to request a discharge of conditions 3 and 4 of application 22/05578/FUL at 42 - 44 High Street Milton Cambridgeshire CB24 6DF.

Condition 3 - Drop-Off and Pick-Up servicing plan

Condition states the following:

3. Prior to occupation, a Drop-Off and Pick-Up servicing plan shall be provided to, and agreed in writing with the Local Planning Authority. Such plan shall provide details of:

- i. The access arrangements for Drop-Off and Pick-Up for motor vehicular traffic;**
- ii. The monitoring and management arrangements to ensure the above access arrangement are complied with;**
- iii. The escalation and enforcement procedure to deal with non-compliant Drop-Off and Pick Ups.**

The use hereby permitted shall be carried out in strict accordance with the approved Drop-Off and Pick-Up Servicing Plan.

The approved development is for the change of use of the existing office accommodation at 42-44 High Street to an Education (Use Class F1(a)) to enable the building to be used for educational purposes by the applicant, Red Balloon Learner Centre Cambridge.

The application site is served by a single point of access off High Street by means of a dropped kerb vehicle crossover.

The access which measures 4.5 metres, passes beneath the first storey of the building by means of an undercroft into a car park to the rear of the site. Currently, the access is ungated, although a lockable bollard is used to prevent unauthorised access out of hours. As part of the proposals, the access will remain unchanged and will continue to be ungated. Whilst there is no formal segregation between vehicular traffic and pedestrians entering/exiting the site, at 4.5 metres wide the access provides ample space to accommodate two car sized vehicles passing simultaneously and is therefore more than ample to allow a car sized vehicle to pass a pedestrian or cyclist at this point.

It is proposed that a maximum of 35 students will be enrolled at the proposed centre but due to varying timetables and attendance rates in reality the number of students on site each day will typically be much lower than 35.

Each student has a tailored rota including classes and therapy based on their needs which may flex or change during the term which is critical for students' outcomes. Thus, the number of students on site are not 100% fixed as the rota varies each week depending on students' needs and progress. Furthermore, due to the nature of the students, consistent attendance is rare, with some students only attending 40% of the time. Red Balloon has advised that daily student numbers at their existing sites vary considerably throughout the week from as little as 11 students to a total of 25 students attending at any one time. It has been assumed that a maximum of 25 students are on site at any time.

Due to the school's specialism, 75% of students travel to and from the site by taxis provided by the local authority. These taxi trips are mainly single occupancy as students originate from across the whole county of Cambridgeshire plus neighbouring counties including Hertfordshire, Suffolk and Northamptonshire, rather than a specific local catchment where combined taxi pick-ups/drop-offs might be possible. The remaining 25% of students travel by bus, train and some cycle.

i. The access arrangements for Drop-Off and Pick-Up for motor vehicular traffic.

All taxis dropping off and collecting students at the proposed development will be required to enter the site car park where students can safely get out of vehicles and enter the building via the door at the rear of the building into the reception area. Conflict between students and vehicles can therefore be minimised and drop off directly outside of the building on High Street will be prohibited.

There will be 6 designated drop off spaces and these will be positioned at the north-eastern end of the car park (spaces 1 - 4 and 17 and 18 – See separately enclosed plan) to allow taxis to either pull forward into the main aisle of the car park and reverse into the drop off spaces or to drive forwards into a space and reverse into the main aisle. Spaces will be demarcated with signage and at ground level, to reflect they are drop/off pick up spaces. All manoeuvres can therefore be undertaken within the site curtilage allowing vehicles to exit in forward gear onto High Street. As showing on the submitted parking layout plan, parking space 18 will be rotated by 90 degrees/relocated as indicated in the plan to improve accessibility compared to the existing arrangement. Space 17 is being relocated to make way for the provision of the covered cycle parking. The applicant has access and control of the entire car park / all spaces.

ii. The monitoring and management arrangements to ensure the above access arrangement are complied with.

Taxis

Taxis are funded and arranged by the local authority as part of the Education, Health and Care Plans (EHCP) in place for students. Drivers will therefore be contracted drivers who will be familiar with the access arrangements of the centre and typically transport the same students each day.

Based on a maximum of 25 students attending, it is forecast that there will be 19 taxi arrivals and 19 taxi departures. Some students arrive as early as 08:30 and due to their specific needs, some students will arrive as late as 10:30 and some even later. Similarly in the afternoon, although the school day finishes at 15:30, some students will leave earlier in the day or will remain on site until 17:00 due to their timetables or individual needs. This results in drop-off/pick-ups being staggered over a longer period of time and helps to ensure that there is an efficient turnover of drop off spaces.

On occasions where higher numbers of students are expected to be present on site, staff will actively monitor drop-off and pick-ups and marshal the car park to ensure it operates effectively.

Servicing & Deliveries

It is anticipated that deliveries to the proposed development will be minimal and largely confined to refuse collection and occasional deliveries of educational/office supplies. There will be no separate and formal on-site catering provision to a scale that would require regular separate food deliveries.

Currently all deliveries and refuse collection are therefore undertaken swiftly and efficiently at kerbside from High Street without any issues reported. The proposals will continue operations in this manner. This will be monitored. In the event that there are any unusual deliveries, which require an extended drop off reception staff will marshal the car park.

A bin store is located at the rear of the building on the north-eastern boundary of the site and as such collection operatives would manually transfer bins from the store via the site access for emptying into a Refuse Collection Vehicle (RCV).

iii. The escalation and enforcement procedure to deal with non-compliant Drop-Off and Pick Ups.

As the majority of students travel by taxi, a key consideration is the safe management of these vehicles during the peak times at the beginning and end of the school day. The proposed car park layout therefore incorporates designated drop-off spaces to facilitate the proportion of taxis forecast to deliver students to the site. The assessment indicates that sufficient parking provision and adequate vehicle circulation has been provided to ensure that vehicles do not stack back onto the highway or lead to car parking overspill onto the public highway. As noted above, the Taxis are funded and arranged by the local authority as part of the Education, Health and Care Plans (EHCP) in place for students so there is a means of ensuring compliance, but if there is a compliance issue the taxi supplier could be reviewed.

Condition 4 - covered, secure parking of cycles

Condition states the following:

4. The development, hereby permitted, shall not be occupied or the use commenced, until details of facilities for the covered, secure parking of cycles for use in connection with the development have been submitted to and approved in writing by the Local Planning Authority. The details shall include the means of enclosure, materials, type and layout. The facilities shall be provided in accordance with the approved details and shall be retained as such.

Minimum cycle parking standards for the application site are contained within the South Cambridgeshire Local Plan (adopted September 2018). For *Non-residential Institutions (primary & secondary schools)* the standards prescribe a rate of 60% for pupils over 12 years. Based on a maximum of 35 students, the development would require a minimum 21 cycle parking spaces.

Provision

There are Sheffield cycle stands installed in the car park area which provide 10 cycle parking spaces. These are shown on the submitted plan (Figure 1: - 8 + 2 uncovered spaces).

Figure 1 – Existing Cycle Parking Spaces





It is proposed that additional cycle parking is provided to the rear of the building to ensure a minimum of 21 spaces are available. It is proposed that a covered cycle rack is provided comprising 6 Sheffield cycle stands (12 spaces) as indicated on the attached plan - the current uncovered cycle stand (2 spaces) will remain in situ as is. The preferred supplier is being sourced, but an example of the preferred design is shown below in Figure 2. The scheme will result in the replacement of space 17 with the covered cycle parking stand.

As the proposed development will have a total of 24 staff on site at any one time, the standards prescribe that 12 car parking spaces are required for staff. A total of 6 parking spaces are required to serve as waiting facilities provision. A total of 18 car parking spaces are therefore required for the proposed development. This accords with the Transport Statement that was approved with the application.



BIKE SHELTER F350/5

CHARACTERISTICS

- Park bikes safely and protected from the weather
- Particularly robust and durable thanks to the processing of high-quality materials
- With 5 mounting rods for securely connecting the bicycles

Type	Unit	Value
Dimensions	mm	3500 x 2150 x 2100
Weight	kg	164
Material roof		PC
Material frame		Hot dip galvanized steel
Number of parkable bicycles		12
Max. Roof load	kg/m ²	80



Figure 2 Preferred Cycle store design.

Although the large catchment area of the school limits the number of students who can realistically cycle to the site, Red Balloon have advised that a number of its staff currently cycle to its existing sites in central Cambridge and will continue to use this mode of travel to the proposed site. The cycle parking numbers were

assessed within the submitted and approved transport statement (SLR Ref: 406.063077.00001 Version No: Final March 2023).

I would be grateful if conditions 3 and 4 can be discharged. Should you require any further information or indeed have any queries then please do not hesitate to contact with me.

Yours sincerely,

Justin Bainton
Partner, Planning & Development

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