



Proposed Commercial Development
Land west of Shoreham Road, Henfield, West
Sussex

Framework Travel Plan

for

Arlo Holdings Limited

Document Control Sheet

Proposed Commercial Development

Land west of Shoreham Road, Henfield, West Sussex

Arlo Holdings Limited

This document has been issued and amended as follows:

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Contents

1.0 Introduction 1

2.0 Policy and Objectives..... 2

3.0 Site Location and Accessibility 7

4.0 Proposed Development11

5.0 Management13

6.0 Measures14

7.0 Targets and Monitoring16

8.0 Action Plan.....17

Figures

Figure 3.1 - Site Location..... 7

Figure 3.2 - Extract from WSCC iMap (with site identified) 8

Figure 3.3 - Wider Highway Network10

Appendices

A Proposed Site Layout Plan

1.0 Introduction

- 1.1 Motion has been instructed by Arlo Holding Limited to produce this Framework Travel Plan in support of a planning application for commercial development on land west of Shoreham Road, Henfield, within the administrative boundaries of Horsham District Council (HDC) and West Sussex County Council (WSCC).
- 1.2 The proposed commercial development comprises Land Use Classes B2 (general industrial), B8 (storage and distribution), and E(g)iii (industrial processes) in four new buildings, providing 12 units totalling 6,429 square metres (sqm) gross external area (GEA).
- 1.3 Pre-application advice from WSCC as local highway authority was provided earlier in 2024, which stated that,

"A staff Travel Plan should be produced for the site to encourage sustainable transport where possible".
- 1.4 The site is located to the west of the A2037, Shoreham Road, approximately 1.5 kilometres (km) south of the edge of the settlement of Henfield, opposite Henfield Business Park. Site access is to be from Shoreham Road, through an approved development south of the site.
- 1.5 This Framework Travel Plan (FTP) comprises the following:
 - ▶ Section 2 - references the policy context for production of this FTP and derives objectives from that context to focus delivery of the FTP;
 - ▶ Section 3 - describes the site location and its accessibility;
 - ▶ Section 4 - summarises the proposed development;
 - ▶ Section 5 – explains the process by which delivery of the FTP will be managed;
 - ▶ Section 6 - details measures that will be implemented to support use of active and/or sustainable travel to and from the site;
 - ▶ Section 7 – addresses the setting of targets and defining a monitoring programme; and
 - ▶ Section 8 – provides a summary Action Plan.

2.0 Policy and Objectives

Overview

2.1 The key documents that set out the travel planning context for the proposed development are:

- ▶ National Planning Policy Framework, Ministry of Housing, Communities & Local Government, December 2023;
- ▶ National Design Guide, Ministry of Housing, Communities & Local Government, January 2021;
- ▶ Planning Practice Guidance, Ministry of Housing, Communities & Local Government, June 2021;
- ▶ Working Together to Promote Active Travel - A Briefing for Local Authorities, Public Health England, May 2016;
- ▶ Planning for Cycling (2014), and Planning for Walking (2015), Chartered Institution of Highways and Transportation (CIHT);
- ▶ Manual for Streets (MfS), Department for Transport, March 2007;
- ▶ National Travel Survey (NTS), Department for Transport, 2022;
- ▶ West Sussex Transport Plan 2022-2036, West Sussex County Council, February 2011;
- ▶ West Sussex County Council Development Travel Plan Policy, West Sussex County Council, undated;
- ▶ Horsham District Planning Framework, Horsham District Council, November 2015;
- ▶ Submission Draft Horsham District Local Plan 2023-2040, Horsham District Council, July 2024;
- ▶ Horsham District Council – Climate Action Strategy, Horsham District Council, undated: and
- ▶ Henfield Neighbourhood Plan 2017-2031, Henfield Parish Council, May 2021.

National Policy

National Planning Policy Framework (NPPF)

- 2.2 The NPPF sets a presumption in favour of sustainable development, requiring that social, environmental, and economic matters be considered.
- 2.3 Paragraph 108 acts to promote the incorporation of sustainable transport whilst paragraph 109 argues that the planning system should actively manage patterns of growth such that a genuine choice of transport modes is offered.
- 2.4 Regarding the delivery of sustainable transport, paragraph 117 states that:
- "All developments that will generate significant amounts of movement should be required to provide a travel plan, and the application should be supported by a transport statement or transport assessment so that the likely impacts of the proposal can be assessed".*
- 2.5 The NPPF goes on to describe a Travel Plan as "a long-term management strategy for an organisation or site that seeks to deliver sustainable transport objectives and is regularly reviewed". It also defines sustainable transport modes as, "any efficient, safe and accessible means of transport with overall low impact on the environment, including walking and cycling, ultra low and zero emission vehicles, car sharing and public transport".

National Design Guide (NDG)

- 2.6 The NDG sets out the characteristics of well-designed places and demonstrates what good design means in practice. It forms part of the Government's collection of planning practice guidance and should be read alongside the separate planning practice guidance related to design process and tools.
- 2.7 With respect to consideration of 'movement' in the design of new development, the NDG promotes assessment of existing and delivery of new features that result in developments being accessible and easy to move around within and between by all applicable transport modes, with priority being placed on active and/or sustainable modes.

Planning Practice Guidance (PPG)

- 2.8 PPG supports the delivery of the principles set out in the NPPF.
- 2.9 The guidance within paragraph 003 describes Travel Plans as *"long-term management strategies for integrating proposals for sustainable travel into the planning process. They are based on evidence of the anticipated transport impacts of development and set measures to promote and encourage sustainable travel (such as promoting walking and cycling). They should not, however, be used as an excuse for unfairly penalising drivers and cutting provision for cars in a way that is unsustainable and could have negative impacts on the surrounding streets"*.
- 2.10 Furthermore, paragraph 003 goes on to state that *"Travel Plans should where possible, be considered in parallel to development proposals and readily integrated into the design and occupation of the new site rather than retrofitted after occupation"*.
- 2.11 Paragraph 005 states that the primary purpose of a Travel Plan is *"to identify opportunities for the effective promotion and delivery of sustainable transport initiatives e.g. walking, cycling, public transport and tele-commuting, in connection with both proposed and existing developments and through this to thereby reduce the demand for travel by less sustainable modes ..., they should not be used as a way of unfairly penalising drivers"*.

Active Travel – Walking and Cycling

Working Together to Promote Active Travel – A Briefing for Local Authorities

- 2.12 Public Health England has issued a briefing for Local Authorities containing their latest research findings relating to active travel:
- ▶ *"Physical inactivity directly contributes to 1 in 6 deaths in the UK and costs £7.4 billion a year to businesses and wider society;*
 - ▶ *The growth in road transport has been a major factor in reducing levels of physical activity;*
 - ▶ *Building walking and cycling into daily routines are the most effective ways to increase physical activity;*
 - ▶ *Short car trips (under 5 miles) are a prime area for switching to active travel and to public transport; and,*
 - ▶ *Health-promoting transport systems are pro-business and support economic prosperity. They enable optimal travel to work with less congestion, collisions and pollution, and they support a healthier workforce"*.

Planning for Walking and Cycling

- 2.13 Walking and cycling are active and sustainable forms of transport in their own right and as linking modes for accessing public transport, for example, when making longer journeys.

- 2.14 The Chartered Institution of Highways and Transportation (CIHT) documents 'Planning for Walking' and 'Planning for Cycling' provide an insight into these modes of transport:

- ▶ *"Across Britain about 80% of journeys shorter than 1 mile are made wholly on foot ... but beyond that distance cars are the dominant modes."* (Planning for Walking, 2015).
- ▶ *"... majority of cycling trips are used for short distances, with 80% being less than five miles and with 40% being less than two miles..."* (Planning for Cycling, 2014).

- 2.15 The CIHT also published 'Guidelines for Providing for Journeys on Foot' (2000) to support implementation of the central Government publication 'Encouraging walking: advice to local authorities'. The CIHT guidelines suggest acceptable, desirable, and preferred maximum walking distance ('acceptable' walking distances would vary between individuals) for pedestrians without mobility impairment for some common trip purposes.

Local Transport Note (LTN) 1/20 'Cycle Infrastructure Design' & 'Gear Change: A bold vision for cycling and walking'

- 2.16 The Department for Transport (DfT) updated its advice to Local Authorities in Local Transport Note (LTN) 1/20 'Cycle Infrastructure Design', which was published in July 2020 alongside the DfT's 'Gear Change: A bold vision for cycling and walking'. LTN 1/20 promotes the inclusion of good quality cycling infrastructure in Local Authority planning, design and highway adoption policies and processes, with new development, new highways and new highway improvement schemes contributing accordingly.

Manual for Streets and National Travel Survey

- 2.17 Manual for Streets (MfS) identifies 'walkable neighbourhoods' as *"having a range of facilities within 10 minutes' (up to about 800m) walking distance of residential areas which residents may access comfortably on foot"*. Within MfS it is also noted that 800 metres is not considered the maximum walking distance for pedestrians, highlighting that walking can replace short car trips, particularly those under 2 kilometres.
- 2.18 The 2022 National Travel Survey (NTS) noted that 83% of all trips under one mile are walks, making walking the most frequently used mode of travel for very short distances (1 mile = 1.6 kilometres). This proportion includes trips made in non-motorised wheelchairs, prams or pushchairs; riding on toy bicycles, roller-skates, skateboards and non-motorised scooters; and jogging. For example, children on toy bicycles/tricycles accompanying others who are walking on a trip to the local shops are recorded as having walked that trip.

Local Policy

West Sussex Transport Plan

- 2.19 The WSTP sets out: *"... how the County Council, working with its strategic partners particularly in relation to funding, intends to address key challenges by improving, maintaining and managing the transport network in the period to 2036."*
- 2.20 Henfield comes under the Area Transport Strategy for Horsham, which comprises short-, medium-, and long-term measures for addressing the identified transport issues in the area, namely providing bus priority routes within existing highway land at signal-controlled junctions; small scale 'tactical' highway improvements on the A24 and A264 to ease vehicular congestion and minimise rat-running; facilitating a shift to use of electric vehicles by providing on-street charging points; delivering Air Quality Action Plans in Air Quality Management Areas; deliver priority cycle routes, and priorities identified in the Local Cycling and Walking Infrastructure Plan; progress the vision for a Crawley Western Link Road (CWLR) to provide multi-modal connectivity; provide an improved rail service on the Arun Valley Line; and work with Surrey County Council to identify potential sustainable travel improvements for the Horsham to Dorking corridor.

West Sussex County Council Development Travel Plan Guidance

- 2.21 West Sussex County Council has an adopted Travel Plan guidance document that informs the preparation and implementation of Travel Plans associated with new developments in West Sussex.
- 2.22 The guidance describes the relationship between Transport Statements (TSs) and Transport Assessments (TAs) prepared for development proposals and the accompanying Travel Plans (TPs), indicating that trip rate reduction data presented in the TS/TA is to inform the setting of TP targets.

Local Policy

Horsham District Planning Framework

- 2.23 Local planning policy is provided by the policies of the Horsham District Planning Framework, adopted in November 2015. The transport policies of relevance to the development proposals in terms of encouraging more active and sustainable travel choices include:
 - ▶ Policy 35 – Climate Change: Identifies that development that makes a clear contribution to mitigating/adapting to the impacts of climate change and meeting HDC’s carbon reduction targets will be supported. In respect of sustainable travel, such measures include patterns of development that reduce the need to travel, encourage walking and cycling and include good accessibility to public transport/other forms of sustainable transport.
 - ▶ Policy 40 – Sustainable Transport: Indicates that development will be supported if it is appropriate and in scale to existing transport infrastructure and maintains and improves the existing transport system. Development should also include opportunities for sustainable transport and be located in areas where there are, or will be, a choice in the modes of transport available. All development must provide safe and suitable access for vehicles, pedestrians, cyclists, public transport and the delivery of goods. Where necessary, development should be accompanied by an agreed Green Travel Plan where it is necessary to minimise a potentially significant impact of the development on the wider area.
 - ▶ Policy 41 – Parking: Parking provision for development should ensure a balance between good urban design and highway safety. Adequate parking and facilities must be provided within developments to meet the needs of all anticipated users and, where applicable, consideration should be given to the needs of cycle parking, motorcycle parking, charging plug-in or other low emission vehicles.

Submission Draft Horsham District Local Plan 2023-2040

- 2.24 Horsham District Council formally submitted the Horsham District Local Plan 2023-2040 and supporting documents to the Planning Inspectorate on 26 July 2024. Since then examination of the Plan has been underway, and hearings are being held in October 2024. During November and December 2024, consultation will be undertaken on the main modifications, after which the Inspector’s Report on the modified Plan is expected in March 2025.
- 2.25 The submitted Plan defines a Green Travel Plan as: *“A framework developed by businesses and organisations for changing travel habits in order to provide an environment which encourages more sustainable travel patterns and less dependence on single occupancy private car use. For example, an employer may use the plan to introduce car sharing schemes or secure cycle parking facilities. Travel Plans must have measurable outcomes and should be related to targets in West Sussex Local Transport Plan.”*

Horsham District Council – Climate Action Strategy

- 2.26 The District Council's overarching transport goals that form part of the Council's climate action strategy (<https://www.horsham.gov.uk/climate-and-environment/climate-action-strategy/transport>) are:
- ▶ Active travel: reduce reliance on private cars by improving walking and cycling infrastructure, thereby also supporting people's improved health and wellbeing, and alleviating noise and air pollution – especially in urban areas.
 - ▶ Micromobility: encourage a modal shift in Horsham District prioritising low carbon, active, and public forms of transport.
 - ▶ Public transport: increase the attractiveness of and demand for public transport in Horsham District in urban and rural areas.
 - ▶ Low carbon transport: support electrification of all motorised forms of transport, deliver a new electric vehicle charging network, and explore other low carbon fuel solutions.

Henfield Neighbourhood Development Plan

- 2.27 The site is within the Henfield Parish area, so the proposed development must comply with the Henfield Neighbourhood Development Plan. The site is identified within Policy 3.1 for employment development. Policy 4 of the Neighbourhood Plan relates to transport, access and car parking, and reads:

- "P4.1 As appropriate to their scale, nature and location development proposals should:*
- a. Demonstrate that safe pedestrian routes from residential and employment sites to community facilities including education, health and recreational facilities can be achieved; irrespective of whether the road network is adopted.*
 - b. Protect the existing network of footpaths (twittens) and bridleways within the village and into the surrounding countryside and ensure the continuing safe provision of accessible pedestrian routes, suitable for all users.*
 - c. Demonstrate that cycle ways can be achieved; especially to provide links from residential and employment sites to community infrastructure and the wider regional cycle routes, e.g. Downslink.*
- P4.2 All roads, cycle ways and footpaths should conform to West Sussex Highway Standards.*
- P4.3 Development proposals that will result in the net loss of public car parking facilities in the village centre will not be supported, unless commensurate, accessible replacement car parking is provided.*
- P4.4 Adequate off-road car parking should be provided for all developments in accordance with West Sussex Parking Standards."*

Objectives

- 2.28 The objectives of this FTP have been derived from the above-stated policy and guidance, and are to:
- ▶ Promote more efficient and 'cleaner' forms of car travel
i.e. 'cleaner' fuel vehicles (electric and hybrid vehicles) and sharing resources through, for instance, carpools, car clubs and lift-sharing.
 - ▶ Reduce the need to travel, where possible
i.e. working at or from home, linking trips, and shopping online for groceries.
 - ▶ Raise site occupants' awareness of opportunities to adopt active and/or sustainable travel
i.e. through provision of information.

3.0 Site Location and Accessibility

Overview

- 3.1 This section sets the context for the proposed development by detailing the site location and the current accessibility options.

Site Location

- 3.2 The site is located to the west of the A2037 Shoreham Road, approximately 1.5 kilometres south of Henfield, and opposite Henfield Business Park. The site is situated to the north of a recently approved employment development (Planning Reference: DC/20/0049). The site location is shown at **Figure 3.1**.

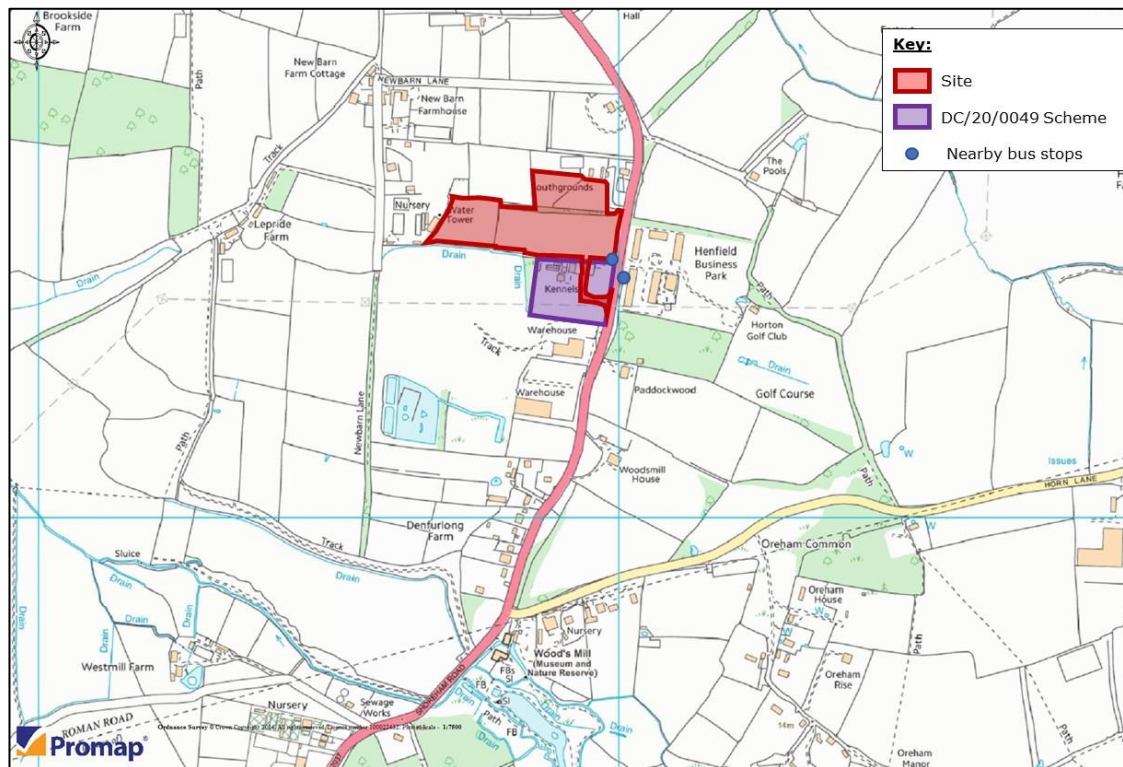


Figure 3.1 - Site Location

- 3.3 Policy 3.1 of the Henfield Neighbourhood Plan (introduced in the previous section of this FTP) identifies land north of The Old Brickworks and at Southgrounds (forming the application site), both west of Shoreham Road and opposite Henfield Business Park for employment development. The policy also includes The Old Kennels (site G), which is located to the south of the site and was granted planning permission in October 2020 (Planning Reference: DC/20/0049). The supporting text to this policy indicates that these allocations would *complete a new business area around Henfield Business Park* and that this would allow this area to become a key sustainable employment site in accordance with HDC policy.

Site Accessibility

On foot and by cycle

- 3.4 As part of the consented planning application to the south of the site (Planning Reference: DC/20/0049), a short section of footway has been constructed north of the site access, in conjunction with a pedestrian crossing point, including refuge island with tactile paving. These facilities provide a pedestrian route to Henfield Business Park and bus stops adjacent to the site. Henfield is located within circa 2 kilometres of the site and provides a range of local amenities.
- 3.5 The site is accessible by cycle along Shoreham Road. The nearest cycle route is the National Cycle Network (NCN) Route 223 located to the west of Henfield village centre approximately 2.4 kilometres northwest of the site access. NCN Route 223 provides a cycle route between Chertsey and Shoreham-by-Sea via Bramber, Henfield, Southwater and Cranleigh. The topography of the local area is generally conducive to cycling.
- 3.6 There are a number of Public Rights of Way in the vicinity of the site, as shown on the map below from the WSCC iMap.

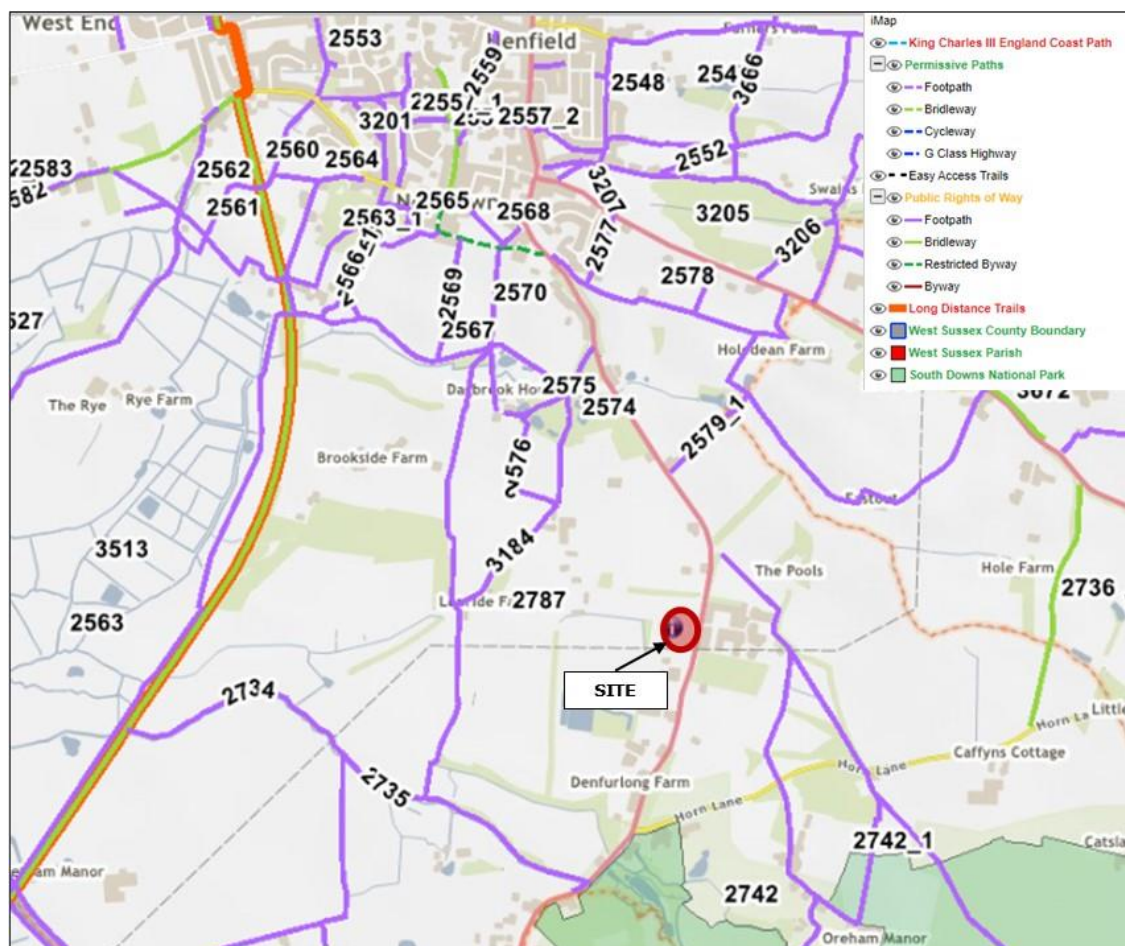


Figure 3.2 - Extract from WSCC iMap (with site identified)

By bus

- 3.7 The nearest bus stops to the site (known as 'Business Park') are located on Shoreham Road (A2037) to the north of the recently constructed access to the site to the south (DC/20/0049). These stops are located adjacent to the site and within circa 400 metres. These bus stops comprise simple flag and post stops (with timetable information) and provide access to regular bus services serving Burgess Hill, Pulborough and Horsham. A summary of the existing bus services is provided in the table below based on information available online (WSCC, Traveline and bus operator websites).

Service	Route	Approximate Frequency of Services		
		Monday-Friday	Saturday	Sunday
100	Burgess Hill – Henfield – Steyning – Storrington – Pulborough – Horsham	1 service every hour	1 service every hour	1 service every 2 hours
106	Henfield High Street- Small Dole – Upper Beeding – Bramber – Steyning – Upper Beeding – North Lancing – Lancing – South Lancing – Worthing	1 service every hour (Tuesdays, Wednesdays & Fridays only)	No services	No services

Table 3.1 - Local Bus Services

By train

- 3.8 Bus service 100 serves Pulborough and Horsham railway stations, which form part of the network operated by Southern.
- 3.9 The closest railway station to the site is at Hassocks, located approximately 12.6 kilometres to the east (via the A281/B2117), and so beyond the distance whereby walking and cycling are likely to provide a realistic option for travel. The station is accessible in 17-18 minutes by car, and 40 minutes by cycle. It is possible to travel by bus from the site to Hassocks railway station, although only part of the journey is on the 100 bus service; the bus journey takes between 49 minutes, and 1 hour 31 minutes.

By car

- 3.10 There is an existing gated access into the site from Shoreham Road (A2037), served by dropped kerb. Shoreham Road is a two-way single carriageway orientated on a north-south axis subject a 40 miles per hour (mph) in the vicinity of the site.
- 3.11 Shoreham Road provides a connection towards Henfield Village centre, as well as a route onto the A281 Brighton Road and the A272 Cowfold Road via a roundabout 1.5 kilometres north of the site. Brighton Road and Cowfold Road provide access to a number of further destinations, including Horsham, Haywards Heath, Burgess Hill and Brighton.
- 3.12 Leading southwards, Shoreham Road connects with the A283 Steyning Road, which leads towards the A27 linking Shoreham-by-Sea, Worthing, Hove and Brighton, and northbound towards the A24 that links the South Coast and London. The site in relation to this wider highway network is illustrated on **Figure 3.3** below.

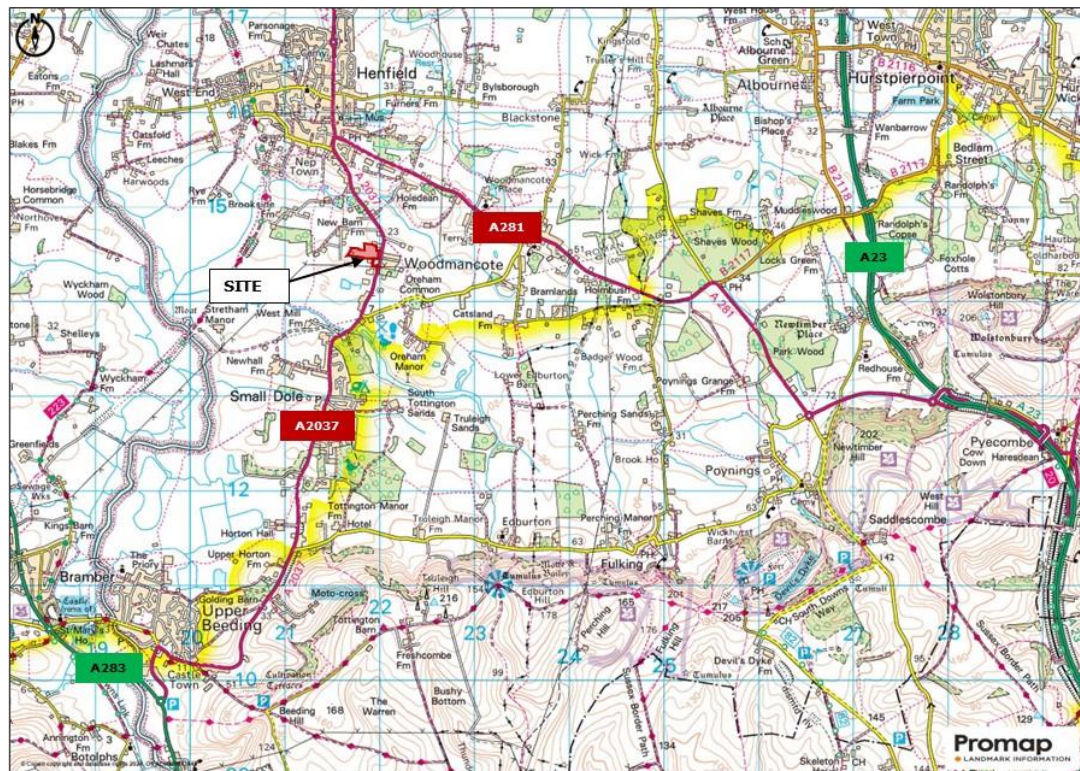


Figure 3.3 - Wider Highway Network

4.0 Proposed Development

Overview

- 4.1 The proposed development comprises four new buildings providing 12 industrial units totalling 6,429 square metres, for Land Use Classes B2 (general industrial), B8 (storage and distribution) and E (g) (iii) (light industrial). The proposed site layout is shown on the plan at **Appendix A**.

Access

- 4.2 Access to the site is proposed to be via the new access recently constructed to the south of the site (Planning Reference: DC/20/0049).

Parking

- 4.3 The site layout plan (**Appendix A**) indicates a total of 103 car parking spaces, which includes 12 spaces for disabled persons (12%) and 41 bays with active provision for electric vehicle charging (39%). The plan also indicates a communal, secure sheltered cycle store to accommodate 52 bicycles in the form of two-tier racks.
- 4.4 Each unit will benefit from a disabled parking space and at least two bays compatible with electric vehicle charging, in addition to a loading bay and two cycle parking spaces in the form of a Sheffield-type stand close to their respective entrances.
- 4.5 In addition to the above, an additional seven standard parallel parking spaces are provided in the form of lay-bys within the development. Additional space is also available within the layout for larger delivery vehicles to park on the internal roads without obstructing the road or turning areas.

Servicing

- 4.6 The internal layout has been designed to ensure that servicing and deliveries can take place on-site and swept path analysis is included within the Transport Assessment.

Encouraging Sustainable Travel

- 4.7 The internal layout has been designed to ensure suitable provision is made for encouraging more active and sustainable forms of travel, as appropriate, through ensuring connections to any internal pedestrian links approved under DC/20/0049 and external routes adjacent to the A2037, including access to nearby bus stops on Shoreham Road. In this regard, the site layout plan (**Appendix A**) includes a pedestrian connection to the bus stops and new footway on Shoreham Road (south of unit I/north of the development approved under DC/20/0049).
- 4.8 Appropriate provision has been made for cycle parking, having regard to the cycle parking standards. The site layout plan demonstrates a communal sheltered cycle store, in addition to Sheffield-type stands close to the entrance of each proposed unit.
- 4.9 This FTP has also been prepared to accompany the planning application focusing on encouraging more active and sustainable travel choices among future staff of the proposed development. Measures included within the FTP are set out in Section and include infrastructure measures (such as connections to existing active and sustainable transport networks, site layout and cycle parking) and 'softer' measures including provision of Travel Information Packs to future employees of the development. This FTP should be read in conjunction with this Transport Assessment.

Estimated Multi-Modal Movements

- 4.10 The estimated vehicle movements associated with the proposed development of 6,429 square metres of commercial use (based on trip rate data extracted from the TRICS database) has been factored based on 2011 Census travel to work data (referenced in the Transport Assessment). A summary of the anticipated number of trips by mode resulting from this analysis is set out in the table below, based on information provided within the Transport Assessment accompanying the application.

Travel Mode		Morning Peak Hour (08:00-09:00)		Afternoon Peak Hour (17:00-18:00)		Daily (07:00-21:00)	
		Arrivals	Departures	Arrivals	Departures	Arrivals	Departures
Train	1%	0	0	0	0	4	4
Bus, Minibus or coach	3%	1	1	0	1	10	10
Motorcycle, scooter or moped	1%	0	0	0	0	2	2
Car/van driver	76%	32	16	12	29	276	269
Car/van passenger	5%	2	1	1	2	19	19
Bicycle	2%	1	0	0	1	6	6
On Foot	12%	5	3	2	5	43	42
Other	1%	0	0	0	0	2	2
Total	100%	42	21	16	38	364	355

Table 4.1 – Estimated Multi-Modal Trip Generation

- 4.11 Based on the table above, it is estimated that the development proposals will result in approximately 63 multi-modal movements in the morning peak hour and 54 multi-modal movements in the afternoon peak hour, with in the order of 719 multi-modal movements across a typical weekday. Given the nature of the proposed site uses, it is evident that movements by more active and sustainable forms of travel are low.

5.0 Management

Overview

- 5.1 West Sussex County Council (WSCC) Travel Plan guidance has been consulted for application to this proposed development, and this section applies that guidance with respect to management of the Travel Plan programme.

Travel Plan Co-ordinator

- 5.2 Management of the Travel Plan programme will be delivered through the party holding the role of Travel Plan Co-ordinator (TPC).
- 5.3 As none of the occupiers in the proposed industrial units are known yet, the applicant will deliver the TPC role in the first instance.
- 5.4 The TPC will be appointed prior to occupation and their contact details will be provided to WSCC within 3 months of occupation.
- 5.5 The TPC will deliver the following responsibilities:
- ▶ be the point of contact regarding Travel Plan matters;
 - ▶ provide support and information to site occupants regarding options for travel to and from the site;
 - ▶ administer documentation relating to the Travel Plan;
 - ▶ manage the Plan monitoring, reviewing, and reporting programme by organising travel surveys, analysing the results, using the results to review the Travel Plan, and supplying this information to West Sussex County Council in Monitoring Reports; and
 - ▶ liaise with West Sussex County Council regarding approval of each Monitoring Report, and sign-off of the final Report thereby concluding the Travel Plan process.

6.0 Measures

Overview

- 6.1 This section set outs a package of Travel Plan measures that will be implemented by the landowner, operator, or their appointed representative.

Physical Infrastructure

Site Layout

- 6.2 The internal layout has been designed to ensure suitable provision is made for encouraging more active and sustainable forms of travel, as appropriate, through ensuring connections to any internal pedestrian links approved under DC/20/0049 and external routes adjacent to the A2037, including access to nearby bus stops on Shoreham Road. In this regard, the site layout plan (**Appendix A**) includes a pedestrian connection to the bus stops and new footway on Shoreham Road (south of unit I/north of the development approved under DC/20/0049).

Cycle Parking

- 6.3 Appropriate provision has been made for cycle parking, having regard to adopted cycle parking standards. A communal, secure sheltered cycle store is located off the pedestrian link into the development (from the nearby bus stops and new section of footway). This store can accommodate 52 bicycles in the form of two-tier racks. In addition, each unit benefits from two Sheffield-type stands located close to the unit entrances.

Car Parking & Provision for Electric Vehicle Charging

- 6.4 A total of 103 car parking spaces are provided to serve the proposed development, including 12 spaces for disabled persons (12%, 1 space per unit) and 41 bays with active provision for electric vehicle charging (39%, with at least 2 EV spaces per unit). In addition, a further seven standard parallel parking spaces are provided in the form of lay-bys within the development.

Information

- 6.5 A Travel Information Pack (TIP) will be produced and supplied to the occupier of each unit as they take up occupation, with new staff notified of this information upon induction.
- 6.6 It is envisaged that the TIP will contain information such as:
- ▶ the health benefits of active travel;
 - ▶ reference to the more efficient form of car use through lift-sharing, alongside reference to the local part of the national www.liftshare.com service, liftshare.com/uk/community/westsussexcarshare;
 - ▶ journey planning tools, such as Traveline (traveline.info/), National Rail (nationalrail.com), bustimes.org, details available on google.co.uk/maps, and the WSCC journey planners for cyclists, horse-riders and walkers (westsussex.gov.uk/leisure-recreation-and-community/walking-horse-riding-and-cycling/) and for public transport users (westsussex.gov.uk/roads-and-travel/travel-and-public-transport/bus-and-coach-travel/);
 - ▶ information on cycle parking/supporting facilities available at the site and provision for electric vehicle charging;
 - ▶ maps and timetable information of the nearby bus routes serving the site;
 - ▶ promotion of schemes that employers may provide, such as membership of the 'Easit' network covering the Horsham District Council area (<https://www.easit.org.uk/network/easithORSHAM-30>);

- ▶ promotion of the Government's 'Cycle to Work' scheme through which employees can make a tax-free purchase of cycling equipment/cycle for use when commuting (www.cyclescheme.co.uk/ and www.westsussex.gov.uk/roads-and-travel/travel-and-public-transport/travelwise-sustainable-transport/cycle-to-work-scheme/);
- ▶ details about car clubs, particularly how they can support reduced car ownership and a commensurate reduction in the number of car trips made;
- ▶ considerations involved in the purchase and use of electric vehicles and cycles;
- ▶ ways in which to reduce the need to travel (i.e. home delivery; working from home; linking trips);
- ▶ cycle maintenance and cycling skills provision (e.g. www.westsussex.gov.uk/roads-and-travel/road-safety/one-to-one-cycle-training/);
- ▶ information about cycle shops offering discounts to residents (www.westsussex.gov.uk/roads-and-travel/travel-and-public-transport/travelwise-sustainable-transport/cycle-to-work-scheme/);
- ▶ safety advice for walking and cycling, including the 'buddy schemes' mentioned above, and appropriate motor vehicle driver behaviour;
- ▶ mapping of local walking, cycling and horse-riding routes;
- ▶ details of organisations working in the active and/or sustainable travel arena (e.g. Sustrans; Living Streets; CoMo; Healthy Air; etc.);
- ▶ promotion of the following list of national awareness events relating to active and/or sustainable travel, utilising the promotional posters available online free of charge at: westsussex.gov.uk/leisure/getting_around_west_sussex/travelwise/supporting_material.aspx (Walk to School Week; National Bike Week; Cycle to Work Day; European Mobility Week/TravelWise Week; Cycle September; National Liftshare Week; International Walk to School Month; Road Safety Week); and
- ▶ contact details for the appointed Travel Plan Co-ordinator.

Management

- 6.7 As set out in this Travel Plan, a Travel Plan Co-ordinator (TPC) will be appointed and funded to oversee the management, development, implementation, monitoring, reviewing, and reporting of the Travel Plan.

Monitoring, reviewing, and reporting

- 6.8 A monitoring, reviewing, and reporting programme will be implemented to track delivery of the Plan measures, collect travel survey data, undertake a review of progress towards achievement of the Plan targets, and report the outcomes from surveys and reviews to West Sussex County Council.

Mitigation Measures

- 6.9 Should it be identified that progress is not on track to meet the Plan targets, mitigation measures will be discussed between the land owner/site operator/their appointed agent and WSCC, with a view to agreeing suitable mitigation measures.

7.0 Targets and Monitoring

- 7.1 As occupants of the proposed units are not yet known, a survey will be undertaken within 6 months of the first unit being occupied, from which targets will be derived, having regard to WSCC's Travel Plan guidance and in view of the nature of the proposed development and site location.
- 7.2 A monitoring, reviewing, and reporting programme will be implemented in accordance with WSCC's requirements. That programme will track delivery of the Plan measures, collect travel survey data, undertake a review of progress towards achievement of the Plan targets, and report the outcomes from surveys and reviews to West Sussex County Council.

8.0 Action Plan

8.0 A summary of the Plan measures is provided in the Action Plan at Table 8.1 below alongside the party/parties responsible in each instance, and an indicative timeline.

Action	Party/parties Responsible	Indicative Timeline
Provide on-site travel facilities: Cycle parking Car parking including electric vehicle charging points	Applicant/developer	During construction
Appoint Travel Plan Co-ordinator		Prior to occupation
Produce Travel Information Pack	Travel Plan Co-ordinator	
Issue Travel Information Pack	Landowner/site operator/management company	Upon occupation of each unit (and notify new staff upon induction)
Arrange initial travel survey	Travel Plan Co-ordinator and landowner, site operator, or their appointed representative	Within 6 months of first unit being occupied
Use survey data to set targets and review Travel Plan measures		Within 1 month of receiving the survey data
Produce & submit Monitoring Report		
Approve Monitoring Report	West Sussex County Council	Within 1 month of receiving the Report
Arrange anniversary travel surveys	Travel Plan Co-ordinator and landowner, site operator, or their appointed representative	Annually for 5 years
Use survey data to review Travel Plan		Within 1 month of receiving the survey data
Produce & submit Monitoring Report		
Approve Monitoring Report	West Sussex County Council and landowner, site operator, or their appointed representative	Within 1 month of receiving the Report
Secure approval and final sign-off of Travel Plan process		

Table 8.1: Action Plan

Appendix A

Proposed Site Layout Plan

