

Application Number:	PL/2026/00652
Location:	Portway House, Old Sarum Park, Old Sarum, Salisbury, SP4 6EB
Proposal:	Proposed new vehicular, pedestrian access, and dropped kerb with removal of three temporary structures and replacement of trees to enable PL/2025/0997 - Prior Approval under Part MA of the GPDO for the change of use of Class E space to form 20 apartments (Class C3)

[SP4 6EB - Google Maps](#)

[1 Portway - Google Maps](#)

[1933 Hurricane Cl - Google Maps](#)

I refer to the additional information submitted in response to the HDM consultation response dated 2nd March 2026.

The response to the matters relating to the site access and parking, visibility splays and waste management have been set out in a submitted email from the Transport Consultants, Bellamy Roberts, dated 11th March 2026 and Drawing Nos. 6221/001 F, 6221-204 and 6221-205.

Further HDM comments in response to the additional information are provided in **red** below.

Proposal

The application seeks permission for a new vehicular and pedestrian access to serve the site of Portway House and is linked to application PL/2025/09973 which has been submitted for Prior Approval under Part MA of the GPDO for the change of use of Class E space to form 20 apartments (Class C3).

A new vehicular access would be formed to Portway as a vehicular crossing of the footway, with a 5.5m wide access.

Planning History

ENQ/2025/00328 Proposed construction of a new vehicular and pedestrian access, and dropped kerb to Portway House from the road

PL/2025/09973 Prior Approval under Part MA of the GPDO for the change of use of Class E space to form 20 apartments (Class C3). – awaiting decision.

S/1999/1363 Temporary Vehicular Access onto Portway Road – Approved with conditions

Sustainability

The site is located within an established residential and commercial area, with access to public transport and local facilities.

The highway network surrounding the site has generally good pedestrian facilities, but there is no segregated cycle provision, requiring cyclists to share the carriageway space. It should be noted that the Highway Report incorrectly states that “*Shared footway/cycleways are available on both sides of Portway*”.

It is noted that the boundary hedges fronting the site onto Portway have encroached onto the footway, and these will require cutting back as part of the development, and thereafter maintained to provide better pedestrian provision.

In order to provide continuous accessible pedestrian facilities on Portway, my Transport Planning colleagues have also requested that dropped kerb provision is made to the southwest of the site access, as shown in the streetview image below, to facilitate the pedestrian movement from the site to the local facilities and public transport. Alternatively, a contribution of £10,000 towards such improvements to pedestrian/cyclist facilities should be secured.



Access and parking

The proposed new access would be of 5.5m width and located approximately 50 metres south-west of the junction with Westside Close, on the north-western side of Portway.

The access has been demonstrated, with swept path analysis, to appropriately accommodate emergency vehicles both at the access and within the site. It therefore follows that the site access and internal parking court can adequately accommodate smaller delivery vehicles also.

The new access is indicated to achieve visibility splays of 2.4m by 120m in each direction, in accordance with the standards set out in DMRB for a road subject to a 40mph speed limit. Such splays would need to be clear of obstruction at an above a height of 300mm above the adjoining carriageway level.

The Proposed Site Plan, Drawing No. 1171/06A, indicates the retention of the existing access from Lysander Road which is indicated to serve as an emergency access. However, details of how this would be managed is required to be demonstrated. **In the response from the Transport Consultants, it is advised that the gate to the Lysander Road access would be**

closed for general use, but would provide an emergency access. Alternatively, it is suggested that the gates could be removed and replaced with removable bollards.

Clarification is also required regarding the servicing of the site by service and refuse vehicles, where the Pre-application Highway Note states “*due to the constraints of the site it is proposed that larger service vehicles and in particular refuse collection would continue to serve the site via Lysander Road to the rear.*”

With regard to car parking for the site, the layout proposes 30 parking spaces for the 20 apartments.

The Heritage Report includes Proposed plans for the apartments which indicate 10no. 1-bed and 2no. 2-bed apartments at ground floor, and 8no. 1-bed apartments at first floor. The ground floor layout for apartments 17-20 indicate a workspace, for which clarification is required. **Clarification still sought.**

In accordance with the Adopted Car Parking Standards set out in the LTP Car Parking Strategy, the proposed apartments would require the provision of 22 car parking spaces with an additional 4 spaces for visitors.

It is therefore concluded that the proposed car parking provision is appropriate for the scale of development. It is, however, noted that there are no EV charging bays indicated, or disabled bays. **Provision for EV and disabled bays should be indicated.**

Table 7.1 Minimum parking standards (allocated parking)

Bedrooms	Minimum spaces
1	1 space
2 to 3	2 spaces
4+	3 spaces
Visitor parking	0.2 spaces per dwelling (unallocated)

The location of the car parking is split between the front and rear of the site, with a connecting access road between the two areas. This connecting access road is indicated as 3.5m wide which would not be sufficient for two cars to pass. Whilst a widened access road would not be necessary over the full length, there would need to be some means of passing along the length of the access road and particularly at those points where there is a lack of intervisibility. **Drawing No. 6221-205 has been submitted to include a passing/waiting bay in the south-western corner of the site on the connecting access road, however, this does not demonstrate that an acceptable level of intervisibility can be achieved, particularly where vehicles approaching from the north would do so at a point where the building would restrict any view of approaching vehicles.**

Given that the building would have an aspect to both the north and south of the site, with parking being proposed to both frontages of the building, there is the potential for the site to be served by the existing access and the proposed new access in terms of access for parking. The existing connecting access road between the front and back of the site could be provided for pedestrian access only which would serve to provide for access to Portway and its public transport provision and the local facilities.

Details of the means of control of the access gates shown on the access road adjacent to the south-western part of the building should also be provided. **It is understood that there is no gate proposed on this connecting road.**

With regard to cycle parking, the current parking standards requires 1 covered and secure space per bedroom, together with 1 visitor space for 20 bedrooms. The requirement for the proposed development would therefore be 23 spaces.

A single cycle store is proposed which is indicated to accommodate 24 cycles. A more detailed plan of the cycle store would be required to properly demonstrate that the arrangements are suitable, including details of minimum aisle width and rack spacing. This could be required by condition.

However, the location of the cycle store is not the most convenient for all the apartments and it is considered that alternative provision for cycle storage should be provided at other locations within the site to provide more accessible provision. The single centralised store may lead to excessive walking distances for some residents.

Waste collections

As referred to above, details of the means of waste collections are required in order to understand if collections would be made via Portway or Lysander Road, together with details of the proposed locations for bins to be presented for collection.

It is noted that a single bin storage area is proposed to the north-eastern end of the site, which is not easily accessible to many of the apartments. A waste strategy should be provided which ensures bin storage and collections are in line with current guidance. **The Transport Consultant response advises that refuse vehicles would access the bin storage area via Lysander Road, in the same way as currently serving the site. A swept path analysis drawing numbered 6221-204 has been submitted to demonstrate the vehicle movements, which confirms this can be adequately accommodated.**

However, there are no details of whether collections would be expected by the Council Waste Management Team or through a private contractor, and how this complies with the Waste Collection Guidance, [Waste-collection-guidance-for-new-developments-final.pdf](#)

The provision of a single storage point to allow for the kerbside collection on Lysander Road would require carry distances for residents which far exceed the recommended 30m maximum distance, and would not provide an acceptable arrangement for all residents.

A detailed waste strategy which complies with current guidance is therefore still required to demonstrate an acceptable means of waste storage for all future residents.

It may be necessary to consider the additional provision of waste storage and collection points to the north-western part of the site.

Visibility

The Drawing No.6221/001 Rev E Proposed Access and Visibility indicates visibility splays of 2.4m by 120m in each direction, which would accord with the standards in DMRB for a road subject to a 40mph speed limit. The drawing does not, however, demonstrate the full extents of the splays, and this would need to be shown. **The visibility splay is now shown on Drawing No.6221/001 F which confirms the splays can be accommodated within the extents of the application site and the existing public highway.**

The splays will have an impact on the existing hedgerows fronting the site, and the full extents of the visibility splays will need to be kept clear of obstruction at and above a height of 300mm above the adjoining road level. **This would need to be secured by condition.**

Summary and Recommendations

Having regard to the above, whilst the principle of a new access to Portway to serve the change of use of the existing office accommodation to residential apartments is now considered acceptable in highway terms, there are aspects of the layout that require further clarification and amendment, as detailed above.

I therefore recommend a holding objection and request further information regarding the retained access to Lysander Road; the internal access road; cycle parking/storage provision, waste storage and collections; and full details of the visibility splays to Portway.

The amendment to the proposed internal access road to provide for vehicles to pass has not adequately demonstrated that an acceptable arrangement with appropriate intervisibility can be provided.

It is suggested that an alternative arrangement for accessing the car parking for the south-eastern apartments through the retention of the access from Lysander Road would enable the connecting access route to the south-western side of the building to be dedicated as a pedestrian only route. This would ensure that pedestrians could access the local facilities, surrounding residential areas and public transport without utilising the commercial access roads, but the vehicular access through the commercial estate could still provide access to the car parking area.

It is noted that no comments have been made in regard to the provision of cycle storage for residents, which are currently not considered appropriate in terms of location and accessibility for all residents.

A holding objection is therefore still maintained.

**Amanda Hall
Highways Development Management Engineer**