

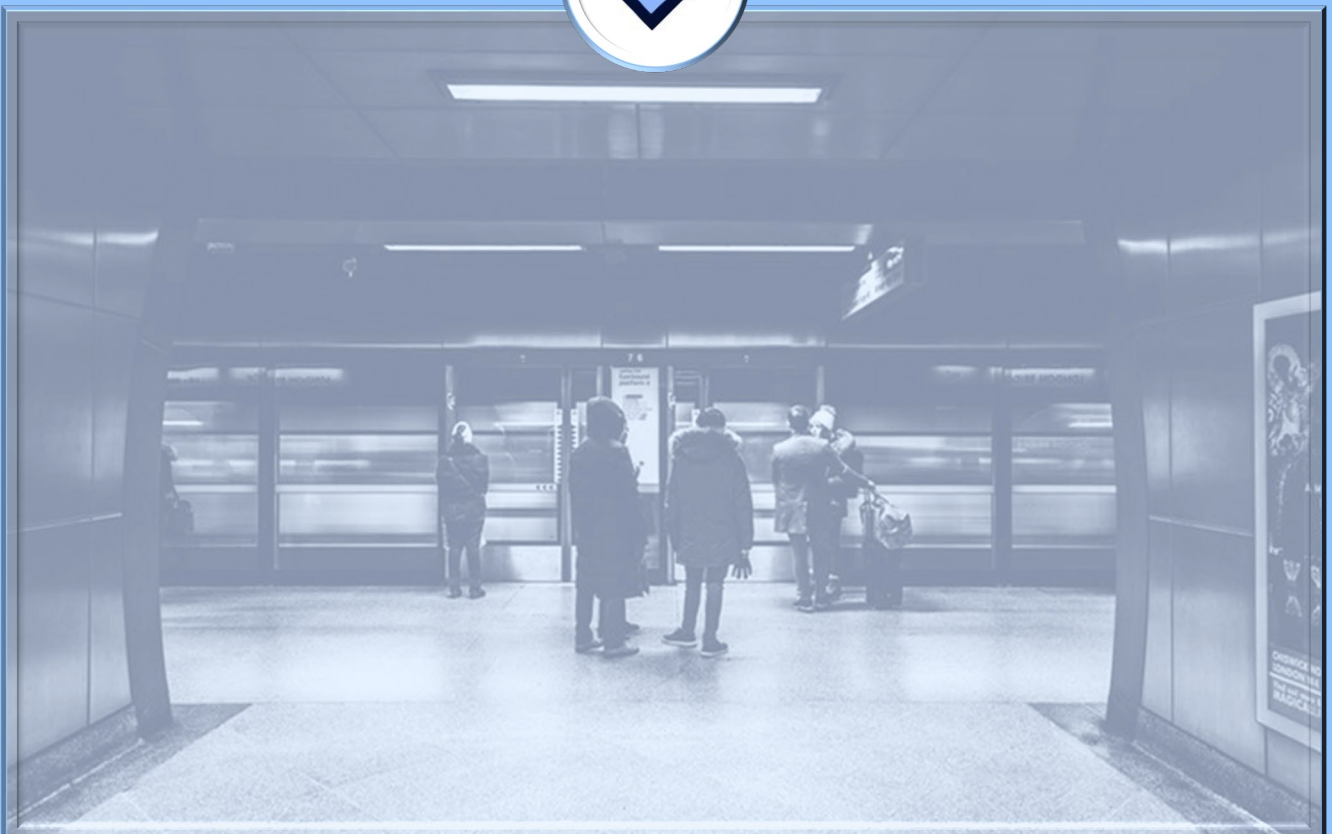
Platts Roundabout Site, Billingshurst

Travel Plan

HE4 UK Enterprises 17 GP Limited

07 September 2026

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QUALITY MANAGEMENT

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1. INTRODUCTION

1.1 Background

- 1.1.1 A Travel Plan has been prepared on behalf of HE4 UK Enterprises 17 GP Limited ('the applicant') in order to discharge Condition 16 of the sites planning permission.
- 1.1.2 The site lies within the administrative planning boundary of Horsham District Council ('HDC'). The Highway Authority is West Sussex County Council ('WSCC'). The site's location has been illustrated in **Figure 1**.

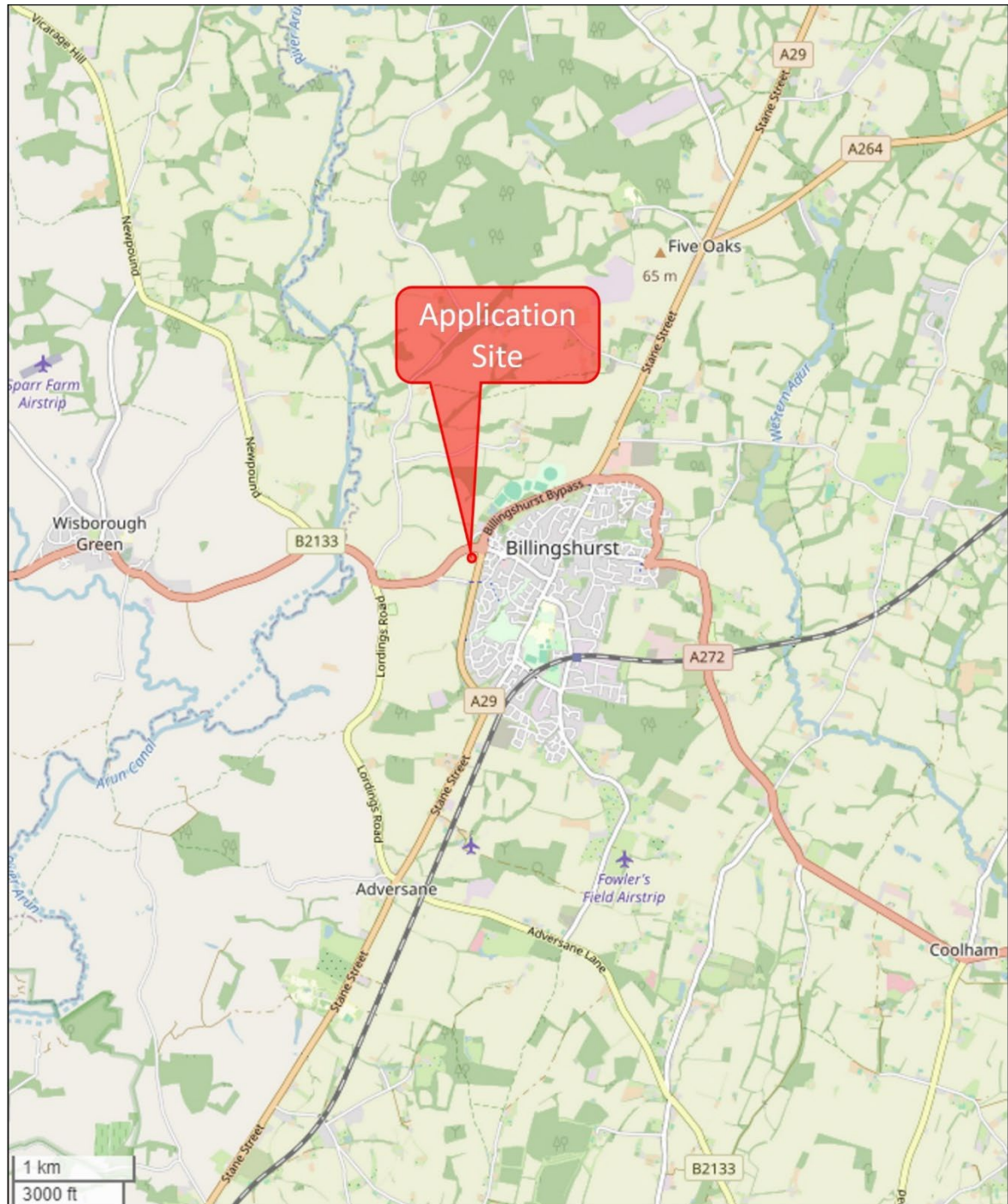


Figure 1 – Site Location (Source: openstreetmap.org)

- 1.1.3 The site forms the proposed employment element of the wider Platts Roundabout site, where an outline planning application ('OPA') was previously approved for a hybrid mixed retail / employment and showroom scheme (reference: 19/0295) followed by a further OPA for the employment element only (reference: 22/0518). The received planning permission and construction is currently underway.
- 1.1.4 Condition 16 of the sites planning permission requires the preparation of a Travel Plan prior to occupation of the units on site. For ease of reference Condition 16 has been provided below.
- 'Prior to the first occupation or use of the development hereby permitted, a Travel Plan shall have been submitted to and approved in writing by the Local Planning Authority. The Travel Plan shall be completed in accordance with the latest guidance and good practice documentation as published by the Department for Transport or as advised by the Highway Authority and shall include details to mitigate impacts on air quality as set out in the Council's latest Air Quality and Emissions Reduction Guidance document. The applicant shall use all reasonable endeavours to work with other businesses in the immediate area to co-ordinate the measures within the travel plan. The Travel Plan once approved shall thereafter be implemented as specified within the approved document.'*
- 1.1.5 The development comprises nine high quality one and two-storey employment units for Egiii, B2 or B8 use, with ancillary office use, hard and soft landscaping, servicing and parking. The proposed site totals 4,627sq.m GFA. The layout for the RMA / employment element is included in **Appendix A**.
- 1.1.6 At a national level, guidance on the production of Travel Plans was provided by the Department for Transport (DfT) within their document 'Good Practice Guidelines: Delivering Travel Plans through the Planning Process' in April 2009. This Travel Plan will adhere to the principles set out within this guidance and where appropriate this will be referenced.
- 1.1.7 At a local level WSCC provide their own guidance on their website which includes but in house and external resources. This document has informed the following sections of this report.
- 1.1.8 The document has also been prepared in line with the 'Air quality and emissions mitigation guidance for Sussex (2021)' as stipulated within Condition 16. Further to this, an Air Quality Damage Cost Assessment was also undertaken in line with WSCC requirements. This includes suggested mitigation measures as set out within Table 2 of the aforementioned 2021 guidance document. This has been provided at **Appendix B**.
- 1.1.9 In line with the above guidance documents, this Travel Plan will be formatted into the following sections:
- » Section 2: National and Local Planning Policy
 - » Section 3: Proposed Development
 - » Section 4: Aims and Objectives
 - » Section 5: Existing Site Accessibility
 - » Section 6: Targets
 - » Section 7: Management and Communication Strategy
 - » Section 8: Travel Plan Measures
 - » Section 9: Monitoring and Review
 - » Section 10: Summary and Conclusions

2. LOCAL AND NATIONAL PLANNING POLICY

2.1 Overview

2.1.1 The key policy documents which set the context for the development proposal are as follows:

- » National Planning Policy Framework – August 2026
- » National Planning Practice Guidance – March 2014
- » Horsham District Council (HDC) Planning Framework
- » West Sussex County Council Transport Plan (2011 – 2026)
- » West Sussex County Council Walking and Cycling Strategy (2016-2026)
- » BREEAM New Construction Version 6.1

2.2 National Planning Policy Framework (NPPF)

- 2.2.1 The Framework's objective is now expressly to use a vision-led approach so that transport infrastructure and transport choices help create well-designed, sustainable, inclusive and popular places. Transport is therefore intended to be considered as part of the development strategy from the outset, rather than being treated primarily as a technical exercise undertaken after the location and quantum of development have already been established.
- 2.2.2 In practical terms, this represents a move away from a traditional “predict and provide” approach — forecasting traffic growth and then providing road capacity to accommodate it — towards establishing what sort of place and movement pattern is desired and designing transport measures to achieve that outcome. The Government expressly identifies this as a continuation and strengthening of the change introduced in December 2024.
- 2.2.3 The National Planning Policy Framework (NPPF) sets out the Government’s planning policies for England and how they are expected to be applied.

Plan-making policies

TR1 – Vision-led approach to planning for transport

- 2.2.4 Central to this policy is the objective of ensuring that sustainable transport is considered from the earliest stages of plan preparation and incorporated into the spatial vision and strategy.
- 2.2.5 Plans should include:
- a. Making sustainable transport considerations part of early engagement with local communities, highway and transport authorities, transport infrastructure providers, operators, land promoters and neighbouring councils. This is so that proposals reflect local views, evidence relating to accessibility, capacity and transport service provision, and take opportunities for prioritising and maximising sustainable movement across the area. Plans should align land use policies and allocations with wider strategies (such as Local Transport Plans, Local Cycling and Walking Infrastructure Plans and Rights of Way Improvement Plans) and investments in transport to ensure that the potential impacts of development on transport networks are understood and addressed;
 - b. Locating proposed development where it can support sustainable patterns of movement and make effective use of existing or proposed transport infrastructure, reflecting the principles in policy TR3. The Connectivity Tool (Connectivity Tool - GOV.UK) should be used to inform the

assessment and selection of sites for development alongside other relevant quantitative or qualitative evidence;

- c. Supporting an appropriate mix of uses across the plan area, and within strategic sites, to minimise the number and length of journeys needed for employment, shopping, leisure, education and other activities;
- d. Identifying and protecting sites and routes which will widen transport choice and are essential to facilitate sustainable development, including networks for walking, wheeling and cycling, and public transport infrastructure; and
- e. Providing for any transport facilities that need to be located in the area, or for their necessary expansion or adaptation, and the infrastructure and wider development required to support them. This includes uses such as ports, airports, lorry parking facilities, freight interchanges, public transport hubs, roadside services, electric vehicle charging and bus and rail depots. In doing so plan-makers should consider whether such development is likely to be a nationally significant infrastructure project and any relevant national policy statements, and the importance of maintaining a national network of aviation airfields.

2.2.6 Spatial development strategies and local plans may set thresholds for what constitutes a significant amount of movement arising from new development, based on the circumstances of their areas, for the purposes of applying policies TR3 and TR6.

TR2: Local parking standards

2.2.7 Development plans should set local parking standards for residential and non-residential development, across the plan area or for specific sites or sub-areas, in a way which aligns with the transport vision for the plan and opportunities to promote sustainable transport.

2.2.8 Maximum standards for car parking should be set where they will support efforts to encourage the use of sustainable transport modes and shared transport, optimise the density of development in well-connected locations, or where they are necessary for managing the local road network. 3. Parking standards should take into account:

- a. The connectivity of development in different locations by different modes of transport, especially in terms of access to employment and day-to-day services;
- b. Opportunities for improvements in walking, wheeling, cycling and public transport;
- c. Local car ownership levels and travel trends, and opportunities to promote car sharing and other schemes which may reduce vehicle parking requirements;
- d. Providing sufficient spaces for electric vehicle charging, blue badge holders, pedal and electric cycles, considering likely future demand and the need for associated infrastructure; and
- e. The appropriateness of setting different standards for the type and mix of development, including to address specific business requirements where commercial standards are being set; and of using ranges where a degree of flexibility is desirable.

National decision-making policies

TR3: Locating development in sustainable locations

2.2.9 So that development is located where it can support sustainable patterns of movement, enable good accessibility for different users and make the most of existing and proposed transport infrastructure, development proposals should reflect the following principles, taking into account the vision for the site, the type of development and its location:

- a. Development proposals which could generate a significant amount of movement, in the context of the area within which they would be situated, should be in locations that are sustainable (or which can be made so, taking into account planned improvements, including any provided for as part of the development itself). This means the location should limit the need to travel, particularly by private car, and offer a genuine choice of transport modes for residents and users, unless the nature of the development would make this impractical;
- b. Opportunities should be taken to utilise existing or proposed transport infrastructure in optimising the amount or density of development which can be accommodated in 69 different locations, especially where this can support more walking, wheeling, cycling and public transport use;
- c. Any significant adverse impacts from the development on the transport network (in terms of capacity and congestion), or on highway safety, should be mitigated to an acceptable degree using a vision-led approach;
- d. The environmental impacts of traffic and transport infrastructure should be identified, assessed and taken into account – including taking opportunities to avoid or mitigate any adverse environmental effects, and to secure net environmental gains such as reductions in air pollution; and
- e. In rural areas, opportunities to improve walking, wheeling, cycling and public transport and enhance the connectivity of an area should be taken where they exist and can be supported by the development proposed.

2.2.10 The Connectivity Tool should be used alongside other relevant quantitative or qualitative evidence in assessing the connectivity of particular locations proposed for development.

TR4: Street design, access and parking

2.2.11 To contribute to creating well-designed places, transport considerations should be integral to the design of development, proposals for which should:

- a. Give priority first to walking, wheeling and cycle movements, both within the scheme and with neighbouring areas; and second – so far as possible – to facilitating easy access to high quality public transport, with layouts and densities which maximise the catchments for bus or other public transport services;
- b. Incorporate or contribute towards appropriate features to support this prioritisation, such as permeable street networks, continuous footways and segregated cycle facilities which are adequately lit, sufficient secure and accessible cycle parking, regularly spaced public seating and good quality waiting facilities for public transport;
- c. Ensure that the arrangement of streets and other routes help to create places that are safe, inclusive and attractive for all users (particularly for women and girls, for other groups who may be vulnerable to crime or the fear of crime, and for those with limited mobility). This includes reflecting relevant aspects of policy DP3(2), as well as employing measures to:
 - i. Minimise the scope for conflict between pedestrians, cyclists and vehicles;
 - ii. Meet the needs of disabled people, older people and children in relation to all modes of transport, and
 - iii. Avoid unnecessary street clutter.
- d. Allow for the efficient delivery of goods, and ease of access by service and emergency vehicles, in ways which do not compromise key place-making principles (set out in policy DP3(2)); and 70

e. Provide a suitable number of parking spaces for a range of transport modes where appropriate, reflecting the location and nature of the development (including its connectivity), any locally-set standards in the development plan, and including adequate provision of spaces and infrastructure that allow for the charging of electric vehicles in safe, accessible and convenient locations. A flexible approach to applying parking standards should be taken where the reconfiguration of retail or other sites which attract large numbers of customers would make better use of previously developed land, and there is evidence that a certain number of spaces needs to be retained to meet specific operational and commercial requirements.

2.2.12 The principles set out in national design guidance (Manual for Streets) should be used to inform how this policy is applied.

TR5: Roadside facilities

2.2.13 Development proposals for roadside facilities located outside settlements should:

- a. Meet an evidenced need to improve the safety and welfare of road users, or to improve access to electric vehicle charging infrastructure or other alternative fuels, if new or significantly expanded facilities are being proposed. This includes the provision of overnight lorry parking facilities to address any local or wider shortages and reduce the risk of parking in locations which lack appropriate facilities or could cause a nuisance; or
- b. Improve driver welfare and security, support changes in transport technology, or improve environmental impacts (such as through the facility's design, landscaping or measures to support climate change mitigation), where the proposal is to upgrade existing facilities without significant expansion.

2.2.14 Development proposals should not result in the loss of existing roadside facilities unless alternative provision with good access to the strategic transport network is being provided in the local area, or it can be shown that the facility is no longer needed or viable.

TR6: Assessing transport impacts

2.2.15 Development proposals that are likely to generate significant amounts of movement should be supported by:

- a. A transport statement or transport assessment (depending on the extent and significance of the transport issues involved), which is proportionate to the nature and scale of the development, so that the likely impacts of the proposal for transport can be assessed and monitored; and
- b. A travel plan, which indicates how sustainable transport objectives will be delivered, monitored and managed over time. 2.

2.2.16 Transport assessments and statements, and travel plans, should reflect the transport vision for the development and the transport strategy for the area in which it is located, and how these are intended to be achieved (including, in the case of travel plans, identifying fallback options if initial measures do not deliver the expected outcomes).

2.2.17 In assessing movement patterns and potential impacts, including whether they are considered to be severe, reasonable future scenarios should be considered, taking into account impacts at relevant times of the day, potential cumulative impacts, multimodal trip generation and the promotion of sustainable modes of travel, and realising the transport vision for the development itself. Development proposals should be considered having regard to these potential impacts and the other policies in this Framework which are relevant (including TR3, TR4 and DP3(2)(d)).

2.2.18 Development proposals should be refused if they would have a severe adverse impact on the transport network (in terms of capacity and congestion, including cumulative impacts), or an unacceptable impact on highway safety; taking into account any mitigation measures proposed as well as any wider network improvements, including measures to support sustainable patterns of movement. This applies both during the construction phase and following completion.

2.3 Planning Practice Guidance

2.3.1 The Planning Practice Guidance (PPG), which is available on the Ministry of Housing, Communities and Local Government (MHCLG) website, supports the overarching aims of the NPPF. Highways and transportation matters are dealt with at Section ID42 of the PPG under the heading of “*Travel plans, transport assessments and statements in decision taking*”.

2.3.2 Paragraph 11 of ID42 recommends that Travel Plans submitted in support of a planning application should, where possible to do so, include:

- a) benchmark travel data including trip generation databases;*
- b) Information concerning the nature of the proposed development and the forecast level of trips by all modes of transport likely to be associated with the development;*
- c) relevant information about existing travel habits in the surrounding area;*
- d) proposals to reduce the need for travel to and from the site via all modes of transport; and*
- e) provision of improved public transport services.*

2.3.3 With respect to Transport Assessments and Transport Statements paragraph 15 of ID42 notes a planning application should typically consider the following:

- a) information about the proposed development, site layout, (particularly proposed transport access and layout across all modes of transport);*
- b) information about neighbouring uses, amenity and character, existing functional classification of the nearby road network;*
- c) data about existing public transport provision, including provision/ frequency of services and proposed public transport changes;*
- d) a qualitative and quantitative description of the travel characteristics of the proposed development, including movements across all modes of transport that would result from the development and in the vicinity of the site;*
- e) an assessment of trips from all directly relevant committed development in the area (i.e. development that there is a reasonable degree of certainty will proceed within the next three years);*
- f) data about current traffic flows on links and at junctions (including by different modes of transport and the volume and type of vehicles) within the study area and identification of critical links and junctions on the highways network;*

- g) an analysis of the injury accident records on the public highway in the vicinity of the site access for the most recent three-year period, or five-year period if the proposed site has been identified as within a high accident area;*
- h) an assessment of the likely associated environmental impacts of transport related to the development, particularly in relation to proximity to environmentally sensitive areas (such as air quality management areas or noise sensitive areas);*
- i) measures to improve the accessibility of the location (such as provision/ enhancement of nearby footpath and cycle path linkages) where these are necessary to make the development acceptable in planning terms;*
- j) a description of parking facilities in the area and the parking strategy of the development;*
- k) ways of encouraging environmental sustainability by reducing the need to travel; and*
- l) measures to mitigate the residual impacts of development (such as improvements to the public transport network, introducing walking and cycling facilities, physical improvements to existing roads.*

2.4 Horsham District Council (HDC) Planning Framework

2.4.1 The Horsham District Planning Framework (HDPF) sets out the planning strategy for the years up to 2031 to deliver the social, economic and environmental needs for the district (outside the South Downs National Park). It was adopted November 2015. Policy 40 sets out that new development will be supported if it:

- » Is appropriate and in scale to the existing transport infrastructure, including public transport;
- » Maintains and improves the existing transport system (road, rail, cycle);
- » Is integrated with the wider network of routes, including public rights of way and cycle paths;
- » Includes opportunities for sustainable transport which reduce the need for major infrastructure and cut carbon emissions;
- » Is located in areas where there are, or will be a choice in the modes of transport available;
- » Minimises the distance people need to travel and minimises conflicts between traffic, cyclists and pedestrians;
- » Provides safe and suitable access for all vehicles, pedestrians, cyclists, horses riders, public transport and the delivery of goods; and
- » Is accompanied by an agreed Green Travel Plan where it is necessary to minimise a potentially significant impact of the development on the wider area or as a result of needing to address an existing local traffic problem.

2.4.2 Policy 41 sets out that adequate parking and facilities must be provided within developments to meet the needs of anticipated users. Consideration should be given to the needs of cycle parking, motorcycle parking, charging plug-in or other low emission vehicles and the mobility impaired.

2.5 West Sussex County Council Transport Plan (2011 – 2026)

2.5.1 West Sussex County Council's document 'West Sussex Transport Plan 2011-2026 (LTP3)' was adopted in February 2011 and covers a 15 year period up to 2026. The document sets out the strategy for guiding

future investment in the county's highways and transport infrastructure and sets a framework for considering transport infrastructure requirements associated with future development across the county.

- 2.5.2 Horsham District is identified in LTP3's implementation plan which sets out how the plan will be realised and identify what infrastructure is required, as well as any available options to achieve the Council's main objective in both the short and long-term.

2.6 West Sussex County Council Walking and Cycling Strategy (2016-2026)

- 2.6.1 West Sussex County Council's document 'Walking and Cycling Strategy' was adopted in August 2016 and covers the period up to 2026. The document sets the design and safety principles for walking and cycling that West Sussex County Council will follow and developers in the area will also be expected to follow when implementing infrastructure schemes. The strategic objectives outlines in the document are as follows:

- » To ensure that cycling and walking are recognised as important travel modes and therefore part of the transport mix;
- » To make cycling and walking the natural choice for shorter journeys (such as journeys to school), or as part of a longer journey;
- » To reduce the number of cyclists and pedestrians that are killed or seriously injured on the county's roads;
- » To support economic development by facilitating travel to work and services without a car;
- » To reduce congestion and pollution by encouraging and enabling people to travel without a car;
- » To increase levels of physical activity to help to improve physical health;
- » To help to maintain good mental health and staying independent later in life;
- » To increase the vitality of communities by improving access by bicycle and on foot; and
- » To help people to access rural areas and enjoy walking and cycling.

- 2.6.2 Scheme ID 90 identifies an inter-community leisure cycle schemes opportunity between Wisborough Green and Billingshurst which may be brought forward during the timescale of the Walking and Cycling Strategy up to 2026.

2.7 West Sussex County Council County Parking Standards

- 2.7.1 The West Sussex County Council: Guidance on Parking at New Developments (September 2020) sets out the parking standards for new developments. The employment / commercial land use classes relevant to the RMA are set out in **Table 2.1**.

Use Class	Vehicular	Cycle
Egiii	1 space per 30sqm	1 space per 150sqm for staff and 1 space per 500sqm for visitors
B2 General Industrial	1 space per 40sqm	1 space per 200sqm for staff and 1 space per 500sqm for visitors
B8 Storage	1 space per 100sqm	1 space per 500sqm for staff and 1 space per 1000sqm for visitors

Table 2.1 West Sussex County Council Parking Standards

- 2.7.2 All cycle parking must be sheltered and secure and in accordance with local guidance or best practice design. In regard to motorcycle parking, an overarching standard of 1 space plus one space per 10 car parking spaces is provided for all land use classes.
- 2.7.3 In consideration to 'disabled' parking, at employment premises individual bays should be provided for each 'disabled' employee. An additional overarching standard of at least one space or 5% of the total car parking provision (whichever is greater).
- 2.7.4 With regards to Electric Vehicle Charging Infrastructure, 'Active' charging points for electric vehicles should be provided at a minimum of 20% of all parking spaces with ducting provided at all remaining spaces where appropriate to provide 'passive' provision for these spaces to be upgraded in future.

2.8 Summary

- 2.8.1 From the above transport policies, the following main themes are identified:
 - » A presumption in favour of sustainable development;
 - » The provision of genuine opportunities to travel to and from an application site by non-car modes;
 - » Delivery of safe and suitable access for all modes;
 - » Cost effective delivery of transport infrastructure; and
 - » Integration with other committed and planned development such that the cumulative residual impact would not be severe.
- 2.8.2 The following sections of this report therefore review the accessibility of the site and evaluate whether the development proposals will encourage the use of sustainable modes of transport. In addition to this, a further assessment has been undertaken to establish the likely impact of the proposals upon the local highway network.

2.9 BREEAM Compliance

- 2.9.1 BREEAM is the leading sustainability assessment method for master planning projects, infrastructure and buildings. It recognises and reflects the value in higher performing assets across the built environment lifecycle, from new construction to in-use and refurbishment. This means BREEAM rated developments are more sustainable environments that enhance the well-being of the people who live and work in them and help protect natural resources.
- 2.9.2 This TP has been produced in accordance with the requirements of BREEAM New Construction Version 6.1 and the requirements of Tra 01 within the Transport section of the assessment, with the following aim:
- 2.9.3 The following is required to demonstrate compliance of Tra 05 to achieve two credits towards the BREEAM 2018 New Construction Assessment of the development:

3. Following a transport assessment (in accordance with the requirements set out in criteria 2), develop a site-specific travel plan that provides a long term management strategy which encourages more sustainable travel. The travel plan includes measures to increase or improve more sustainable modes of transport and movement of people and goods during the building's operation see Methodology."

2.9.4 Under the methodology section (travel plan measures), the following measures could be considered as part of the travel plan for the development:

- » Negotiation with local bus, train or tram companies an increase in the local service provision for the development
- » Provision of a public transport information system in a publicly accessible area.
- » Provision of electric recharging stations
- » Provision of parking priority spaces for car sharers
- » Consultation with the local authority on the state of the local cycling network and on improvements.
- » Provision of dedicated and convenient cycle storage
- » Provision of cyclists' facilities
- » Lighting, landscaping and shelter to create pleasant pedestrian and public transport waiting areas
- » Restrictions or charging for car parking
- » Pedestrian and cyclist friendly (for all types of user regardless of the level of mobility or visual impairment) with the provision of cycle lanes, safe crossing points, direct routes, appropriate tactile surfaces, good lighting and signposting to other amenities, public
- » transport nodes and adjoining off-site pedestrian and cycle routes
- » Provision of suitable taxi drop-off or waiting areas
- » Ensure rural buildings have appropriate access to transport to serve the local community adequately
- » If the occupier is known, they must be involved in the development of the Travel Plan
- » The building's management in operation must support and implement the Travel Plan

2.9.5 The above has informed the content of this document.

3. PROPOSED DEVELOPMENT

3.1 Development Description

- 3.1.1 The proposed development comprises the construction of nine high quality one and two-storey employment units totalling 4,627sqm GIA, for either Egiii, B2 or B8 use, with ancillary office use, hard and soft landscaping, servicing and parking. The proposed site layout is included in **Appendix A**.
- 3.1.2 As a result of the previous OPAs, the development proposal incorporates sustainable links to/from Billingshurst, including a new footpath link from the site along the eastern boundary to the existing footbridge over the A29 as well as pedestrian improvements at the site entrance including a new stretch of footpath and an at-grade crossing point at Platts Roundabout. The site layout will link to the wider OPA pedestrian links with appropriate footways and pedestrian crossing point. At the southeast corner of the site a new public footpath will be provided linking to Newbridge Road. This aligns with the mitigation strategy proposed by Accon (Appendix B) which is informed by the 'Air quality and emissions mitigation guidance for Sussex (2021)'.
- 3.1.3 Previously, a S106 legal agreement was entered into to secure the off-site highways works for the main site access. As these works have now been implemented and are complete there is no need to re-enter into another S106 agreement.

3.2 Car Parking

- 3.2.1 With regard to car parking, given the previous outline nature of the proposal and the flexible uses applied for, a precise number of parking spaces required was previously unknown. WSCC therefore requested that further details regarding car parking numbers should be provided at Reserved Matters stage to show the precise number of spaces required.
- 3.2.2 The WSCC car parking standards, as detailed within their guidance published in 2020, should be used as an initial guide for developers, who should undertake a site-specific assessment and seek to balance operational needs, space requirements, efficient use of land and cost attributed to providing parking and where relevant, attracting/retaining staff.
- 3.2.3 The guidance suggests parking should be provided at a standard of one space per 30 sq.m of gross Egiii floorspace to one space per 100 sq.m of gross B8 floorspace. An appropriate proportion of car parking spaces in commercial developments should also be marked out for blue badge holders (minimum 5% of total amount) and motor-cycle use.
- 3.2.4 The proposals will provide a total of 52 parking spaces (9 accessible parking bays and 6 motorcycle bays) which is in accordance with WSCC's latest maximum car parking standards.
- 3.2.5 In line with Condition 16 of the sites planning permission electric vehicle charging has been provided. 'Active' charging points for electric vehicles will be provided at a minimum of 20% of all parking spaces with ducting provided at all remaining spaces where appropriate to provide 'passive' provision for these spaces to be upgraded in future.
- 3.2.6 Of the total quantum of parking spaces 9 will be dedicated to those arriving in a shared vehicle. The provision of car share bays seeks to reduce the number of single occupant vehicles used by staff. This also aligns with the sites wider Air Quality mitigation.

3.3 Cycle Parking

- 3.3.1 WSCC also noted at outline stage that details regarding cycle provision would need to be provided at Reserved Matters stage. The proposed site layout plan shows that 22 cycle parking spaces would be provided in the form of 11 Sheffield stands (including shelter). This is in accordance with the latest WSCC cycle parking standard for Egiii, B2, B8 land use which is between 1 space per 150 / 500sqm for staff and 500 / 1000sqm for visitors.

3.4 Vehicle Access

- 3.4.1 The site already benefits from a new access road from the A272 which was approved under OPA reference DC/19/0295 and constructed recently. Access into the site will be via the recently constructed access.
- 3.4.2 Swept Path Analysis (SPA) of the vehicle access arrangement has been undertaken along with demonstration that suitable visibility splays can be achieved. The SPA is included in **Appendix C of the Transport Statement (ref B2193/TS01)**.

3.5 Delivery and Servicing

- 3.5.1 The proposals have been designed to ensure all movements associated with car parking, servicing and deliveries are undertaken within the curtilage of the site. Swept Path Analysis of the layout has been provided within **Appendix C of the Transport Statement (ref B2193/TS01)**.

4. AIM AND OBJECTIVES

4.1 Aim

- 4.1.1 The aim of this Travel Plan is to reduce the number of vehicles travelling to the site on a daily basis and where possible encourage staff to travel using more sustainable modes. In doing so the aim is to raise awareness of sustainable travel modes and encourage their uptake.

4.2 Objectives

- 4.2.1 In order for the Travel Plan to meet the above aim it has set a number of objectives that will be used as steps to meet the overall aim. These comprise:
- » Reduce the number of single occupancy vehicles (SOVs) travelling to and from the site each day;
 - » Promote and endeavour to maximise the use of non-car modes of transport to the site such as walking, cycling and public transport;
 - » Promote the health and environmental benefits associated with travel by foot and by bicycle;
 - » Establish the management of the Travel Plan by appointing a Travel Plan Coordinator who will be responsible for the operation of the Travel Plan, its day to day running and the monitoring of its progress;
 - » Assist in meeting the aims set out by the Council to reduce road traffic and congestion; and
 - » Set appropriate targets in consultation with the council to encourage the reduction of single occupancy vehicle trips and car use based upon results obtained from a staff travel survey.
- 4.2.2 The above objectives will be reviewed on an annual basis. If required, they can be altered by the Travel Plan Coordinator to offer clearer direction enabling them to evolve with the Travel Plan.

5. EXISTING BASE CONDITIONS

5.1 Site Location

5.1.1 The site is located to the west of the urban realm of Billingshurst, south of the A272 and west of the A29, as illustrated at **Figure 1** and **Figure 2** below.

5.2 Local Highway Network

5.2.1 The site is located to the immediate south of the A272, which is a primary distributor road for the region, connecting to the A29 to the east and to the A3 to the west. It provides a connection to the A29 and forms the main route for east to west traffic across the county and to / from Billingshurst. It is subject to the national speed limit (60mph) but reduces to 30mph as it passes through the urban realm of Billingshurst.

5.2.2 The A29 is located to the immediate east of the site, which connects to the A272 in the form of a four-arm roundabout (known as the Platts Roundabout). The A29 is subject to the national speed limit (60mph) and is a primary route for north to south movements across the county and for vehicles travelling around the west of Billingshurst.

5.2.3 **Figure 2** shows the location of the site in respect of the surrounding local highway network.

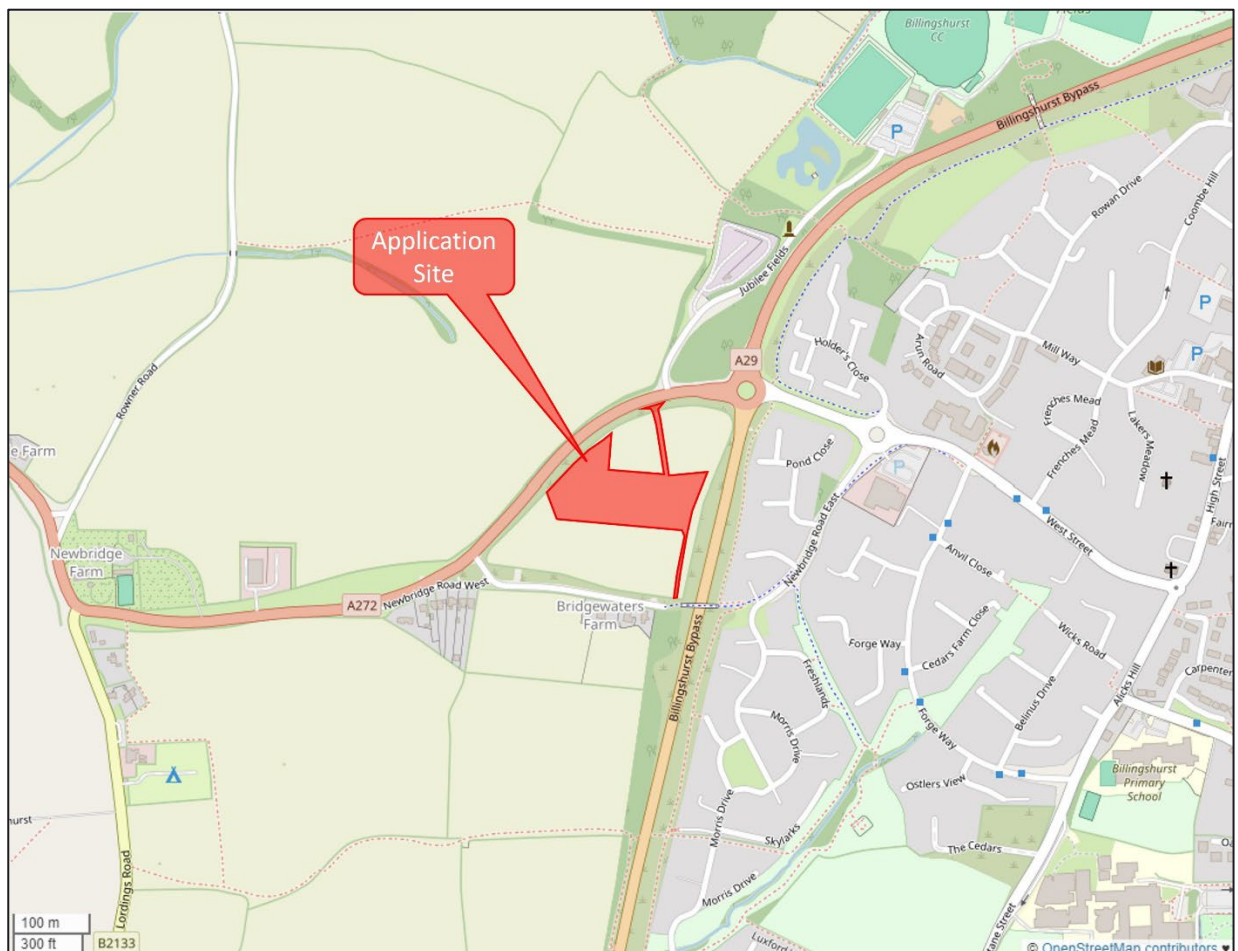


Figure 2 - Local Highway Network Plan (Source: openstreetmap.org)

5.3 Local Employment Travel Characteristics

- 5.3.1 The existing workplace census data was last recorded in 2021 and as such this reflects a worst scenario in terms of assessing car usage for commuting purposes. The following workplace zones have been selected which includes the site and surroundings as shown in **Figure 3** below.

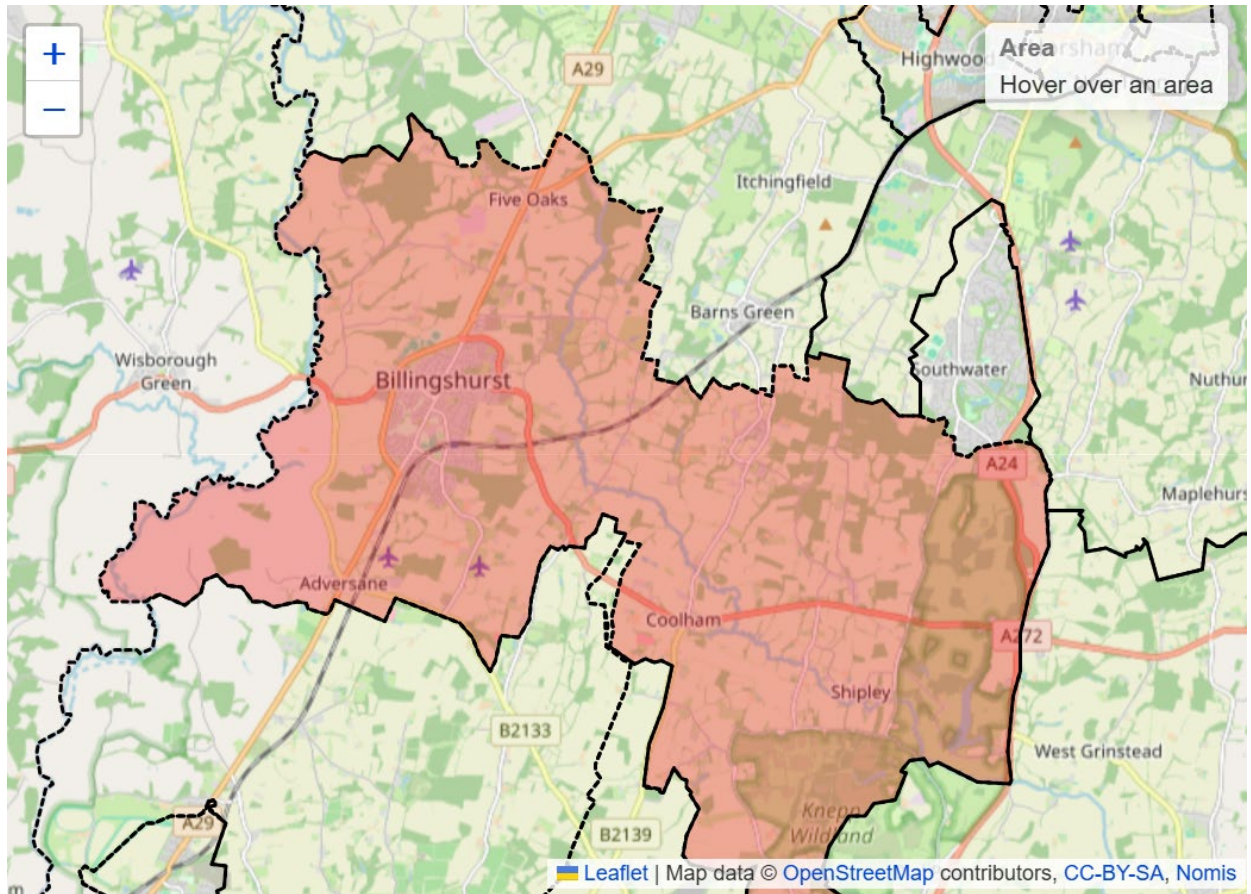


Figure 3 – National Census Areas Map (Workplace Zones Selections for Billingshurst)

- 5.3.2 The modal split obtained from the database has been shown below.

Mode of Travel	Modal Split
Underground, metro, light rail, tram	0%
Train	2%
Bus, minibus or coach	1%
Taxi	0%
Motorcycle, scooter or moped	1%
Driving a car or van	78%
Passenger in a car or van	5%
Bicycle	1%
On foot	10%
Other method of travel to work	1%
All	100%

Table 5.1 – Travel to Work (Workplace Population)

5.3.3 The above table suggest that 78% of those who work within the local area travel by car. A further 3% travel by public transport with 1% and 10% travelling by bike and on foot respectively.

5.4 Existing Accident Records

5.4.1 The CrashMap website has been referred to in order to extract the number of recorded Personal Injury Accidents (PIAs) that have taken place within the most recent 5-year period. The area of public highway surrounding the site was analysed, as set out in **Figure 4**.

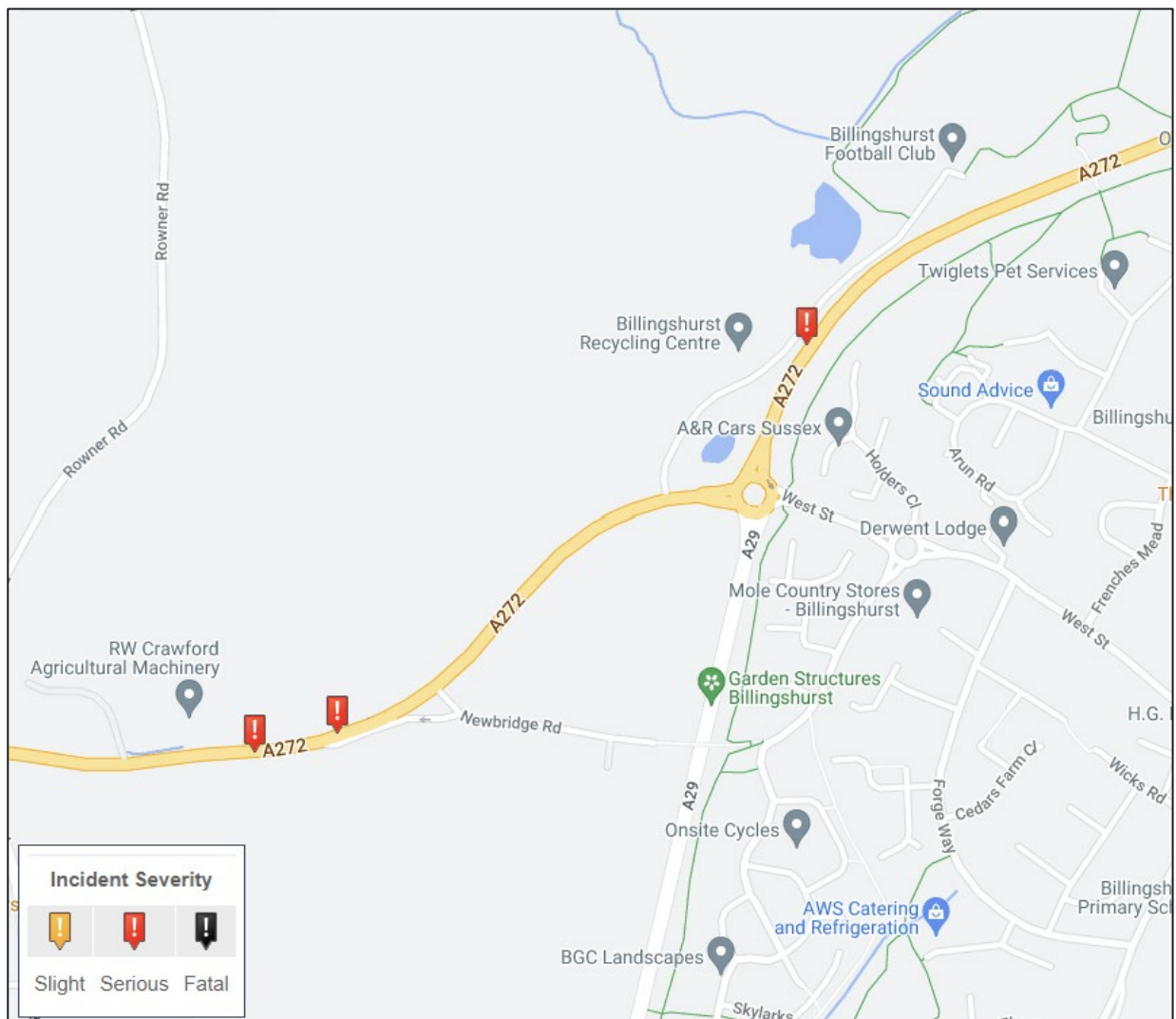


Figure 4 – PIA Data Study Area (Source: crashmap.co.uk)

5.4.2 The accident data results show that no PIAs have been recorded on the A29 to the east of the site. There have been 3 accidents on the A272, all resulting in serious injury.

5.4.3 In summary the accident data (which shows < 1 accident per year on the surrounding road network) suggests that there are no deficiencies within the local network and there are no indications of any highway safety problems based on the data.

5.5 Existing Pedestrian Provision

- 5.5.1 The site is located to the west of the urban realm of Billingshurst and is segregated by the A29. Due to the site being located on the periphery of the village, with no service facility located to the west, there are no pedestrian facilities located within the local vicinity which the site could directly connect into.
- 5.5.2 There are lit footways located on both sides of the A272, to the east of the Platts Roundabout. The footways front the residential neighbourhoods located to the north and south of the A272, and form part of the local pedestrian network. A connection to the A272 footways would place a large proportion of Billingshurst within walking distance, which includes the Billingshurst Railway Station.
- 5.5.3 From our desktop review of the existing pedestrian facilities, there does not appear to be any deficiencies in the footway network which would prevent or significantly reduce the likelihood of people walking to / from the proposed development site. Given the site is an employment site it is not considered that there will be demand for access by elderly people or children.
- 5.5.4 The Design Manual for Roads and Bridges (DMRB) sets out within TD91/05 para 2.3 that walking is generally considered an acceptable distance for journeys up to 2 miles or 3.2km. Isochrones have been plotted over a 3.2km catchment area with the site as the centroid (Figure 5). The isochrones show the area which can be accessed within a 3.2km journey (with 1km intervals). Based on an average walking speed of 80 meters per minute this catchment also reflects a 40-minute walk for most people.

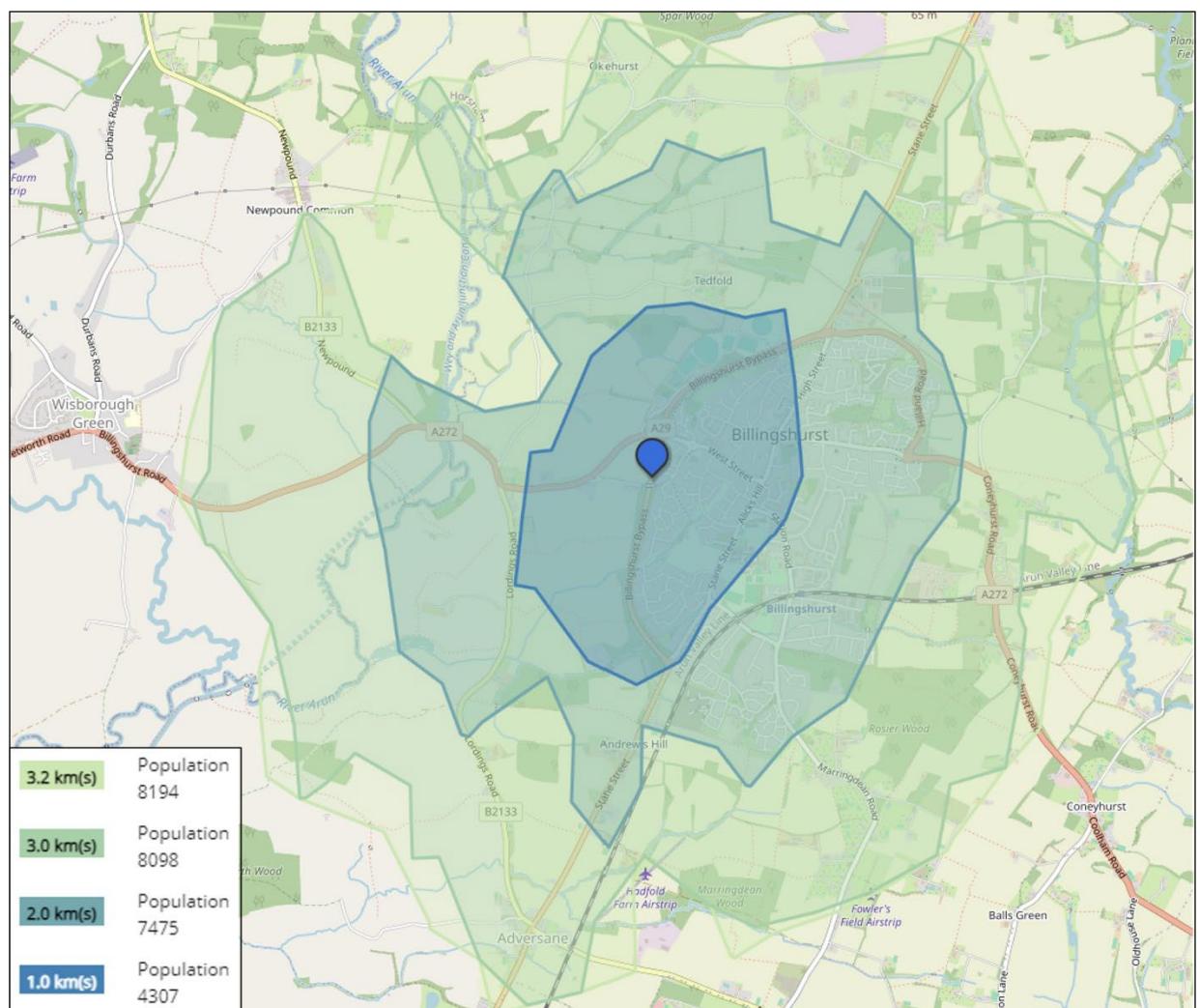


Figure 5 – 3.2km Walk Catchment (Source: maps.openrouteservice.org)

5.5.5 The above plan shows that a significant population lives within an acceptable walk distance of the site. It demonstrates that if a connection to the A272 footway was created, appropriate pedestrian access can be achieved to a number of residential neighbourhoods.

5.5.6 Given the above, it is considered that walking will be an attractive mode for trips undertaken by future site users of the proposed development.

5.6 Existing Cycle Provision

5.6.1 Cycle access to the site is gained via the A272, with the site accessible by travelling over the Platts Roundabout or by travelling via the shared use bridge via Newbridge Road to the south of the site. Given the volume and speed of traffic along the A272, cycling will likely only be a favourable mode of transport for confident cyclists.

5.6.2 A lit shared use path is located on the southern side of the A272, to the east of the Platts Roundabout. The shared use path accommodates the movement of cyclists along the A272 and into the urban realm of Billingshurst.

5.6.3 It is generally considered that cycling can be deemed an acceptable mode of travel for journeys up to 5km. An even greater number of residential areas are located within an acceptable cycle distance of 5km, suggesting potential future workers could reside within cycling distance. A 5km cycle catchment has been plotted within Figure 6.

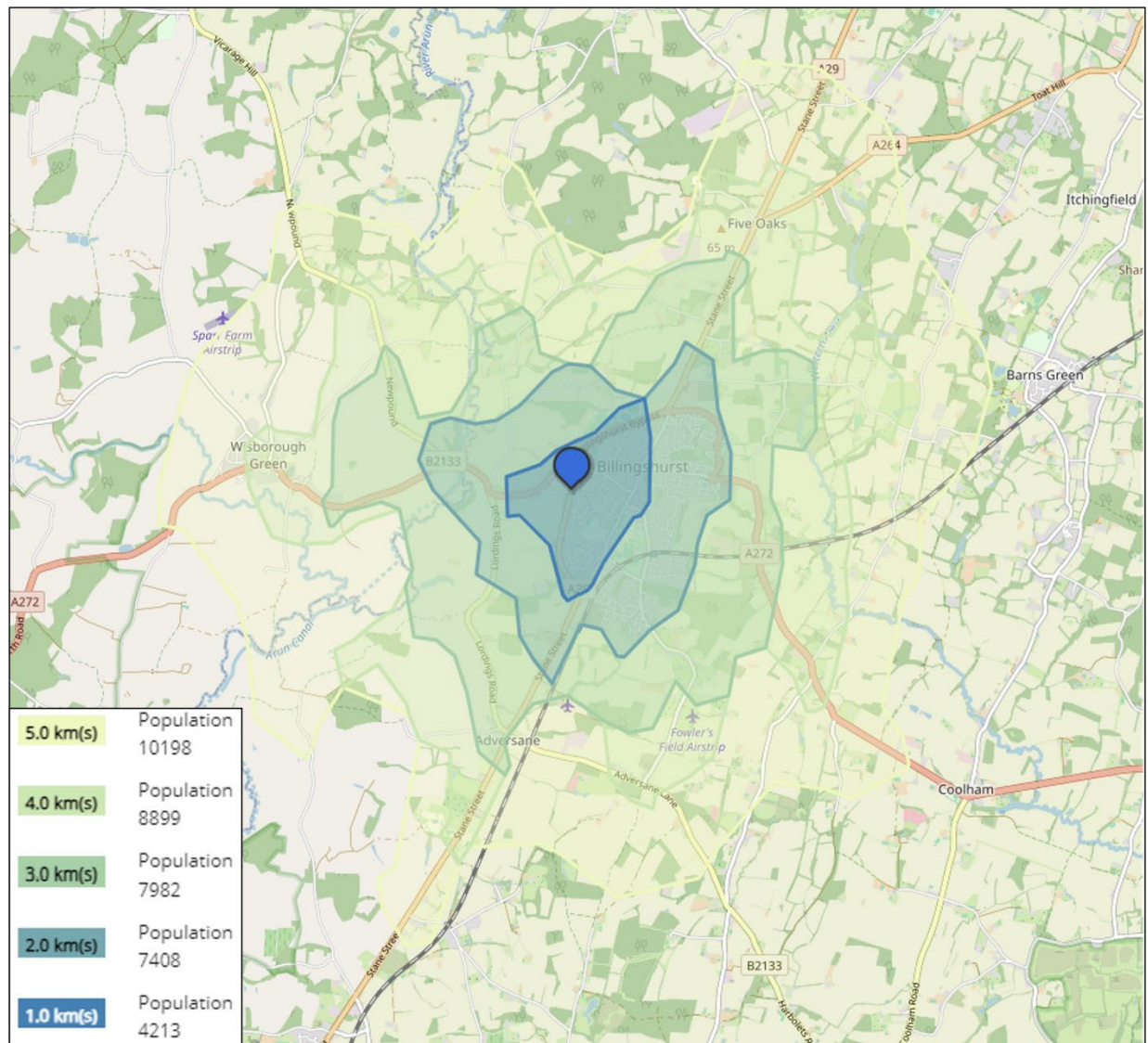


Figure 6 – 5km Cycle Catchment (Source: maps.openrouteservice.org)

5.6.4 With the widening catchment area of 5km, the population which could reasonably cycle to / from the site within a reasonable cycle journey is 10198. More seasoned cyclists would be able to take advantage of the local cycle route infrastructure described above and cycle to / from the site.

5.7 Existing Public Transport Provision

5.7.1 The nearest bus stops to the site are located on West Street (A272) and can be accessed within an approximate six minute (500m) walk from the north-eastern corner of the development site. The stops are served by the number 64/69 and 100 bus service and are identified by a flag and pole, with printed timetable information provided on the south-eastbound stop.

5.7.2 The Compass Travel service of 69 is also available from the town centre of Billingshurst, at an approximate walking distance of 1.1km from the application site. The service of 69 provides connections to Worthing, Arundel and Pulborough.

5.7.3 The services which serve the bus stops located on West Street are summarised in **Table 5.2**.

Bus Service No	Bus Route	Average Weekday Frequency
64/69	Loxwood – Horsham	1 service per day
100	Burgess Hill - Henfield - Steyning -Storrington - Pulborough - Horsham	Hourly

Table 5.2 – Existing Local Bus Services

- 5.1.1 The nearest railway station to the site is Billingshurst Railway Station, which can be accessed in 6 minutes by cycling or within 21 minutes by walking.
- 5.1.2 Billingshurst Railway Station is located on the Arun Valley Line, providing two services per hour to London Victoria and Bognor Regis, running via a number of intermediary destinations.
- 5.1.3 **Table 3.3** outlines the key destinations which are accessible from Billingshurst Railway Station.

Destination	Approximate Travel Time
Pulborough	7 minutes
Horsham	9 minutes
Arundel	16 minutes
Ford	23 minutes
Crawley	25 minutes
Barnham	27 minutes
Three Bridges	29 minutes
Bognor Regis	34 minutes
Gatwick Airport	34 minutes
East Croydon	51 minutes
Clapham Junction	60 minutes
London Victoria	68 minutes

Table 5.3 – Billingshurst Railway Station Service Summary

- 5.1.1 Table 3.2 shows that the site provides opportunities for future site users to access the site by rail, with a number of settlements located within a one hour commute, as well as into London in just over an hour.
- 5.2 **Public Accessibility Index**
- 5.2.1 With neither the 64/69 or 100 bus services entering the site there is currently no score in terms of the PA Index.
- 5.3 **Local Facilities**
- 5.3.1 Local facilities within 500m of the site are set out in **Table 5.4**.

Amenities	Location
Appropriate food outlet	Adjacent to the site the PFS provides a Coop supermarket. A subway, SBarro and Starbucks provide access to food.
Access to cash	A cash machine is provided at the PFS.

Access to an outdoor open space (public or private, suitably sized and accessible to building users)	There is outdoor open space within 500m north and west of the site.
Access to a recreation or leisure facility for fitness or sports	The jubilee recreation grounds can be accessed adjacent to the site access.
Publicly available postal facility	There is no publicly available postal facility within 500m of the site.
Community facility	There is no community facility within 500m of the site.
Over the counter services associated with a pharmacy	There is no over the counter service associated with a pharmacy within 500m of the site.
Public sector GP surgery or general medical centre	There is no GP surgery or general medical centre within 500m of the site.
Childcare facility or school	There is no childcare facility or school within 500m of the site.

Table 5.4 – Local Facilities within 500m

5.4 Summary

- 5.4.1 The site has a good location in respect of the surrounding pedestrian, cyclist and public transport infrastructure and accessibility using these modes of transport.
- 5.4.2 The sustainability audit set out in this section of the Travel Plan indicates that the proposed development site is well located to integrate into the local pedestrian, cycle and public transport network. The site therefore constitutes a sustainable development in a sustainable location.
- 5.4.3 On this basis, it is considered that the proposed development is not prejudicial to the requirements of NPPF and is not solely reliant on private vehicles for travel to / from the local and wider area.

6. TARGETS

6.1 Targets

- 6.1.1 Travel Plans should have measurable outputs or targets against which the progress of the plan can be monitored. A suitable indicator of the success of the Travel Plan is the mode-split of employee travel.
- 6.1.2 There are two main types of targets associated with a Travel Plan. Action targets act as a check list to ensure that the appropriate measures are carried out within a set time frame. Aim targets are quantitative targets which set a percentage allowance for people using a certain mode of transport.

6.2 Action Targets

- 6.2.1 The action targets are tabulated for simplicity and have been detailed below in Table 6.1.

Timing	Action Target	Responsibility	Target Date
Prior to Occupation	Agree Action targets	Travel Plan Coordinator (TPC)	Planning submission
	Agree monitoring and review program	TPC	Planning submission
	Implementation of Physical Measures (Cycle parking)	Developer	During Construction
	Appoint Travel Plan Coordinator	Developer	Prior to occupation
	Establish a timeline for the implementation of soft measures & scale Travel Plan to Full Travel Plan	TPC	Within 3 months of confirming TPC
Upon Occupation	Launch of Travel Plan	TPC	On opening
	Provide staff with starter packs indicating required information	TPC	On opening
	Implementation of Travel Plan Measures	TPC	On opening
	Display Travel Plan	TPC	On opening
	Initial site audit	TPC	Complete
	Initial Survey of Staff Travel Patterns (Baseline Survey)	TPC	Within 3 months of 80% occupation of the units
	Submission of results of 1st Travel Survey to client / Council	TPC	Within 1 month of completing the survey.
	Review of findings with Council and setting of modal share (aim) targets	TPC	Within 3 months of the survey.
	Repeat Travel Surveys	TPC	Years 1, 3 and 5

Table 6.1 - Action Targets

6.3 Aim Targets

- 6.3.1 Upon completion of the baseline survey, aim targets will be set and agreed in consultation with WSCC. It is envisaged that the Travel Plan will seek a reduction in SOV usage over the 5 year period. The targets will also seek to meet the wider aims of WSCC in reducing car usage over the forth coming years.
- 6.3.2 The only travel to work information available is from the National Census and with the 2021 travel to work statistics not yet released the 2011 data is relied upon. This is therefore considered dated and possibly not reflective of current travel patterns within the Billingshurst area. It is hoped this would be more positively skewed towards sustainable modes but without recent survey data this remains unknown.
- 6.3.3 It is therefore considered that the targets are set upon completion of the first set of travel surveys. This would be provided to WSCC within the travel surveys finding report. As set out within Table 6.1 above, this would be within 3 months of the initial site survey.

7. MANAGEMENT AND COMMUNICATIONS STRATEGY

7.1.1 This section sets out how this Travel Plan will be managed from the present day to when the site is fully constructed and occupied.

7.2 Management Strategy

7.2.1 The Travel Plan will be managed internally by a Travel Plan Coordinator (TPC). The TPC will therefore be responsible for the Travel Plan's day to day implementation as well as its formal monitoring requirements (detailed later within this document).

7.2.2 The implementation and ongoing management of the Travel Plan will be done in consultation with the council and communications will be maintained throughout the lifetime of the Travel Plan.

7.2.3 The TPC will ensure sufficient time is given to undertake the role. Staff will also be given sufficient time to fill in surveys at the required time.

7.2.4 The TPC will be the 'face' of the Travel Plan and a point of contact for the occupants.

7.3 Enforcement and Funding

7.3.1 This Travel Plan will be secured through the Section 106 Agreement.

7.4 Travel Plan Coordinator

7.4.1 The Travel Plan Coordinator (TPC) will be responsible for the day to day management and implementation of the Travel Plan.

7.4.2 Up to date details for the TPC will be provided to WSCC upon appointment. If the role changes new details will be provided.

7.4.3 The individual should be interested in sustainable travel issues. They will be keen to promote sustainable travel issues and raise awareness overtime, thus encouraging the uptake of these modes facilitating the required modal shift.

7.4.4 The TPC will market the personalised travel planning services. This service will be freely provided to all staff. They will undertake a meet and greet exercise when the Travel Plan is formally launched where they will introduce themselves making themselves known as the 'face' of the Travel Plan. At this point, they will make the offer of the free personalised travel planning services.

7.4.5 The TPC will provide a link between the staff and the council who have a number of sustainable travel information sources, initiatives and updates available. They will ensure that all latest updates are communicated to staff highlighting a positive and proactive approach with regard to sustainable travel in and around the council.

7.4.6 The main duties of the TPC will consist of the following;

- » Be a contact point and 'face' of the Travel Plan;
- » Ensure their contact details are within the main information sources (discussed later within this document), these being the staff travel packs, development website and staff notice boards;
- » Establish good communications/relations between themselves and the relevant contact at the council upon their appointment;
- » Ensure they are fully aware of all the sustainable travel options to and from the site and provide personalised travel planning to all staff;

- » Ensure that they are fully up to date with the current sustainable travel initiatives provided by the council so that these can be further promoted throughout the site;
- » Be up to date on nationwide events such as 'bike to work week', 'national lift share day' and 'sustainable travel week' so that these events can be promoted throughout the site;
- » Look at the feasibility of setting up a 'Bike User Group' (BUG) and, if demand dictates, manage it; and
- » Organise the monitoring surveys and compile the review report.

7.5 Staff Travel Pack

7.5.1 A Staff Travel Pack (STP) will be provided as part of the information provided to all new staff upon commencing employment. Each tenant will provide their own Travel Pack to staff.

7.5.2 The STP will include the following;

- » A mission statement detailing the aim and objectives of the Travel Plan;
- » Contact details of the TPC and brief introduction about them such as their commitment to promoting sustainable travel. The duties the TPC is responsible for such as personalised travel planning services will also be detailed;
- » Site location plan highlighting its proximity to local transport provisions, walking and cycle routes;
- » Examples of walking or cycling journeys to destinations such as the train station or other local destinations such as banks and post offices will be provided;
- » Health, environmental and economic benefits of travelling via sustainable modes;
- » Public Transport routes, spider maps and timetables;
- » Details of cycling initiatives provided by council; and,
- » Details of local taxi services.

7.5.3 An update of the STP detailing timetables and route maps will be sent out on an annual basis to ensure all information is kept up to date.

7.5.4 A copy of the proposed STP will be provided to WSCC.

7.6 Company Website / Intranet

7.6.1 This will provide an online version of the information board and will provide the following;

- » An electronic Travel Pack that can be downloaded by people wishing to visit the site;
- » An opportunity to register ones email address to receive promotional material and updates via email.

7.6.2 Most of the above information will require updating as and when details change, such as timetable changes. The TPC will ultimately be responsible for the provision of up to date and relevant information on all the communication methods set out within this section.

7.6.3 The promotional material will be more frequently updated.

7.7 Summary

7.7.1 This section highlights that a firm management structure will be put in place at the development. The appointed management company will be responsible for the implementation of the Travel Plan.

8. TRAVEL PLAN MEASURES

8.1.1 The main aim of sustainable transport policy is to reduce single occupancy car use by promoting a choice of alternative means of transport. The main alternatives are as follows:

- » Walking,
- » Cycling,
- » Motorcycle,
- » Car Sharing,
- » Train,
- » Taxi / Minicab; and,
- » Bus.

8.1.2 This section will set out the proposed package of measures which will be implemented across the site.

8.1 Encouraging the uptake of Walking and Cycling

8.1.1 Maps will be provided detailing the local pedestrian and cycle routes in the vicinity of the area. Examples such as journey times to certain locations will be detailed on the maps.

8.1.2 The development proposal incorporates sustainable links to/from Billingshurst, including a new footpath link from the site along the eastern boundary to the existing footbridge over the A29 as well as pedestrian improvements at the site entrance including a new stretch of footpath and an at-grade crossing point at Platts Roundabout. This is detailed on the site plan provided at **Appendix A**.

8.1.3 The site layout will link to the wider OPA pedestrian links with appropriate footways and pedestrian crossing point. At the southeast corner of the site a new public footpath will be provided linking to Newbridge Road. This aligns with the mitigation strategy proposed by Accon (Appendix B) which is informed by the 'Air quality and emissions mitigation guidance for Sussex (2021)'. This provides all future site users a link towards Billingshurst centre and the railway station.

8.1.4 The internal area will provide suitable lighting as well footways between parking areas and the building entrances. Dropped kerbs and tactile paving will be provided across both access points onto the public highway. Ensuring these areas are well lit and enable a step free access facilities those with visual or mobility impairments.

8.1.5 Information on the health, economic and environmental benefits of walking and cycling will be detailed. Examples of the number of calories burned on a 10 minute walk or 20 minute cycle ride will be provided. Information of the savings on petrol by substituting the car for walking or cycling will also be provided. By providing examples, it offers some perspective on the actual benefits of travelling using these modes.

8.1.6 Cycle use is encouraged by the provision of secure cycle parking facilities at the site. The proposals include secure, sheltered and well-lit cycle parking provision in excess of the minimum standards. Showers will also be provided along with suitable changing areas with lockers to secure cycle equipment.

8.1.7 The cycle parking is shown on the site plan included at **Appendix A** and shows that the parking areas are located immediately outside of the unit entrance ensuring a preferential location, safe and direct access from the parking into the building.

8.1.8 The TPC will investigate the feasibility of implementing a cycle to work scheme which enables staff to take a loan from the company to purchase a bicycle. The repayment of this loan is then subtracted from the employee's salary before tax enabling them to make a saving as well as distribute the cost of the

cycle over a period of time. WSCC provide a number of possible cycle to work schemes upon their website. Further information on this can be obtained through the below link.

[Cycle to Work Scheme - West Sussex County Council](#)

- 8.1.9 The TPC will be required to locate local cycle shops and where possible negotiate discounts on cycles and cycle equipment for staff of the development.
- 8.1.10 Promotional events will be held. This could be a site wide event 'cycle to work week' or be a part of a nationwide event such as the national 'Bike Week' which is usually held in June and currently sponsored by Halfords. Posters can be downloaded and displayed throughout the site to encourage those who don't usually cycle to work to make a change for one week or even one day within that week.

8.2 Encouraging the uptake of Public Transport

- 8.2.1 A couple of buses serve the local area surrounding the site. It is proposed that public transport will be well used but measures will be made available to further incentivise this mode.
- 8.2.2 The TPC will make contact with WSCC to discuss the opportunity to provide additional services should they be required. WSCC currently provide links to local bus and rail services. More information can be obtained through the below link.

[Travel and public transport - West Sussex County Council](#)

- 8.2.3 Details of the bus routes as well as the location of the Train Station and the available services will be included within the STP.
- 8.2.4 The TPC will investigate the feasibility of future occupants offering season ticket loans for bus and train tickets. This enables employees to stagger the payment over a number of months and in turn enables them to make the cost saving associated with purchasing a season ticket as opposed to a daily ticket.
- 8.2.5 Public transport information will be made available in communal areas so that both staff and visitors can access the information. Timetables and maps will be kept up to date and a list of websites for further information will be listed such as www.traveline.org.uk provides national bus, rail and coach travel information and timetables.

8.3 Encouraging the uptake of Car Sharing

- 8.3.1 Car sharing is an excellent way to reduce the overall numbers of cars travelling to a site. The TPC will provide an email address to all staff interested in finding a car share partner. The TPC will then introduce potential partners.
- 8.3.2 If there is insufficient numbers to warrant a site specific car share scheme, then the wider WSCC Lift Share scheme may be more appropriate. Further details on this are obtained through the below link.

[West Sussex Car Share community - part of the Liftshare network](#)

- 8.3.3 In terms of the marketing of the car sharing scheme for staff, the following will be promoted:
 - » One car share bay has been marked out per unit (see site plan at **Appendix A**),
 - » Guaranteed parking space every day;
 - » Guaranteed ride home in the event of an emergency and it is expected that this will be secured with a local taxi firm. This provides reassurance that staff will not be stranded in the event of an emergency;

- » Benefits of car sharing in terms of reduced fuel costs, an important issue given recent increases in fuel costs; and,
- » Members will be made aware of the benefits of car sharing with other employees.

8.4 Car Clubs

- 8.4.1 Car clubs are operating in several West Sussex locations with vehicles available to hire by the hour or by the day. Typically, you can hire a car club car for around £5 per hour depending on the vehicle type and size. There may also be a small charge for mileage.
- 8.4.2 Providing staff with the details of local car clubs could encourage a life style choice, not to own a car, or encourage companies to offer car clubs for work time trips to encourage current staff to travel more sustainably as part of their commute. Co wheels, car share company, currently provides a vehicle within Billingshurst. The details are provided below.

[Car Share: Co Wheels Car Club](#) | [Co Wheels](#) | [Co Wheels \(co-wheels.org.uk\)](#)

8.5 Motorcycles

- 8.5.1 Motorcycles are considered to be more efficient than other private motorised forms of transport as they require less road space; generally, use less fuel and their emissions tend to be lower than those of the private car.

8.6 Taxis and Minicabs

- 8.6.1 Taxis can play an important role for staff and visitors at times when other modes of public transport may not be convenient or available. The car parking areas provide sufficient areas within which taxis or mini cabs can drop visitors to the site. Contact details of local taxi companies would therefore be made available on-site.
- 8.6.2 It may also be possible to negotiate special staff rates with a local taxi firm and this will be explored by the TPC. By contracting to one firm, higher discounts might be arranged and promoting a commendable and reliable firm will also be reassuring to employees. This is to be investigated by the TPC.

8.7 WSCC Travel Plan Network

- 8.7.1 Travel plan networks can help employers promote sustainable commuting and business travel, and reduce parking pressures at their sites.
- 8.7.2 Such networks can also provide a forum to share best practice and explore opportunities for joint working.
- 8.7.3 Through collaborative working, travel plan networks can also help secure travel discounts and other employee benefits.
- 8.7.4 In West Sussex there are four subscription networks that employers can join, which are operated by 'easit'. The proposed development site falls within the Mid Sussex area with further information provided below.

[Network - easitMID SUSSEX](#)

- 8.7.5 A fee is required to join this network and would be considered by the TPC once the Travel Plan is operation. It may be considered that the framework of the document is sufficient to not warrant additional input.

8.8 Summary

- 8.8.1 The above section details the wide variety of measures that will be implemented throughout the site. The measures will be reviewed on an annual basis in line with the monitoring and review timetable, discussed within Section 6, and where appropriate amended to reflect the travel patterns observed on site.

9. MONITORING AND REVIEW

9.1 Monitoring

9.1.1 By undertaking the survey every two years the success of the Travel Plan in its ability to influence staff travel behaviour can be measured. The modal split of how employees travel will be recorded to ensure that the number of staff driving to work in their own private vehicle will reduce in favour of more sustainable modes.

9.1.2 In order to ensure an effective monitoring strategy is in place the following activities will be undertaken as part of a Travel Plan:

- » A baseline survey will be undertaken when the site reaches 80% occupation this will establish the baseline modal split,
- » Periodic monitoring surveys will be undertaken in years 0 (baseline), 3 and 5 of the lifetime of the Travel Plan. This enables modal shift to be identified; and,
- » The answers to the main mode question should be used to identify the mode split for the site.

9.1.3 Other data collected might include:

- » Personal information such as home postcode, job type, nature of work and working hours,
- » Monitoring of the EV spaces to ascertain whether more are required to meet demand,
- » Reasons for choice of travel mode and barriers to travel by sustainable modes,
- » Additional information about measures which are likely to encourage a switch to sustainable alternatives; and,
- » The amount of business travel undertaken during the working day and opportunities for switching to alternatives.

9.1.4 Surveys will be undertaken at a similar time each year and in a 'neutral' month, avoiding school holidays.

9.1.5 Surveys may be undertaken online or via hard copy, whichever is considered to be most appropriate for the nature of the organisation to ensure a good and representative response. Organisations should aim to achieve a response rate of at least 30% for baseline surveys, or at least be able to provide assurance to the local authority that the sample is representative if this response rate is not achieved.

9.2 Remedial Action

9.2.1 If the survey highlights that the site is not meeting its targets a number of remedial measures will needed to be implemented on site to rectify the situation. These will be devised in consultation with WSCC. A number of potential remedial measures are listed below:

- » Continue to undertake the site surveying for a further 4 years – up to year 9.
- » Run awareness campaign reinforcing alternatives to car travel;
- » Allocation of additional resources to promote non-car modes of transport.

10. SUMMARY AND CONCLUSIONS

- 10.1.1 A Travel Plan has been prepared on behalf of HE4 UK Enterprises 17 GP Limited ('the applicant') in order to discharge Condition 16 of the sites planning permission.
- 10.1.2 The site lies within the administrative planning boundary of Horsham District Council ('HDC'). The Highway Authority is West Sussex County Council ('WSCC').
- 10.1.3 The site forms the proposed employment element of the wider Platts Roundabout site, where an outline planning application ('OPA') was previously approved for a hybrid mixed retail / employment and showroom scheme (reference: 19/0295) followed by a further OPA for the employment element only (reference: 22/0518). The received planning permission and construction is currently underway.
- 10.1.4 Condition 16 of the sites planning permission requires the preparation of a Travel Plan prior to occupation of the units on site. For ease of reference Condition 16 has been provided below.

'Prior to the first occupation or use of the development hereby permitted, a Travel Plan shall have been submitted to and approved in writing by the Local Planning Authority. The Travel Plan shall be completed in accordance with the latest guidance and good practice documentation as published by the Department for Transport or as advised by the Highway Authority and shall include details to mitigate impacts on air quality as set out in the Council's latest Air Quality and Emissions Reduction Guidance document. The applicant shall use all reasonable endeavours to work with other businesses in the immediate area to co-ordinate the measures within the travel plan. The Travel Plan once approved shall thereafter be implemented as specified within the approved document.'

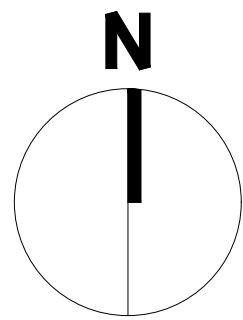
- 10.1.5 The development comprises nine high quality one and two-storey employment units for Egiii, B2 or B8 use, with ancillary office use, hard and soft landscaping, servicing and parking. The proposed site totals 4,627sq.m GFA.
- 10.1.6 This Travel Plan is being submitted in line with the BREEAM requirements, section Transport Tra 01 and Tra 02, BREEAM New Construction V6.1.
- 10.1.7 This Travel Plan will be initiated once the development is completed and will be submitted within 3 months from the appointment of the TPC. The Travel Plan Coordinator will implement the plan and control the day to day management of the Travel Plan, which will include consultation with WSCC.
- 10.1.8 This document sets out how site users will travel to and from the development by modes other than private car and has indicated that these opportunities, as well as accompanying benefits will be set out within marketing material which will be prepared in respect to this development.
- 10.1.9 It can therefore be concluded that the framework established by this Travel Plan is sufficiently robust to deliver more sustainable travel choices in relation to the site. At the same time, it maintains a degree of flexibility to enable the Travel Plan to respond to changing circumstances and continue to deliver more sustainable transport choices into the future.

Appendix A Proposed Site Plan

AREA SCHEDULE GROSS EXTERNAL AREA				
UNIT NO.	GF	FF	TOTAL	
1	294m²	60m²	354m² / 3,810ft²	
2	243m²		243m² / 2,616ft²	
3	190m²		190m² / 2,045ft²	
4	177m²		177m² / 1,905ft²	
5	783m²	139m²	922m² / 9,924ft²	
6	545m²	96m²	641m² / 6,900ft²	
7	629m²	111m²	740m² / 7,965ft²	
8	665m²	117m²	782m² / 8,417ft²	
9	747m²	132m²	879m² / 9,461ft²	
TOTAL	4,273m²	655m²	4,928m² / 53,043ft²	

AREA SCHEDULE GROSS INTERNAL AREA				
UNIT NO.	GF	FF	TOTAL	NOTES
1	270m²	50m²	320m² / 3,444ft²	CIH 6m
2	226m²		226m² / 2,433ft²	CIH 6m
3	176m²		176m² / 1,895ft²	CIH 6m
4	159m²		159m² / 1,711ft²	CIH 6m
5	743m²	122m²	865m² / 9,311ft²	CIH 6m
6	523m²	86m²	609m² / 6,555ft²	CIH 6m
7	603m²	100m²	703m² / 7,567ft²	CIH 6m
8	639m²	106m²	745m² / 8,019ft²	CIH 6m
9	708m²	116m²	824m² / 8,870ft²	CIH 6m
TOTAL	4,047m²	580m²	4,627m² / 49,805ft²	

SITE AREA (RED LINE) 1.5 Hectare / 3.7 Acres
SITE DENSITY CIRCA 35% based on GEA's



Figured dimensions only are to be used. All dimensions to be checked onsite. Differences between drawings and between drawings and specification or bills of quantities to be reported to the PRC Group.

The copyright of the drawings and designs contained therein remains vested in the PRC Group.

Revisions: Drawn/Chkd: Date:

- KEY
- APPLICATION AREA
 - PROPOSED SOFT LANDSCAPE
 - EXISTING SOFT LANDSCAPE
 - TIMBER POST & RAIL FENCE
 - 2.4 m HIGH BLACK WELDMESH FENCE
 - BLACK WELDMESH PEDESTRIAN GATES
 - BRUSHED CONCRETE SERVICE YARD
 - TARMAC
 - WELL CONSOLIDATED GRAVEL
 - NATURAL BLOCK PAVING TO VEHICLE AREAS
 - CHARCOAL BLOCK PAVING TO PEDESTRIAN AREAS
 - CAR PARKING SPACE, 52no. PROVIDED IN TOTAL INCLUDE:
 - 9 no. CAR SHARING BAY
 - 9 no. ACCESSIBLE PARKING BAY
 - CYCLE SHELTER 22no. BIKES PROVIDED
 - SINGLE ELECTRIC VEHICLE CHARGING POINT
 - DOUBLE ELECTRIC VEHICLE CHARGING POINTS
 - SINGLE ELECTRIC VAN CHARGING POINT
 - DK DROPPED KERB
 - PROPOSED TREES
 - EXISTING TREES TO BE RETAINED

DRAFT

Client:
HE4 UK ENTERPRISES 17 GP LTD



Project:
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Drawing Title:
PROPOSED SITE PLAN

Scale @ A1: 1:500
Checked by: AMc
Date: NOV 23
Job No: 11623
Stage: PL 003
Drawing No: P2
Rev:

Issue Status:
Construction ☐ Preliminary ☐
Information ☐ Approval ☒
Tender ☐

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Appendix B Accon UK – Air Quality Cost Assessment

AIR QUALITY DAMAGE COST ASSESSMENT

This Technical Note has been produced to address the comments from the Environmental Health Officer at Horsham District Council, dated 14th August 2024, with respect to the Air Quality Technical Note to discharge Planning Condition 15. This document clearly outlines the process and data used to calculate an updated Damage Cost Assessment having sought further clarification on the traffic input data from the Transport Consultant (Stunt Consulting).

Methodology

The Emissions Factors Toolkit v12.0.1 (EFT)¹ has been utilised to calculate the total emissions (tonnes/annum) of NO_x and PM_{2.5} for the proposed opening year (2024) and the following 4 years. A 5-year period has been selected in line with the recommendations within the Air Quality and Emissions Mitigation Guidance for Sussex². The results of the EFT have been input into the Air Quality Damage Cost Appraisal Toolkit to calculate the Low Sensitivity Present Value, Central Present Value, and High Sensitivity Present Value for a 5-year period. Mitigation measures to offset this damage cost have then been recommended.

Input Data

The input for the EFT is identified below:

- The Traffic consultants Stunt Consulting Limited, have identified that the proposed development will result in 277 additional traffic movements onto the local road network, this is significantly lower than the data previously utilised within the Tetra Tech report which stated that the proposed development would result in 672 additional traffic movements (ref: 784-B033054 dated 3rd March 2022). This large disparity in traffic is due to the outline planning application being previously approved for a hybrid mixed retail / employment and showroom scheme and as a result the trip rates were calculated using a worst case scenario of 100% office (Class E). This resulted in significantly higher trip rates than those used for Class B2 (General Industrial) use and Class B8 (Storage and Distribution).
- Average distance travelled from the development of 10km/trip has been assumed, in line with the Air Quality and Emissions Mitigation Guidance for Sussex; and
- Average speed of 50kph.

Calculation

Table 1 identifies the annual NO_x and PM_{2.5} development emissions for the years 2024 to 2029. The annual emissions have been utilised within the damage cost assessment. The results from the Air Quality Damage Cost Appraisal Toolkit are in **Table 2**.

¹ Emissions Factors Toolkit Spreadsheet available from: <https://laqm.defra.gov.uk/air-quality/air-quality-assessment/emissions-factors-toolkit/>

² Air Quality and Emissions Mitigation Guidance for Sussex, 2019

Table 1: Development Emissions

Pollutant	Development Emissions (Tonnes/annum)				
	2024	2025	2026	2027	2028
NO _x	0.21	0.19	0.16	0.14	0.13
PM _{2.5}	0.04	0.04	0.04	0.04	0.04

Table 2: Damage Cost Calculation

Pollutant	Low Sensitivity Present Value	Central Present Value	High Sensitivity Present Value
NO _x	£1,425.63	£8,562.59	£32,929.21
PM _{2.5}	£5,283.57	£13,321.77	£38,250.42
Total	£6,709.19	£21,884.37	£71,179.62

Mitigation

As identified within the Air Quality and Emissions Mitigation Guidance for Sussex, mitigation should be agreed upon with the Local Authority in the form of a mitigation statement. As a minimum, the total cost of mitigation measures should be equal to the health damage cost. For this development the Central Present Value is £21,884.37, therefore this should be met or exceeded. Mitigation could include but is not limited to those measures as identified within Table 2 of the Air Quality and Emissions Mitigation Guidance for Sussex:

- Additional EV charging infrastructure within the development
- Vouchers for alternatives to private car use
- Car club provision
- Designation of parking spaces for car club vehicles
- Designation of parking spaces for low emission vehicles
- Provision of electric bikes
- Improved cycle paths to link cycle network
- Adequate provision of secure cycle storage
- Using green infrastructure, in particular trees to absorb dust and other pollutants
- Differential parking charges depending on vehicle emissions
- Public transport subsidy for employees
- All commercial vehicles should comply with current European Emission Standards

- Fleet operations should provide a strategy for considering reduced emissions, low emission fuels and technologies
- Use of ultra-low emission service vehicles
- Support local walking and cycling initiatives
- On-street EV recharging
- Contributing funding to measures, including those identified in Air Quality Action Plans
- Low emission strategies, designed to offset the impact on air quality arising from new development

Henry Robins

Air Quality Consultant

ACCON UK Limited