

**BROOMERS HILL INDUSTRIAL ESTATE,  
CODMORE HILL, WEST SUSSEX**

**TRAVEL PLAN STATEMENT**

**PREPARED FOR**



**THE CLOSE  
44 OVER LANE  
ALMONDSBURY  
SOUTH GLOUCESTERSHIRE  
BS32 4BW**

**JUNE 2026**

## DOCUMENT HISTORY

Project Number: 25048

Project Title: Broomers Hill Industrial Estate, Codmore Hill, West Sussex

Document Reference: Travel Plan Statement

| Issue    | Date                     | Prepared by | Checked by | Approved by |
|----------|--------------------------|-------------|------------|-------------|
| 1        | 22 May 2026              | RJW         | RJW        | RJW         |
| 2        | 3 June 2026              | RJW         | RW         | RJW         |
| 3        | 3 June 2026              | RJW         | RJW        | RJW         |
| Comments |                          |             |            |             |
| Issue 1  | Draft for client comment |             |            |             |
| Issue 2  | Revised draft issue      |             |            |             |
| Issue 3  | Final issue              |             |            |             |
|          |                          |             |            |             |

## NOTICE

This document and its contents have been prepared and are intended solely for information and use by WT Lamb Holdings Ltd in relation to Broomers Hill Industrial Estate, Codmore Hill, West Sussex.

This document has been prepared for the titled project or named part thereof and should not be relied upon or used for any other project without an independent check being carried out as to its suitability and prior written authority of Miles White Transport Ltd being obtained. Miles White Transport Ltd accepts no responsibility or liability for the consequence of this document being used for a purpose other than the purposes for which it was commissioned. Any person using or relying on the document for such other purposes agrees and will by such use or reliance be taken to confirm this agreement to indemnify Miles White Transport Ltd for all loss or damage resulting there from.

## **CONTENTS**

|          |                                                        |           |
|----------|--------------------------------------------------------|-----------|
| <b>1</b> | <b>INTRODUCTION .....</b>                              | <b>1</b>  |
| <b>2</b> | <b>OBJECTIVES AND MOTIVATION .....</b>                 | <b>4</b>  |
| <b>3</b> | <b>PROPOSED DEVELOPMENT .....</b>                      | <b>6</b>  |
| <b>4</b> | <b>EXISTING CONDITIONS .....</b>                       | <b>10</b> |
| <b>5</b> | <b>TRAVEL PLAN STRATEGY AND RESPONSIBILITIES .....</b> | <b>14</b> |
| <b>6</b> | <b>TRAVEL PLAN MEASURES .....</b>                      | <b>16</b> |
| <b>7</b> | <b>MONITORING AND TARGETS .....</b>                    | <b>24</b> |
| <b>8</b> | <b>SUMMARY AND CONCLUSIONS .....</b>                   | <b>28</b> |

## **FIGURES**

|            |                                                 |
|------------|-------------------------------------------------|
| FIGURE 1.1 | SITE LOCATION                                   |
| FIGURE 3.1 | SITE AREA                                       |
| FIGURE 3.2 | PROPOSED SITE PLAN                              |
| FIGURE 3.3 | EXISTING BROOMERS HILL LANE ACCESS              |
| FIGURE 3.4 | PROPOSED CYCLE SHELTER                          |
| FIGURE 3.5 | SWEPT PATH OF 10M RIGID VEHICLE UTILISING SITE  |
| FIGURE 4.1 | LOCAL TRANSPORT NETWORK                         |
| FIGURE 4.2 | BROOMERS HILL LANE LOOKING EAST TO RAILWAY LINE |

## 1 INTRODUCTION

### Brief

- 1.1 Miles White Transport Ltd (MWT) have been appointed by WT Lamb Holdings Ltd to prepare a Travel Plan Statement (TPS) to support a Section 73 planning application to vary conditions related to Area B of planning application reference DC/13/1048 of the Broomers Hill Industrial Estate in Codmore Hill, West Sussex.
- 1.2 Planning permission DC/13/1048 granted full permission for Area A (B1/B8 unit with 10 car parking spaces) and outline planning permission for Area B (10 B1/B8 units with 55 parking spaces, 2 disabled spaces & 10 LGV parking spaces).
- 1.3 The proposed changes seek to combine the previously consented two buildings (in Area B) into one single building with associated updates to approved infrastructure, landscape, and associated plans.

### Background

- 1.4 Condition 31 of the planning permission, granted in September 2013, required a Travel Plan Statement to be submitted and approved by the Local Planning Authority (LPA) as shown below.

|    |                                                                                                                                                                                                                                        |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 31 | Before development commences on site a Travel Plan Statement (TPS) shall be submitted to and approved by the Local Planning Authority in writing.<br><br>Reason: To secure access by alternative means other than the car to the site. |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

- 1.5 A TPS was prepared by WYG in July 2016 for the reserved matters application (reference DC/16/2006) that related to Area A but covered the whole site (i.e., Areas A and B as detailed in Section 3 of this TPS) and was approved by West Sussex County Council (WSCC), as the Local Highway Authority (LHA), to effectively discharge condition 31.
- 1.6 This TPS builds upon that agreed document.

### Site Location

- 1.7 The site is located on the northern edge of Codmore Hill to the south of Broomers Hill Lane and east of the A29 Stane Street.

- 1.8 Codmore Hill is located approximately 2km northeast of Pulborough within the Horsham District of West Sussex.
- 1.9 The location of the site is shown below in **Figure1.1**.



**FIGURE 1.1: SITE LOCATION**

### **What is a Travel Plan?**

- 1.10 A Travel Plan is a long-term management strategy that seeks to deliver sustainable transport objectives through positive action. It ensures that the development is sustainable and integrated with local transport strategies.
- 1.11 The plan involves identifying a site-specific package of measures aimed at promoting and raising awareness of sustainable travel and reducing the reliance of single car occupancy trips.
- 1.12 Travel Plans have a set of clear objectives which underpin the purpose for having a Travel Plan. Appropriate measures are identified to help achieve the stated objectives, as well as appropriate monitoring and marketing techniques.
- 1.13 A robust plan can play a significant role in reducing the transport impacts of a development, though critical to its success is the commitment of the developer, local authority, and other interested parties to ensuring its implementation and progress.

---

### **Who will implement the Travel Plan?**

- 1.14 Post-construction, the proposed development will be owned by the applicant and is proposed to be occupied by Spellman High Voltage, who already occupy part of Phase 1 of the Broomers Hill Industrial Estate.
- 1.15 It is intended that the occupier will appoint a Travel Plan Coordinator (TPC) to implement the Travel Plan.

### **Travel Plan Benefits**

- 1.16 The primary benefits of a workplace Travel Plan are reducing congestion and traffic related pollution for the local area.
- 1.17 Additional benefits that come from having a Travel Plan include:
- Widening the choice of travel modes for all those travelling to and from the site.
  - Increasing accessibility to employment for all, which can broaden the skills pool for the employer.
  - Improve public image, reduce employee stress through healthier forms of travel and encourage flexible working practices.
  - Produce savings and identify cost-cutting travel practices that can benefit staff and employers.

### **Report Structure**

- 1.18 The structure of this report is as follows:
- Section 2: Outlines the objectives and motivation of the Travel Plan.
  - Section 3: Provides details on the proposed development.
  - Section 4: Provides a summary of the existing transport conditions in the site area.
  - Section 5: Outlines the Travel Plan strategy and responsibilities.
  - Section 6: Outlines the proposed Travel Plan measures.
  - Section 7: Sets out the monitoring and targets proposed in the Travel Plan.
  - Section 8: Summarises and concludes the report.

## 2 OBJECTIVES AND MOTIVATION

### Objectives

- 2.1 The objectives of the Travel Plan should benefit both the occupiers of the site and the wider community. The overarching, site specific objective has therefore been identified as:
- *Seek to minimise the number of single occupancy car journeys made to the site, to promote travel by the more sustainable modes of transport, and to manage the overall transport impacts of the development.*
- 2.2 Beneath this headline objective, several other travel related objectives have been identified as follows:
- **Objective 1:** Reduce the need to travel by car.
  - **Objective 2:** Promote walking/cycling and health and wellbeing to reduce car trips.
  - **Objective 3:** Promote public transport.
  - **Objective 4:** Provide information on sustainable travel to change travel behaviour.
  - **Objective 5:** Promote car sharing.
- 2.3 These objectives should guide the setting of targets and the types of measures that are implemented.

### Motivation

#### Sustainability

- 2.4 Studies indicate that carbon dioxide (CO<sub>2</sub>) is one of the important greenhouse gases and that its emission from the combustion of fossil fuels is one of the major causes of global warming.
- 2.5 Transport is now the biggest emitter of greenhouse gas emissions in the UK. Domestic transport (road, rail, domestic aviation and shipping) equates to 28% of all UK emissions (Sustrans). This ranks it above all other sectors including energy supply.

2.6 Everybody can play a part in reducing these greenhouse gas emissions, especially when choosing a sustainable mode of travel instead of a Single Occupancy Vehicle (SOV). For instance:

- Walking and Cycling – by far the greenest modes of travel.
- Bus or Train – mass transit systems offer a far greener mode of travel per passenger than SOVs.
- Car Sharing – two or more people sharing a car generates half or less of the emissions from an SOV.

2.7 The Chartered Institution of Highways and Transportation (CIHT) states that three quarters of journeys by all modes are less than five miles (8km) and half are less than two miles (3.2km). These are distances that can be cycled comfortably by a reasonably fit person. Based on an average cycling speed of 4.0m/s (14.4kph) 8 kilometres can be cycled in just over half an hour and 3.2 kilometres can be cycled in less than 15 minutes.

#### Personal Health and Fitness

2.8 Choosing to cycle or walk to the local services and facilities will have positive benefits to an individual's health, fitness, and wellbeing. The Government, through the National Health Service, recommends that everybody should exercise to:

- Reduce the risk of heart attack and chances of survival.
- Reduce the risk of developing long-term diseases.
- Increase life expectancy and improve quality of life in later years.
- Improve posture and provide natural pain relief.
- Have a positive effect on breathing, blood supply, muscles, and bones.

#### Financial

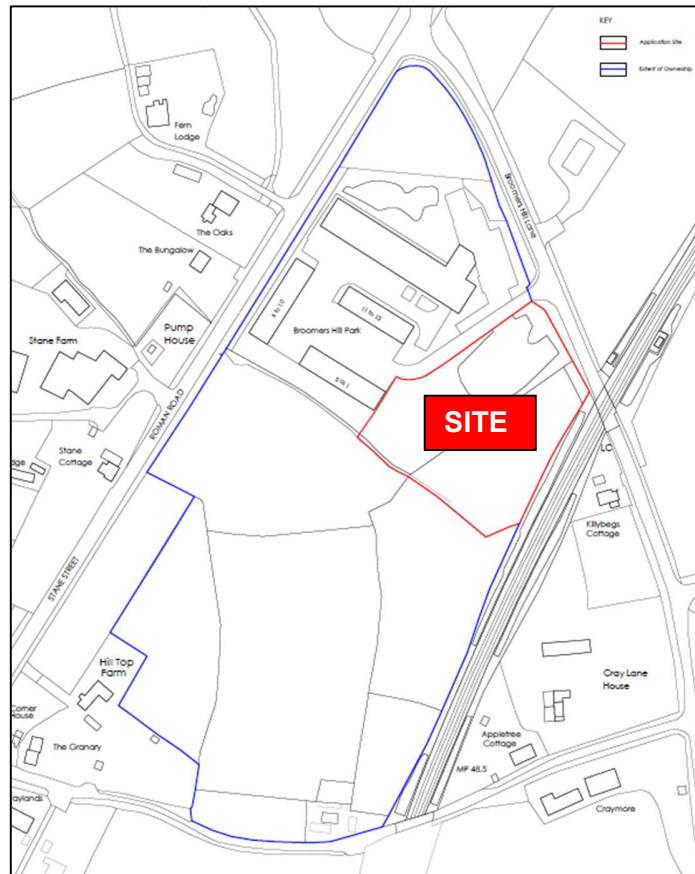
2.9 There are also significant financial benefits associated with the use of non-car travel modes. High fuel prices and the increased costs of running a car means that the cost of using the private car as the travel mode of choice is spiralling.

2.10 In comparison, the day-to-day costs associated with walking are negligible. Apart from potentially purchasing a bicycle, the day-to-day costs of cycling are also negligible.

### 3 PROPOSED DEVELOPMENT

#### Site Area

- 3.1 The site is shown in red below in **Figure 3.1**, with the extent of the adjacent land owned by the applicant shown in blue.



**FIGURE 3.1: SITE AREA**

#### Development Composition

- 3.2 The site is adjacent to the Broomers Hill Industrial Estate and is split into two areas (A and B) as shown in **Figure 3.2** overleaf, which is an extract from Place by Design's drawing number 2100.
- 3.3 This TPS has been prepared to support a Section 73 planning application for Area B only.



**FIGURE 3.2: PROPOSED SITE PLAN**

- 3.4 As already noted, the current proposal involves the combination of the previously consented two buildings into one single building with a GFA of 964 sq.m. This is the same size as the two consented buildings on Area B of the Phase 2 site.

#### **Vehicular Access**

- 3.5 As for the consented scheme, access is proposed via the existing access on Broomers Hill Lane, which currently caters for a range of vehicle types and sizes and is shown overleaf in **Figure 3.3**.



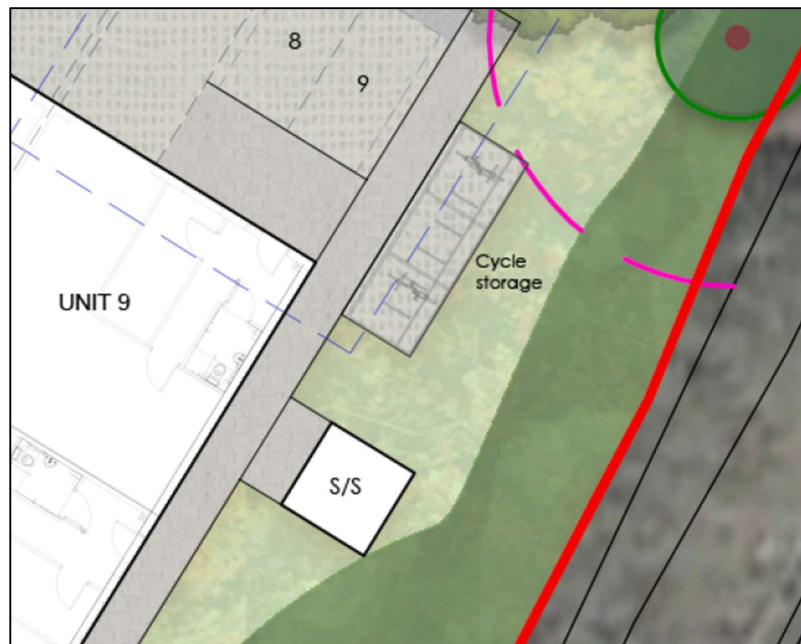
**FIGURE 3.3: EXISTING BROOMERS HILL LANE ACCESS**

#### **Car Parking**

- 3.6 The previously approved phase 2 scheme (reference DC/13/1048) specified that there would be 55 car parking spaces plus 2 disabled spaces, resulting in a total of 57 car parking spaces.
- 3.7 The consent also refers to 10 Large Goods Vehicle (LGV) parking spaces, which are proposed to be located along the front (north) of the building.

#### **Cycle Parking**

- 3.8 The approved scheme identified 18 cycle parking spaces for Areas A and B.
- 3.9 The proposed site plan shows a cycle shelter to the east of the building, as shown overleaf in **Figure 3.4**, which will accommodate 12 bicycles.
- 3.10 This exceeds the number required by the *West Sussex County Council: Guidance on Parking at New Developments* (September 2020), which requires 1 space per 150 sq.m of business use for staff and 1 space per 500 sq.m for visitors. Based upon the 964 sq.m GFA, this would require 8 cycle parking spaces.



**FIGURE 3.4: PROPOSED CYCLE SHELTER**

#### **Motorcycle Parking**

- 3.11 The *West Sussex County Council: Guidance on Parking at New Developments* does not provide guidance on motorcycle parking. However, the site plan shows 10 motorcycle spaces to accord with the number shown on the approved scheme.

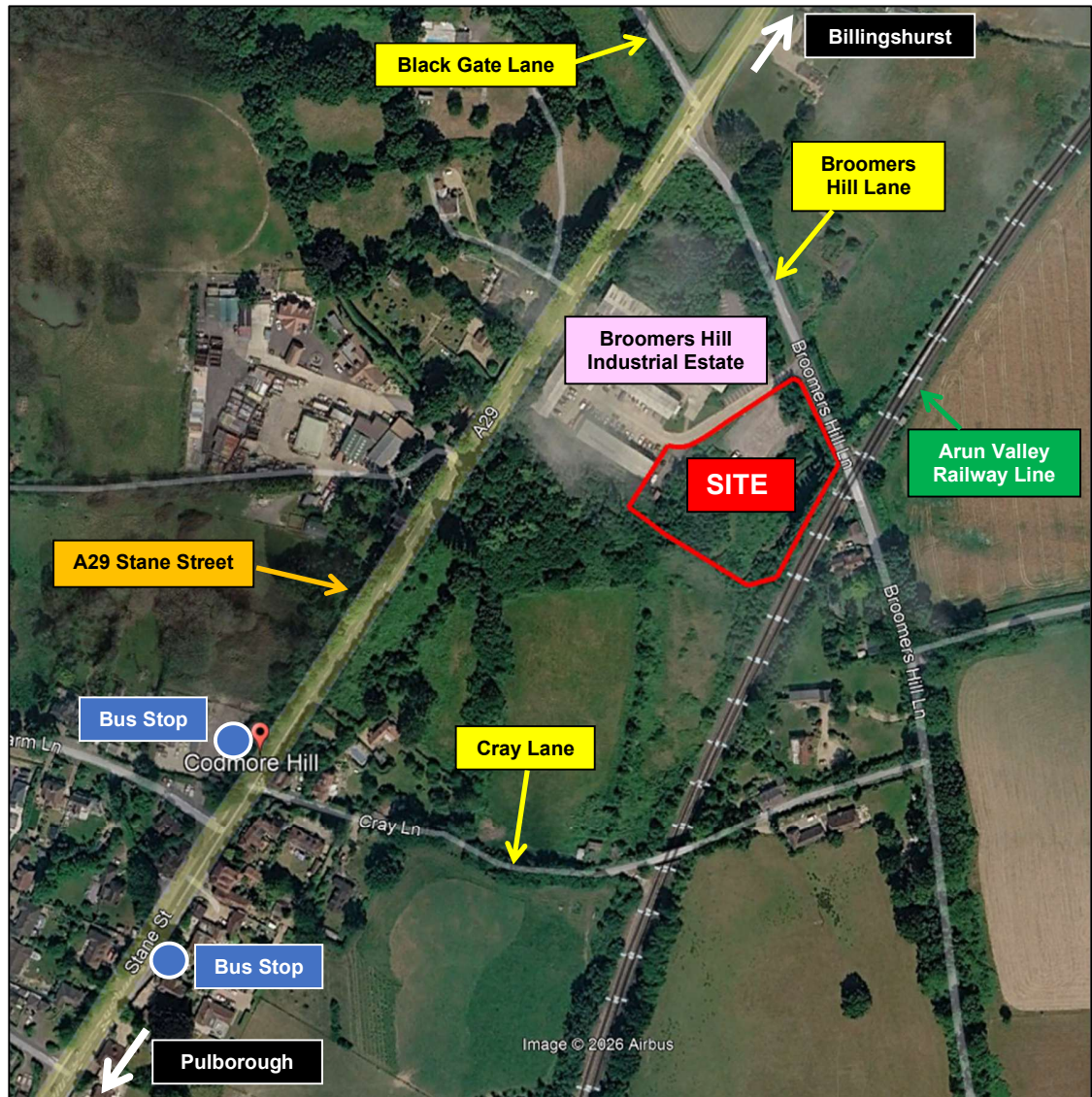
#### **Electric Vehicle Charging Points**

- 3.12 It is proposed that the site will provide a minimum of 5 dual mounted up to 22KW 3 phase EV pedestal smart chargers to be provided on site with localised load management for the development to facilitate the charging of 10 cars.
- 3.13 This accords *West Sussex County Council: Guidance on Parking at New Developments*, which states that 'active' travel charging points for electric vehicles should be provided at a minimum of 20% of all car parking spaces (i.e.,  $57 \times 0.2 = 11$  spaces), with ducting provided at all remaining spaces to provide 'passive' provision to enable these spaces to be upgraded in the future.

## 4 EXISTING CONDITIONS

### Local Transport Network

- 4.1 The location of the site in relation to the local transport network is identified in **Figure 4.1** below.



**FIGURE 4.1: LOCAL TRANSPORT NETWORK**

- 4.2 Broomers Hill Lane provides access to the Broomers Hill Industrial Estate and runs along the north of the site to connect to the A29 Stane Street as part of a right-left staggered crossroads with Black Gate Lane.

- 4.3 Broomers Hill Lane runs south around the eastern side of Pulborough to link with the A283, which provides onward access to Storrington and on towards Brighton.
- 4.4 Broomers Hill Lane is approximately 6m wide, unlit and provides a footway on its western side between the A29 and Broomers Hill Park as shown below in **Figure 4.2**. Broomers Hill Lane crosses the Arun Valley Railway Line as a level crossing approximately 200m south of the A29.



**FIGURE 4.2: BROOMERS HILL LANE LOOKING EAST TO RAILWAY LINE**

- 4.5 The A29 Stane Street provides a link to Pulborough to the south and beyond to Chichester and the South Coast via the A27. To the north the A29 links to Billingshurst, Horsham and Crawley/the M23.
- 4.6 Near the site, the A29 is a single carriageway road with an approximate width of 6.75m. The A29 is subject to the national speed limit (60mph) in the vicinity of Broomers Hill Lane.
- 4.7 The A29 is unlit and provides a footway on the eastern side of the road between the priority junction with Broomers Hill Lane and Cray Lane. South of Cray Lane there is a footway on at least one side of the road leading to the village centre.
- 4.8 Cray Lane runs from the A29 to Broomers Hill Lane. The road provides access to several properties at either end and crosses the railway line via a narrow overbridge. Cray Lane is subject to a 60mph speed limit over most of its length and does not provide footways.

---

### **Walking**

- 4.9 The site connects to the local pedestrian network via the adjacent footways, located along the A29 Stane Street and Broomers Hill Lane. The footways provide access to the residential areas of Codmore Hill and those towards Pulborough.
- 4.10 Pedestrians can use the local pedestrian network to walk to the residential parts of Codmore Hill in approximately 6 minutes (500m) and to Pulborough within approximately 20 to 30 minutes (2km to 2.4km).
- 4.11 The A29 Stane Street footway also provides a direct connection to the bus stops located along A29 Stane Street, which can be reached within a 6-minute (500m) walk.

### **Cycling**

- 4.12 There are limited cycle facilities in the area surrounding the site, but it is likely that cycling may be a favourable option due to the number of residential areas which are within cycling distance.
- 4.13 Billingshurst, Adversene, North Heath, Pulborough, Codwaltham and Storrington are within a 30-minute cycle ride of the site (8km), making cycling a favourable form of transport when compared to car travel. It is likely that commuters that originate from these areas may favour cycling, due to the reduced cost and improved health benefits the mode provides.
- 4.14 Pulborough Railway Station is located approximately 2.3km from the site and can be reached within a 10-minute bicycle ride, making cycling a favourable option as part of a multi-modal journey when travelling from the wider area.

### **Bus**

- 4.15 The nearest bus stops to the site are located along the A29 Stane Street at approximately 500m. They are located to the south of the site, adjacent the A29 Stane Street/Cray Lane/Hill Farm Lane staggered junction.
- 4.16 The southbound stop benefits from a shelter, seating, timetable data and a layby, the northbound stop provides timetable data and a layby. The stops are both serviced by the number 69 and 100, both operated by Compass Travel.

- 4.17 The number 69 provides a limited service towards Alfold and Worthing (via Pulborough) operating one service per day on a Tuesday and Thursday.
- 4.18 The number 100 provides a more regular service between Horsham and Burgess Hill. The southbound service operates to a (broadly) hourly frequency from 08:01 to 18:43 towards Pulborough Railway Station (and beyond to Burgess Hill) with 11 services in total across a weekday. The northbound service operates as a 'Hail & Ride' service, which is typical of a site within the rural parts of West Sussex. The service operates from around 07:30 to 16:56 towards Adversane, Billingshurst and Horsham Bus Station with 10 services in total across a weekday.
- 4.19 The connection towards Pulborough Railway Station and Horsham Bus Station is likely to be favourable for using bus travel, as part of a multi-modal journey when travelling to / from the wider area.

#### **Train**

- 4.20 Pulborough Railway Station is located along the A282, to the south of the development site. It can be reached in approximately 13 minutes by public transport (including walking to the A29 Stane Street bus stop) or within 10 minutes by cycling.
- 4.21 The station benefits from two services per hour towards London Victoria and Bognor Regis, which stops at several stations within an hour's commute, i.e., Amberley 5 minutes, Billingshurst 6 minutes, Horsham 15 minutes, Bognor Regs 30 minutes, Crawley 35 minutes, Gatwick Airport 45 minutes and Redhill 55 minutes.

#### **Summary**

- 4.22 The site is well located to encourage commuter trips by walking, cycling and public transport.
- 4.23 It benefits from being located adjacent the existing pedestrian network and within proximity of public transport facilities. It is also well suited to encourage trips to be undertaken by cycle, when travelling from the local area

## 5 TRAVEL PLAN STRATEGY AND RESPONSIBILITIES

- 5.1 One of the most important development aspects of achieving a sustainable development is ensuring that sustainable travel opportunities are in place at the outset. When Occupiers move in, they should be advised of the alternative travel options so that future staff establish sustainable travel behaviour from day one.

### **Travel Plan Strategy**

- 5.2 The Travel Plan for the proposed development will be site specific with the choice of measures partly determined by the existing opportunities and constraints offered by the site. The Travel Plan will combine a range of hard measures such as site design and infrastructure with soft measures such as marketing and raising awareness.
- 5.3 The specified measures will provide a holistic package in which individual measures are integrated into the design, marketing, and occupation of the site rather than being 'retrofitted' once the development is established.
- 5.4 The Travel Plan will be treated as a 'live' document, ever changing, and evolving to best suit the needs of the development.

### **Travel Plan Responsibility**

- 5.5 The occupiers (intended to be Spellman) will appoint a Travel Plan Coordinator (TPC) to oversee the Travel Plan. This person will act as a focal point for information for employees and visitors to the site.
- 5.6 The appointment of a TPC is a key measure of the travel plan and is considered essential for the management and successful implementation of measures associated with the Travel Plan.
- 5.7 The role will likely be part time and taken on by an existing employee within the Occupiers company. Appropriate funding and time will be made available for the TPC to manage and coordinate the running of the Travel Plan to fulfil this role.

- 
- 5.8 The responsibilities of the TPC are many and varied but include:
- Ensure that the measures set out in the plan are implemented
  - Collected appropriate information and distribute it to employees
  - Conduct travel surveys and publish regular reports detailing progress towards targets
  - Provide reports/data to the West Sussex County Council (WSCC) Travel Plan Officer (TPO).
- 5.9 The TPC will liaise directly with the TPO to provide reports on the progress of delivering the travel plan against the agreed targets.

## 6 TRAVEL PLAN MEASURES

### Introduction

- 6.1 As part of the development proposals, Travel Plan measures will be introduced to encourage the use of more sustainable modes of transport and to minimise the overall need to travel.
- 6.2 The key to a successful Travel Plan is to identify which transport alternatives employees and visitors will be prepared to use, and to then make these more attractive as a travel choice. Although a Travel Plan should seek to facilitate long term changes in travel behaviour, it is important to make sure that some of the measures put in place have an immediate effect.
- 6.3 These measures will assist and encourage the use of sustainable modes to maximise the available sustainable travel choices such as walking, cycling, public transport, car sharing and the adoption of electric vehicles.
- 6.4 This TPS outlines the 'hard' measures which are incorporated into the design of the scheme and the 'soft' measures which can be provided to promote sustainable travel choices together with new ways of organising activities to minimise the need to travel. These measures will be primarily aimed at reducing single occupancy car journeys.
- 6.5 Travel planning measures and initiatives at the proposed development will be provided to enable the scheme to meet the specified targets; details of these measures are outlined in this section.
- 6.6 Travel planning measures and initiatives at the proposed development will be provided to enable the scheme to meet the specified targets. Details of these measures are outlined in the following sections of this chapter and summarised within the Action Plan at **Table 6.1**.

### Staff Travel Plan Measures

#### Pre-occupation Marketing

- 6.7 If appropriate, the owner will promote the principles of the Travel Plan to potential occupiers and the requirements which will need to be met were the leasehold agreement to be signed. This will allow future occupiers to find out what forms of sustainable travel will be readily available to them if they move into the development and allow them to consider how to market the Travel Plan to future staff.

---

Staff Travel Pack

- 6.8 The owner will use reasonable endeavours to encourage future occupiers to provide their staff a Staff Travel Pack (STP), to ensure that staff know what sustainable travel options are available when considering how to travel to and from the workplace.
- 6.9 A key driver in behavioural change and travel planning is to provide high quality information in a clear and concise way.
- 6.10 So as to supply information about sustainable travel options to the development in an accessible and convenient way, detailed travel packs can be produced and supplied to each employee upon at the recruitment stage. The STP will likely contain:
- Details of the Travel Plan measures, objectives, and targets.
  - Contact details for the TPC.
  - Generalised public transport information for the local area.
  - Information of car sharing arrangements (e.g., [www.liftshare.com](http://www.liftshare.com)).
  - Information of any cafes or lunch facilities.
  - Maps on how to access areas by walking, cycling and public transport.
  - Promotional material on the benefits of active travel.
  - The promotion of sustainable travel events (e.g., Bike Week).
- 6.11 The development of STPs is a crucial stage in the Travel Plan process. It is essential that STPs contain the necessary balance of travel information and motivational messages to inform recipients to encourage them to travel sustainably.
- 6.12 Alternative travel details regarding how to get to the site via public transport, walking and cycling will be sent out either with application forms or with information for prospective staff attending interviews.

Newsletter / Email

- 6.13 The owner will use reasonable endeavours to encourage the occupier to provide a biannual newsletter during the active phase of the Travel Plan, which will detail the progress towards targets and the results of the monitoring. The newsletter will be provided either as a leaflet or electronically and can be prepared by the TPC.

- 6.14 The newsletter will act as a promotion tool for the Travel Plan by publicising any new measures, national sustainable travel campaigns and improvements to sustainable travel facilities in the local area.

#### Travel Plan Website

- 6.15 The owner will use reasonable endeavours to encourage the occupier to provide Travel Plan initiatives on their company website or staff intranet (if available). The website could outline site specific information, to encourage trips generated by the proposed development to be undertaken by sustainable travel.
- 6.16 The site could be actively marketed via several communication mechanisms (STP, newsletter, noticeboard) and will likely contain the following information:
- Maps showing how to access the local and wider area by walking, cycling and public transport.
  - Information on active travel and the associated health benefits.
  - Information on car sharing.
  - Contact details for the TPC.
  - Provide a facility for on-going promotion of sustainable travel events.
- 6.17 It will be the responsibility of the TPC to ensure that the information contained on the website is relevant and up to date. It is considered that the provision of such a facility would enable visitors and staff to appropriately organise their travel to / from the site via sustainable modes.

#### Personal Travel Planning

- 6.18 The owner will use reasonable endeavours to encourage the occupier to provide Personal Travel Planning (PTP) facilities.
- 6.19 PTP is an established approach that enables people to think about the way they currently travel and provides them with the information, advice, and motivation to walk, cycle and use public transport more often.

6.20 PTP is a key process of the Travel Plan, as it can be used as a mechanism to ensure the promotion of:

- Sustainable travel opportunities.
- Promotion the monitoring period and explain its purpose.
- Provide a forum for staff to ask questions and have their concerns addressed.

#### Staff Meetings

6.21 The owner will use reasonable endeavours to encourage the occupier to co-ordinate a meeting for staff to discuss the Travel Plan initiatives, procedures and results to ensure that staff fully engage with the Travel Plan.

6.22 The meeting will most likely be chaired by the TPC and will occur annually.

#### Noticeboard

6.23 The owner will use reasonable endeavours to encourage the occupier to provide sustainable travel information on a noticeboard, located within an area which is highly trafficked by staff.

6.24 The noticeboard could provide walking and cycling maps for the area as well as local public transport information. It can also be used as facility to promote sustainable travel events/initiatives in addition to the website.

6.25 It will be the responsibility of the TPC to ensure that the information contained on the board is relevant and up to date.

#### Promotion of Sustainable Transport

##### *Walking*

6.26 The owner will use reasonable endeavours to encourage the occupier to promote travel by walking via a number of communication mechanisms such as (but not limited to) the TPC, STP, noticeboard, staff meetings or website. This should include:

- Maps identifying key pedestrian routes to key facilities.
- Information promoting active travel and the associated health benefits of walking.

6.27 Employees could be provided with umbrellas to encourage walking during inclement weather as well as high visibility accessories and personal attack alarms to encourage walking trips at all times of the day.

---

*Cycling*

- 6.28 The site will provide 12 sheltered cycle parking spaces and their location will be promoted via the STP, noticeboard, staff meetings or website.
- 6.29 Shower and changing facilities will be provided within site buildings to enable cyclists to 'freshen up' before their working day. The facility will be easily accessible within buildings and is considered a key feature in ensuring that cycling to work remains attractive in the long run.
- 6.30 The owner will use reasonable endeavours to encourage the occupier to promote travel by cycling via the TPC, STP, noticeboard, staff meetings or website. This should include:
- Information promoting active travel and the associated health benefits of cycling.
  - Provision of local cycle maps.
  - Safe cycling practice.
- 6.31 Employers should investigate joining the cycle scheme that offers employees the opportunity to purchase a bike tax free, saving on the cost of a bike.

*Public Transport*

- 6.32 The owner will use reasonable endeavours to encourage the occupier to promote travel by public transport via the TPC, STP, noticeboard, staff meetings or website. This should include:
- Information promoting active travel and the associated health benefits of cycling.
  - Provision of local public transport maps and timetables.
  - Promotion of key public transport websites ([www.traveline.info](http://www.traveline.info)).

*Car Sharing*

- 6.33 Car sharing has the potential to enable future employees to save money, reduce stress and increase the opportunities for socialising. It provides a cost saving and reduces the number of single occupancy cars on the local road network, therefore alleviating congestion and providing a benefit to air quality.

- 6.34 The benefits of car sharing could be widely promoted to future employees through a variety of communication mechanisms (such as the TPC, STP, website etc). The owner will also use reasonable endeavours to encourage the occupier to investigate the feasibility of provided an internal forum to organise car sharing between staff members.
- 6.35 To promote car sharing, information about the UK's leading car share system ([www.liftshare.com](http://www.liftshare.com)) will be included within the STP.
- 6.36 Employees who state on their travel surveys that they are interested in car sharing will be contacted by the appointed TPC who will endeavour to match people up depending on the types of journeys they regularly make and destinations. The TPC may offer appropriate incentives to encourage a high number of responses.
- 6.37 For those employees who car share, an emergency ride home service (guaranteed lift home) will be investigated, using a local taxi firm or staff vehicles. The coordinator will negotiate with local taxi firms for discounted rates. This is an important measure to alleviate staff fears of being stranded at work if they need to work late or if there is an emergency at home.

#### *Smarter Working Facilities*

- 6.38 The owner will use reasonable endeavours to encourage the occupier to provide smarter travel initiatives to encourage staff to minimise the need for travel by car. This could include (but is not limited to):
- Flexible working hours.
  - Days off in lieu.
  - Compressed working week.
  - Home working.

#### *Car Park Management*

- 6.39 The owner will use reasonable endeavours to encourage the occupier to monitor the use of the car park and the vehicles which use it. It is likely that this role will be fulfilled by the TPC and part of the Travel Plan monitoring process.

- 6.40 The following could be monitored by the TPC as part of their role could include (but is not limited to):
- Allocated spaces for regular car sharers.
  - Allocated spaces for regular car users, considering their location to work and the travel options available to them.
  - A facility to reserve a space within the car park when required for less frequent car users.
- 6.41 It is likely that the requirement for regular travel by car and the need for a space could be discussed with the TPC at team meetings, during the PTP stage or when recruiting an employee.

#### **Visitor Travel Plan Measures**

##### Email / Telecommunications

- 6.42 The owner will use reasonable endeavours to encourage the occupier to promote how the site can be accessed sustainably by visitors. This information could be provided over the phone or via email when arranging a meeting. The occupier could also provide links to their website which sets out the travel options for accessing the facility.

##### Car Park Management

- 6.43 The owner will use reasonable endeavours to encourage the occupier to ensure that when visitor parking is required spaces are made available to them, to ensure that the car park does not exceed demand and overspill. This will likely be coordinated by the TPC.

#### **Other Travel Plan Initiatives**

##### Green Management of Site Deliveries

- 6.44 The developer will use reasonable endeavours to encourage the occupier to minimise deliveries to the site, where appropriate. This could be achieved via centralised ordering.

##### Vehicle Fleet Management

- 6.45 The owner will use reasonable endeavours to encourage the occupier to manage the movement of fleet vehicles to ensure that smart travel arrangements are utilised. This may include (but is not limited to):
- Set out a fleet management strategy, to minimise trips by part filled/empty vehicles.

- Smarter routing systems to reduce the distance travelled to make deliveries to reduce the impact to the local road network and keep emissions low.
- Encourage more sustainable fleet vehicles.

### Action Plan

6.46 The Action Plan for the proposed development site is set out in **Table 6.1** below.

| MEASURE                                 | TIMEFRAME                | RESPONSIBILITY | OBJECTIVE     |
|-----------------------------------------|--------------------------|----------------|---------------|
| <b>Staff Travel Planning Measures</b>   |                          |                |               |
| Cycle Parking                           | Pre-occupation           | Owner          | 2             |
| Shower/Changing Facilities              | Pre-occupation           | Occupier       | 2             |
| Pre-occupation Marketing                | Pre-occupation           | Owner          | 5             |
| Staff Travel Pack                       | At employment/Ongoing    | Occupier/TPC   | 1, 2, 3, 4, 5 |
| Travel Plan Website                     | Within 12 months/Ongoing | Occupier/TPC   | 1, 2, 3, 4, 5 |
| Personalised Travel Planning            | Within 12 months/Ongoing | Occupier/TPC   | 1, 2, 3, 4, 5 |
| Staff Meetings                          | Within 12 months/Ongoing | Occupier/TPC   | 1, 2, 3, 4, 5 |
| Noticeboard                             | Within 3 months/Ongoing  | Occupier/TPC   | 1, 2, 3, 4, 5 |
| Promote Sustainable Transport           | Within 6 months/Ongoing  | Occupier/TPC   | 1, 2, 3, 4, 5 |
| Car Sharing                             | Within 6 months/Ongoing  | Occupier/TPC   | 5             |
| Smarter Working Facilities              | Within 3 months/Ongoing  | Occupier/TPC   | 1             |
| Car Park Management                     | Within 3 months/Ongoing  | Occupier/TPC   | 4             |
| <b>Visitor Travel Planning Measures</b> |                          |                |               |
| Email/Telecommunication                 | Within 3 months/Ongoing  | Occupier/TPC   | 1, 2, 3, 4    |
| Car Park Management                     | Within 3 months/Ongoing  | Occupier/TPC   | 4             |
| <b>Other Travel Planning Measures</b>   |                          |                |               |
| Green Management of Site Deliveries     | Within 3 months/Ongoing  | Occupier/TPC   | 4             |
| Vehicle Fleet Management                | Within 3 months/Ongoing  | Occupier/TPC   | 4             |

**TABLE 6.1: SUMMARY OF 'ACTION-TYPE' TARGETS**

## 7 MONITORING AND TARGETS

### Targets

- 7.1 In order to establish whether a travel plan is working successfully it is necessary to identify a set of targets that should be **SMART**:
- **Specific.**
  - **Measurable.**
  - **Achievable.**
  - **Realistic.**
  - **Time-bound.**
- 7.2 To establish whether a TPS is working successfully it is necessary to identify a set of 'Aim-Type' targets. To establish the baseline modal splits for the site it will be necessary to undertake a travel habits survey following full occupation of the development.
- 7.3 However, at this stage, and in the absence of actual resident travel survey information, it is necessary to refer to census data to provide an indication of existing modal share targets.

### Indicative Baseline Data

- 7.4 The 2011 census data has been used to provide an indication of the modal split for journeys to and from the site based on the 'Method of Travel to Work' (QS701EW) data for the 'Pulborough and Codwaltham Ward', which the site is located within.
- 7.5 Data from the (more recent) 2021 Census has not been used as this was conducted during the COVID-19 pandemic and associated travel restrictions, and so is not considered to provide a representative record of typical travel patterns.
- 7.6 The 2011 modal split for journeys to work is summarised as follows:
- Single Occupancy Vehicle: 72.2%
  - Car Share: 10.3%
  - Walking: 9.3%
  - Public Transport: 7.2%
  - Cycling: 1.0%

- 7.7 The census data identifies that 27.8% of journeys to work are being made by sustainable modes of travel (car sharing, walking, cycling, public transport). As noted, it is not known how this will compare with the journey to work travel habits of future employees and visitors to the site.

#### Future Year Targets

- 7.8 Targets will be based on an anticipated 10% reduction in single occupancy motor vehicles modal share.
- 7.9 This will reduce the number of single occupancy motor car trips by 2% per year, whilst at the same time providing a 5% increase in car sharing, a 2% increase in walking and public transport, and a 1% increase in cycling when compared to the 2011 census data.
- 7.10 This is summarised below in **Table 6.2**. These targets are considered realistic given the site's location and the proposed TPS measures.

| Mode<br>of Travel | Modal Split (%) |             |
|-------------------|-----------------|-------------|
|                   | Initial         | Year 5      |
| SOV               | 72.2            | 62.2 (-10%) |
| Car Share         | 10.3            | 11.8 (+5%)  |
| Walk              | 9.3             | 2.9 (+2%)   |
| Public Transport  | 7.2             | 0.9 (+2%)   |
| Cycle             | 1.0             | 7.7 (+1%)   |
| <b>TOTAL</b>      | <b>100</b>      | <b>100</b>  |

**TABLE 6.2: MODAL SPLIT TARGETS (YEARS 1 AND 5)**

---

## **Monitoring**

### Implementation

- 7.11 A key aspect of the TPS is the provision of travel information for site users. It will be the responsibility of the TPC to ensure that the strategy and proposed measures are implemented.
- 7.12 The TPC will prepare an Implementation Strategy Table to set out responsibilities and timescales for implementation and monitoring the progress of the initiatives proposed by the TPS.
- 7.13 It will also be the role of the TPC to monitor and evaluate the impacts of the TPS and report findings to WSCC's TPO.

### Monitoring and Review

- 7.14 It is important to recognise that TPS's are live documents and as such develop over time with changing conditions. It will be necessary to review the TP and associated initiatives following full occupation of the site. Regular monitoring will ensure that progress towards meeting the TPS objectives and targets is measured and will help identify those areas of the TPS that may not be working particularly well, and conversely, those aspects which are performing better than expected.
- 7.15 The monitoring period will be from full occupation for a period of five years. A review of the travel habits of the employees will be undertaken within 3 months of full occupation being achieved and annually thereafter up to the fifth anniversary of the first occupation.
- 7.16 The TPC will carry out the reviews and ensure that the following items are examined:
- Employee and visitor modes of travel.
  - Proportion of car sharing.
  - Cycle parking usage.
  - Public transport usage.
- 7.17 The review of the travel characteristics will take the form of a travel survey which could be either paper based or alternatively a web-based survey via the internet. The results of this review will be summarised and made available for consideration by WSCC.

- 
- 7.18 Any discrepancy between the recorded modal splits and the progress towards the long-term targets will be identified and discussed in detail with WSCC. This may require additional travel planning measures to be introduced should the modal splits be falling behind the targets set or alternatively the setting of new targets should progress be ahead of schedule.

## 8 SUMMARY AND CONCLUSIONS

### Summary

- 8.1 MWT has been commissioned by W T Lamb Holdings Ltd to prepare a Travel Plan Statement (TPS) in support of a Section 73 application to vary conditions related to Area B of planning application reference DC/13/1048 of the Broomers Hill Industrial Estate in Codmore Hill, West Sussex.
- 8.2 Condition 31 of the planning permission, granted in September 2013, required a Travel Plan Statement to be submitted and approved by the Local Planning Authority (LPA).
- 8.3 This TPS sets out an overarching Travel Plan strategy with aims and objectives for the proposed development. This TPS aims to reduce congestion, improve air quality and promote healthier lifestyles by reducing the number of single occupancy trips generated by the proposed development site.
- 8.4 The TPS targets a reduction in the number of single occupancy car trips by 10%, whilst at the same time providing a 5% increase in car sharing, a 2% increase in walking and public transport, and a 1% increase in cycling when compared to census data.
- 8.5 This TPS provides a site-specific package of measures which can be used to promote access by sustainable modes to/from the proposed development site.
- 8.6 Management and monitoring of this Framework Travel Plan will be overseen by a TPC who will raise awareness of sustainable travel and promote the principles of the Travel Plan to future site employees.

### Conclusion

- 8.7 This TPS outlines a package of measures with the aim of creating a holistic transport environment which is pursuant towards encouraging sustainable travel over travel by car.