
PROPOSED RE-DEVELOPMENT OF SHOPPING CENTRE
THE MARTLETS SHOPPING CENTRE, BURGESS HILL
CAR PARK MANAGEMENT PLAN
19TH MAY 2025

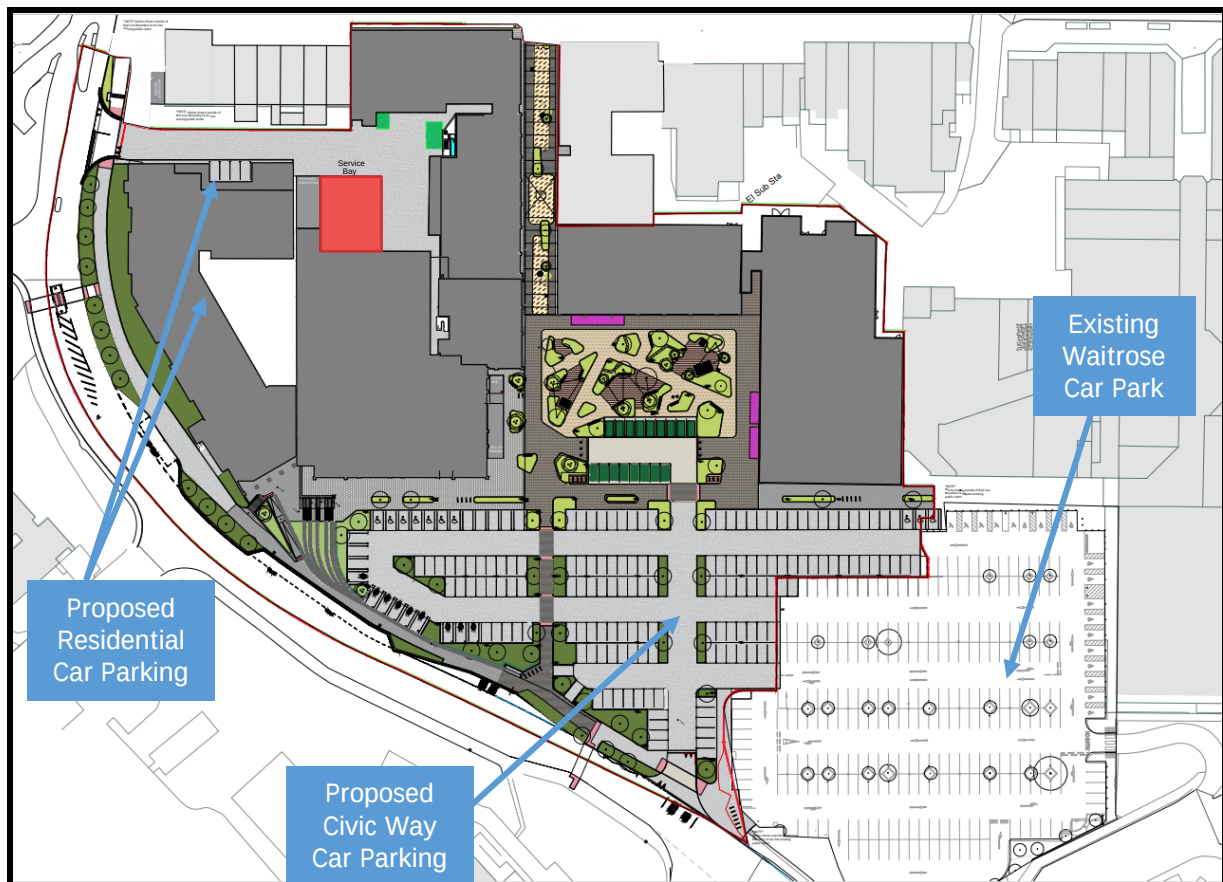
INTRODUCTION

This document sets out the car park management plan for the creation of 167 new commercial car parking spaces, located off Civic Way, as part of NewRiver Retail Ltd's proposals to redevelop the Martlets Shopping Centre, in Burgess Hill Town Centre, West Sussex. It also includes 75 new residential parking spaces.

The proposals include adding additional car parking spaces to the existing 'Market Place Shopping Centre', more commonly known as the 'Waitrose Car Park' and providing an under croft residential car park in Burgess Hill Town Centre.

The location of the existing Waitrose Car Park, the approximate location of the proposed new commercial and residential parking spaces are identified at Figure 1 below.

Figure 1 – Existing Waitrose Car Park and Proposed Car Parking



Source: Landscape Plan

PROPOSED PARKING

As detailed within the Connect Transport Assessment dated May 2025, the following parking provision is proposed. The number of spaces remains the same as permitted under previous planning applications.

A total of 242 new spaces are proposed for the residential and commercial elements of the scheme. Full details of the parking are set out below: -

- 75 residential parking spaces for the 172 residential apartments consisting of: -
 - o 4 ground level spaces within the service yard to the north of the apartments (all with electric vehicle charging provision).
 - o 48 parking spaces within the residential under-croft car park (all with passive electric charging provision).
 - o 23 residential parking spaces within the Civic Way car park (all with passive electric charging provision).
- 167 commercial parking spaces within the Civic Way car park: -
 - o 9 active electric vehicle charging spaces.
 - o 10 disabled parking spaces.
 - o 8 parent and child spaces.
 - o Additional passive charging provision.

Therefore, there are 190 spaces within the Civic Way car park including both the additional commercial and residential provision.

When combined with the Waitrose provision the car park will have c500 parking spaces.

172 cycle parking spaces are proposed for the residential units and approximately 75 additional cycle spaces for the commercial units. A cycle hub is proposed as part of the development, providing covered storage, electric bike charging and a bike repair facility.

EXISTING CAR PARK MANAGEMENT

The existing on-site car parking is managed by The Market Place Shopping Centre using an Automatic Number Plate Recognition (ANPR) system. It is fully automated, which means customers do not have to pay and display a ticket.

Customers pay for their parking at the following: -

- Four easy to navigate Payment Terminals all housed at the entrance to the centre, three of which are cashless.
- A Disability Kiosk that provides a brand-new facility for allowing Blue Badge Holders to register up to 3 separate vehicles with their badge, as a one off, to avail the free parking on site.
- On the Twinpay phone app.

The system offers customers a 15-minute grace period from the time of payment to exit the parking facility at the centre.

The following charges apply:

Up to 1-hour	£1.10
Up to 2 hours	£1.60
Up to 3 hours	£2.60
Up to 4 hours	£5.20
10 hours	£7.50

A flat rate of £1.00 is charged on Sundays and Bank Holidays, between the hours of 09:00 – 17:00.

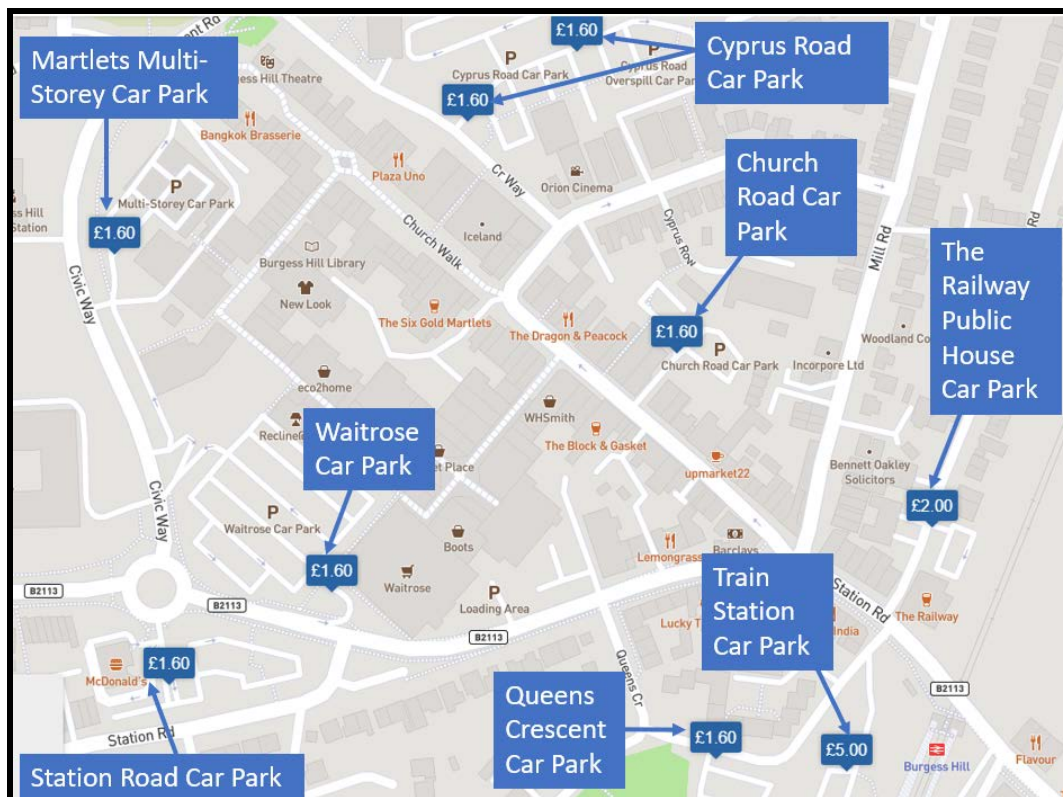
If you spend £15 in Waitrose you receive the first hour of parking free (£1.10 refund in-store).

The above charges are in line with the tariffs and terms of use that are employed by short stay car parks operated by Mid Sussex District Council.

LOCAL CAR PARKING CHARGING STRUCTURE REVIEW

The short stay charging structure of other car parks within Burgess Hill Town Centre, as identified in Figure 2 below, have been reviewed.

Figure 2 – Burgess Hill Town Centre Car Parks



Source: Parkopedia.com N.B. The number on the figure show the minimum charge at each car park.

All of the above car parks operate on the same charging structure as the Waitrose Car Park, barring the Burgess Hill Train Station Car Parks and 'The Railway' Public House Car Park, which operate on the following short stay charging structures:

Burgess Hill Train Station Car Parks

Monday to Saturday – All Day

20 Mins	Free
Flat Rate	£5.00

Sundays – All Day

20 Mins	Free
Flat Rate	£2.80

'The Railway' Public House Car Park

Monday to Sunday – 6am to 8pm

Up to 1 hour	£1.00
Up to 2 hours	£2.00
Up to 3 hours	£3.00
Up to 4 hours	£4.00

PROPOSED COMMERCIAL PARKING SPACE MANAGEMENT

For consistency with the existing car park and for consistency with Mid Sussex District Council parking policy, it is proposed that the existing charging structure is extended to cover the additional commercial parking spaces added to the Civic Way car park.

The car park will operate an automated ANPR system as currently used, with the following charges: -

Up to 1-hour	£1.10
Up to 2 hours	£1.60
Up to 3 hours	£2.60
Up to 4 hours	£5.20
10 hours	£7.50

A flat rate of £1.00 is charged on Sundays and Bank Holidays, between the hours of 09:00 – 17:00.

It is envisaged that if you spend £15 in Waitrose or the proposed foodstore you receive the first hour of parking free (£1.10 refund in-store).

PROPOSED RESIDENAL PARKING SPACE MANAGEMENT

Residential parking spaces will be allocated to all 2-bedroom apartments and some 1-bedroom apartments.

Residents will have a dedicated space to park within.

Resident vehicles parking within the 23 residential spaces within the Civic Way will have their number plates excluded from the ANPR parking charge system. These spaces will be clearly marked as resident parking only.

MONITORING

Monitoring of the car park will include the following: -

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1. The car park usage will be monitored using data from the ANPR system which will provide details of the car park occupancy on an hourly basis throughout the week.
 2. Shopping Centre management will monitor the use of disabled parking spaces to identify whether the provision of blue badge spaces is sufficient and whether the spaces are being misused (absence of blue badge). This will be spot checks at a set time when the stores are busy.
 3. Shopping Centre management will monitor the use of parent and child spaces to identify whether the provision of spaces is sufficient and whether the spaces are being misused. This will be spot checks at a set time when the stores are busy.
 4. Shopping Centre management will monitor the use of cycle parking to identify whether the provision of spaces is sufficient.
 5. Monitoring of the active EV spaces will be undertaken by interrogating usage data.

The monitoring data will be used to determine any actions that are required.

REVIEW OF MANAGEMENT MEASURES

The management system will be reviewed as part of the car park monitoring process set out above. In addition, the management of the car park will be reviewed at any time should it be apparent that the car park management system is not meeting its aims. Any necessary approvals will be obtained before any amendments are implemented.