

RE:

Drop-Off & Pick-Up Management Plan
Transport Statement
Parking & Highway Impact Section

Fitzalan Howard Day Centre
Pavilion Road, Worthing BN14 7EF

To whom it may concern,

In this comprehensive letter, the reader will find a Drop-Off and Pick-Up Management Plan, a Transport Statement, and a Parking & Highway Impact Section. In support of a planning application for the Change Of Use of the premises from an adult care centre to a children's day nursery for approximately 20 to 40 children, many of whom will be siblings, who will arrive and be collected at the same time, by one vehicle, and 6 to 8 staff members.

The nursery will operate Monday to Friday only, between 08:00 and 18:00. There will be no evening or weekend operation.

1. Existing Use

The site previously operated as an adult care centre, generating staff arrivals, visitor trips and service/delivery movements. The proposed nursery use is not expected to materially exceed the baseline trip generation of the existing use. The previous use (as of 26th February 2026) had around 20 adults with special care utilising the building, many requiring large wheelchair accessible vehicles to drop them off and pick them up. Also, 8 members of staff use cars as their mode of transport to and from work. With a fixed start time for the adults with special needs and staff at the start and end of their day. We propose staggered pick-up and drop-off times throughout our day, further explained in section 4.

2. Site Context

At the moment, the site is located on a residential street and has 3 on-site parking spaces (one large space for a minibus and 2 cars). If we remove part of the fence in front of the existing dropped curb to the side of the building, we could have four on-site parking spaces. In addition, there are five parking spaces on the street (Woodside Road) to the side of the building, where previous members of staff stated they parked their cars, to mirror previous use. One of the on-street spaces can block the staff member's car during parent drop-off/pick-up.

Although located near Worthing Football Club, the nursery's operating hours do not coincide with match attendance periods. It is also believed that the nursery's traffic

demands will cause far less restraint than that of match day parking required of spectators.

3. Alternatives to driving

The nursery will actively support the 'Think Green, Think Fun, Think Health' West Sussex County Council initiative (<https://www.westsussex.gov.uk/campaigns/think-green-think-fun-think-health/>).

By being an enthusiastic supporter of this campaign, we will strongly encourage walking, cycling, carsharing, and getting the train or bus as well.

We are also located near several bus stops within a 15-minute walk, highlighted in Appendix 2. In addition, we are situated within 0.5 miles (a 3-minute walk) of West Worthing Station and 0.5 miles (a 3-minute walk) of Worthing Station, both major travel hubs.

To accommodate this, the nursery will provide a 'Buggy Store' for parents to leave their buggies on-site at drop-off. This enables and encourages parents to walk to drop their child off at nursery, offering ease and convenience. We will also provide an on-site bicycle store. In my experience at other nurseries, parents quite often use bicycles with child trailers to drop their children off.

Further, as a nursery, we will offer free Scooter Training to all parents and their children. Where all children aged 2 and above in our care will be taught how to use a scooter safely and with competence (either with their own scooters or one the nursery will provide), as recommended by the West Sussex County Council (<https://schools.westsussex.gov.uk/Page/2350>). In my experience, this has been a highly successful way to train nursery-aged children to use their scooters safely, ease parents' minds about their child's safety while doing so and encourage them to use their scooters to get to and from nursery.

We will also celebrate 'International Walk to School Month', as promoted by the West Sussex County Council (<https://schools.westsussex.gov.uk/Page/2348>). The nursery will celebrate and award this in different ways. IWALK is celebrated in October, coinciding with the start of every year, to encourage the beneficial habit.

The nursery's catchment area will predominantly be the local community, as there are several schools within this area (Schools within a two-mile and one-mile radius highlighted in Appendix 3). It is thought that the siblings of the children attending these schools will benefit from a nursery near the schools, thereby easing traffic concerns, as these children will walk to school. As we serve the local community, our families will most likely live in the area, making all other modes of transportation, aside from driving, easy.

4. Operating Structure & Traffic Distribution

4.1 Staggered Drop-off and Pick-up System

To prevent congestion, I will offer several options for parents, with varied arrival slots to encourage drop-offs to be distributed evenly.

The allocated arrival slots will be a maximum of a 15-minute window, during which parents can drop off and pick up within that 15-minute window.

We will not operate as a fixed “all at 9 am” start time, as a school does.

The arrival times will be staggered in 15-minute windows between:

⇒ 08:00–09:45

⇒ 14:00–14:30

The same 15-minute system will operate with a pickup to spread congestion. No fixed “all to collect on the dot” pick-up time. The parents’ 15-minute slot will be between these times:

⇒ 13:00–14:00

⇒ 15:00–18:00

We feel that by having staggered pick-up and drop-off times, compared to the existing single pick-up and drop-off time for the special needs adult day care centre, we will reduce traffic and parking volumes. The volume of drop-offs will mirror the existing situation with the adult day care centre.

4.2 Key Worker Collection Service

To further prevent parents from parking to speak with key workers, we will use online software to communicate with parents. This software will provide parents with real-time information about all aspects of their child’s day. Parents will also use this app to alert their child’s key worker to anything they should know about the child’s sleep, weekends, or anything else. This will reduce the need for parents and key workers to converse at pick-up and drop-off, as they will already have the information they need.

We will also offer a service where the child’s key worker will come out to the parents’ car to greet and pick them up as they arrive and bring the child out to their parents as they arrive at pick-up. This is further implemented to ensure parents’ cars are not parked.

5. Parking Provision

The existing site provides:

- 3 marked on-site spaces (for 1 large minibus and 2 cars). This will be converted into 4 marked on-site spaces for car use (as we will not need a minibus parking space), as shown in Appendix 1.

These spaces are prioritised for short-stay drop-off/pick-up use and limited staff parking.

In addition to the four on-site parking spaces, there are further options for staff to park, within a 10-minute walking distance of the site:

- Worthing Station (approx. 7 minutes).
- Buckingham Road Multi-Storey Car Park (approx. 8 minutes).
- High Street Multi-Storey Car Park (approx. 8 minutes).
- Civic Quarter Multi-Storey Car Park (approx. 10 minutes).
- Montague Quarter / Liverpool Gardens Car Park (approx. 10 minutes).
- Seville Gate car park (approx. 10 minutes).

These parking options provided to staff will prevent on-street parking from being strained for residents.

6. Staff Travel Strategy

We will be advertising for staff in the local area; therefore, our staff will most likely live very close by, which will make any mode of transport other than driving the favoured option.

However, to minimise parking demand:

- Maximum 4 staff permitted to park on site
- Remaining staff required to use nearby long-stay public car parks (as highlighted above, in Section 5).
- Walking and cycling are encouraged where feasible, also as part of the ‘Think Green, Think Fun, Think Health’ West Sussex County Council initiative (<https://www.westsussex.gov.uk/campaigns/think-green-think-fun-think-health/>).
- Carsharing promoted amongst staff

This ensures on-site spaces remain available for parents during peak periods.

7. Parent Code of Conduct

All parents will sign a Parking & Access Agreement, including:

- No double parking
- No parking across driveways
- No engine idling
- No waiting before the allocated time slot

Non-compliance may result in the withdrawal of nursery parking privileges.

If we use the 4 on-site parking spaces for staff, we conservatively have another 5 on-street spaces on Woodside Road next to the building for parents to drop off/pick up, which would improve the situation, as the Adult Care Centre staff used these on-street spaces in the past.

8. Active Peak-Time Management

For the first 8–12 weeks of operation, a staff member will supervise peak drop-off periods to guide parents to available spaces and monitor traffic flow. Adjustments to operational procedures will be made if required.

9. Matchday Consideration

The nursery operates only on weekdays between 08:00 and 18:00. Football fixtures typically occur on weekends or weekday evenings and therefore do not overlap with nursery peak periods.

In the unlikely event of a weekday daytime fixture, staff will be required to park off-site in long-stay public car parks.

10. Monitoring & Review

Parking impacts will be reviewed after three months of operation. Staff parking arrangements and travel guidance will be adjusted if necessary to ensure continued compliance and minimal impact on surrounding streets.

Thank you for your consideration, and I hope these points address any concerns you might have.

Kind regards,

Kayleigh Botha

Appendix 1:

Below, I have highlighted the 4 on-site drop-off bays/staff parking facilities located:



Appendix 2:

Below, I have highlighted the bus stops within a 15-minute walk to the site:

- Heene Road (West Worthing) – 7 min walk
- Bulkington Avenue (Worthing) – 7 min walk
- Worthing town centre stops – 7 min walk
- Shakespeare Road – ~13 min walk

The bus routes that operate include these bus stops:

Heene Road (West Worthing)

Bus routes stopping here:

- ⇒ **7** – Lancing <-> Worthing <-> High Salvington
- ⇒ **10** – Worthing <-> West Tarring <-> Durrington / Angmering
- ⇒ **9** – Worthing <-> Arundel
- ⇒ **701** – Coast route linking Worthing with Littlehampton / Lancing

Bulkington Avenue (Worthing)

Bus routes stopping here:

- ⇒ **1** – Worthing <-> Storrington
- ⇒ **5** – Worthing <-> Durrington
- ⇒ **7** – Lancing <-> Worthing <-> High Salvington
- ⇒ **10** – Worthing <-> Durrington / Angmering
- ⇒ **16** – Worthing <-> South Lancing
- ⇒ **23 / 23X** – Worthing <-> Crawley
- ⇒ **69** – Worthing <-> Pulborough
- ⇒ **700 / 701** – Coastal routes (Brighton <-> Portsmouth area)

Worthing Town Centre stops

(Examples: South Street, Town Hall, Marine Parade)

Common routes serving these stops include:

- ⇒ **1, 1C**
- ⇒ **5**
- ⇒ **7**
- ⇒ **9**
- ⇒ **10**
- ⇒ **11**
- ⇒ **16**
- ⇒ **23 / 23X**
- ⇒ **69**
- ⇒ **700 / N700 / 701**
- ⇒ **743**

Shakespeare Road (Worthing)

Bus routes stopping here:

- ⇒ **7**
- ⇒ **9**
- ⇒ **10**
- ⇒ **701**
- ⇒ **743**

Appendix 3:

Below are the schools within about 2 miles of the Fitzalan Howard Day centre (this includes primary, secondary, special and independent schools):

9 Primary Schools:

1. Downsbrook Primary School
2. Broadwater C of E Primary School

3. Thomas A'Becket Infant School
4. Elm Grove Primary School
5. Homefield Primary School
6. Whytemead Primary School
7. St Mary's Catholic Primary School
8. Heene C of E Primary School
9. Our Lady of Sion Junior School (Independent)

3 Secondary Schools:

1. Worthing High School (Secondary)
2. St Andrew's C.E. High School (Secondary)
3. Bohunt School Worthing (Secondary)
4. Our Lady of Sion Senior School (Independent)

2 Special Education Provision:

1. Seadown School
2. Educate U

These are within **1 mile** of this location; the following **7 primary schools** are the closest options.

Primary Schools within ~1 mile

1. Broadwater CofE Primary School

- **Address:** Rectory Gardens, Worthing, BN14 7TQ
- **Distance:** ~0.3 miles

2. Whytemead Primary School

- **Address:** Dominion Road, Worthing, BN14 8LH
- **Distance:** ~0.7 miles

3. Downsbrook Primary School

- **Address:** Dominion Road, Worthing, BN14 8GD
- **Distance:** ~0.8 miles

4. Bramber Primary School

- **Address:** Bramber Road, Worthing, BN14 8QB
- **Distance:** ~0.9 miles

5. Springfield Infant School and Nursery

- **Address:** Sackville Road, Worthing, BN14 8BQ
- **Distance:** ~0.9 miles

6. Thomas A Becket Junior School

- **Address:** Glebeside Avenue, Worthing, BN14 7PR
- **Distance:** ~0.9 miles

7. Vale School

- **Address:** Vale Avenue, Worthing, BN14 0DB
- **Distance:** ~1 mile