

**Land at Foxhole Farm,
Foxhole Lane,
Bolney,
West Sussex**

Prepared for
CALA Homes (South Home Counties) Limited
By
Stuart Michael Associates Limited

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Coombe House
Coombe Square
Thatcham
Berkshire
RG19 4JF

T: 01635 867711
F: 01635 861715
E: mail@stuartmichael.co.uk
W: www.stuartmichael.co.uk

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Registered Office: Coombe House, Coombe Square, Thatcham, Berkshire RG19 4JF.

Telephone: 01635 867711 Facsimile: 01635 861715.



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ACRONYMS AND ABBREVIATIONS

ANPR	Automatic Number Plate Recognition
CIHT	Chartered Institution of Highways & Transportation
DfT	Department for Transport
DMRB	Design Manual for Roads and Bridges
EV	Electric Vehicle
FTP	Final Travel Plan
GP	General Practitioner
LCWIP	Local Cycling and Walking Infrastructure Plan
LHA	Local Highway Authority
LPA	Local Planning Authority
LTN	Local Transport Note
MfS	Manual for Streets
MfS2	Manual for Streets 2
MSDC	Mid Sussex District Council
NPPF	National Planning Policy Framework
NPPG	National Planning Practice Guidance
NTS	National Travel Survey
PPG	Planning Practice Guidance
SAM	Standardised Assessment Methodology
SMA	Stuart Michael Associates
SOV	Single Occupancy Vehicle
TA	Transport Assessment
TP	Travel Plan
TPC	Travel Plan Coordinator
TRICS	Trip Rate Information Computer System
WSCC	West Sussex County Council
WSTP	West Sussex Transport Plan



1.0 INTRODUCTION

1.1 Stuart Michael Associates (SMA) have been commissioned to prepare a Final Travel Plan (TP) on behalf of CALA Homes (South Home Counties) Limited ('The Applicant') for a residential development comprising of the erection of up to 200 residential dwellings and a community building, along with open space, children's play areas, community orchard and allotments at Land at Foxhole Farm, Foxhole Lane, Bolney, West Sussex, which will be referred to as 'the site' throughout this TP.

1.2 The site (Planning reference: DM/25/1129) was granted planning permission on the 18th of November 2025 for a residential development comprising of up to 200 dwellings, including affordable housing; a community building (use class F1) encompassing land for education provision, together with associated access, ancillary parking and landscaping; the creation of a vehicular access point from the A272 Cowfold Road, and pedestrian and cycle only access to The Street; and creation of a network of roads, footways, and cycleways through the site; together with the provision of countryside open space, children's play areas, community orchard, and allotments; sustainable drainage systems and landscape buffers (appearance, landscaping, layout and scale is reserved). A copy of the site masterplan is attached as **Appendix A**.

1.3 A Framework Travel Plan was produced by i-Transport and submitted on the 29th April 2025, followed by an update on the 4th August 2025 (reference: ITB-16634-013D) as part of the outline planning application.

1.4 This TP has been prepared to discharge Schedule 6 of the S106 Agreement and Planning Condition 26 of the Decision Notice. Respectively, these state that:

"No part of the development shall be first occupied until the Framework travel Plan (ITB16634-004D) has been submitted to and approved in writing by the Local Planning Authority. The Framework Travel Plan once approved shall thereafter be implemented as specified within the approved document. The Travel Plan shall be carried out in accordance with the latest guidance and good practice documentation as published by the Department for Transport or as advised by the Highway Authority."



“To submit the Travel Plan to the County Council for approval prior to commencement of Development. The Travel Plan shall be based on the framework travel plan reference ITB-16634-013D”.

1.5 Taking the foregoing into account, and the rest of Schedule 6 from the S106 Agreement, it is required that the Travel Plan will provide the following:

- To submit the Final Travel Plan for approval prior to first occupation on site;
- To provide the Council with details of an on-site EV Car Club Scheme prior to first occupation; *and*
- To pay the Travel Plan monitoring contribution to the council prior to first occupation.

1.6 A Travel Plan is a package of measures, which seeks to deliver travel behaviour change amongst residents. It focuses on reducing reliance on the private car, in favour of more sustainable modes of travel.

1.7 This TP has been developed in accordance with the West Sussex Travel Plan Guidance.

The Development

1.8 The site is located within the village of Bolney and currently comprises of grass fields, approximately 7km east of Haywards Heath and 6.5km northwest of Burgess Hill. The site is bound by grass fields to the north, Foxhole Lane to the east, the A272 to the south and The Street, lined with existing residential dwellings, to the west. It is noted that a Public Right of Way (PRoW), Public Footpath 44BO runs along the site's northern border, connecting The street to Foxhole Lane. The location of the site in context of its wider area is shown on **Figure 1.1**.

1.9 The vehicular access point for this site will be provided via the A272, in the form of a priority-controlled T-junction with a ghost island right turn lane. In addition to the vehicular access, which provides a pedestrian and cycle connection to the A272, two active travel accesses will be provided into the site: onto The Street and onto Public Footpath 44BO. Continuous pedestrian and cycle links will be provided throughout the site to enhance permeability and connect to the wider network, to facilitate the uptake of trips made by sustainable transport.



- 1.10 The closest bus stops to the site are the Bankside Bus Stops, located on The Street, which facilitates travel to Horsham, Cuckfield, Haywards Heath, and Burgess Hill. Travel further afield to Brighton and Crawley is possible via the Ryecroft Road Bus Stops on London Road.

The Travel Plan

- 1.11 SMA has been instructed by CALA Homes (South Home Counties) Limited to prepare this Final Travel Plan in accordance with Condition 26 and Schedule 6 of the S106 (Planning ref: DM/25/1129).
- 1.12 Stuart Michael Associates (SMA) has been instructed by the developer to be the Travel Plan Coordinator (TPC). The contact details of the TPC are as follows:

Name: Stuart Michael Associates

Address: Coombe House, Coombe Square, Thatcham, RG19 4JF

Email: travelplans@stuartmichael.co.uk

Telephone Number: 01635 867711

- 1.13 It will be the responsibility of the TPC to deliver the range of Travel Plan measures, manage the TP budget, organise the monitoring surveys to be completed and review them.
- 1.14 Other duties will include, but will not be limited to:
- Overseeing the implementation of the TP;
 - Liaison with West Sussex County Council (WSCC) and Mid Sussex District Council (MSDC), local bus/rail operators, local stakeholders (e.g. Cycle Stores), and residents of the site;
 - Liaison with sales staff on the site, to ensure they are aware of the TP initiatives being promoted;
 - Provision of information to residents prior to and throughout occupation (e.g. Walking & Cycling route maps, bus timetables, newsletters, and other promotional material);



- Design and implementation of effective marketing measures to raise awareness of the TP using methods such as subsidised travel voucher;
- To provide information of the on-site EV Car Club Scheme; *and*
- To co-ordinate the monitoring programme (TRICS surveys) to be agreed with WSCC. Future monitoring reports will be provided with details of the measures actively implemented to raise awareness of the Travel Plan.

1.15 The TP will be implemented over a period of 5 years following approval of the TP. The site will be monitored by way of multi-modal surveys and resident questionnaires. The first multi-modal survey will take place 1 year after first occupation with additional surveys taking place biennially (Year 3 and 5) on the anniversary of the first multi-modal survey.

1.16 The Travel Plan will be guided by aims, objectives and targets, all of which will seek to encourage travel behaviour to change, in favour of sustainable travel modes.

Assessment Methodology

1.17 In preparation of this Travel Plan document, the following methodology has been undertaken:

- Consideration given to new infrastructure as part of the development, to facilitate travel on foot, cycle, and public transport to/from the site;
- Desktop research of national and local policy requirements; *and*
- Finalising the Travel Plan measures to encourage sustainable travel choices amongst residents, based on those identified as part of the framework document and the sustainable travel opportunities that will be available to residents.

Report Outline

1.18 The remainder of this document sets out the strategy for the delivery of the various Travel Plan measures to be implemented. This strategy aims to raise



awareness of the sustainable travel choices available to residents to encourage a shift from single occupancy car use, it will be structured as follows:

- **Section 2.0:** Planning Policy and Guidance.
- **Section 3.0:** The Development and Accessibility.
- **Section 4.0:** Aim, Objectives, and Targets.
- **Section 5.0:** Travel Plan Initiatives.
- **Section 6.0:** Management Strategy.
- **Section 7.0:** Monitoring and Review.
- **Section 8.0:** Action Plan.



2.0 PLANNING POLICY AND GUIDANCE

National Policy

- 2.1 As a consequence of the increasing pressures on the transport network and a national focus on climate change, the Government have identified the need for sustainable development. By definition, sustainable development seeks to achieve, 'Development that meets the needs of the present without compromising the ability of future generations to meet their own needs' (ref: The Brundtland Commission, 1987).
- 2.2 The following National and Local Policy and Guidance documents have been referred to, which are relevant to the proposed development:

National Publications

- National Planning Policy Framework (2024)
- National Planning Practice Guidance
- National Travel Survey (2024)
- The Effects of Smarter Choice Programmes in the sustainable Travel Towns: Research Report (2010)
- Department for transport - Gear Change: A bold vision for cycling and walking (2020)
- Decarbonising Transport – A Better, Greener Britain (July 2021)
- The Building Regulations 2010: Infrastructure for the charging of electric vehicles (Adopted June 2022)

Local Publications

- Mid Sussex District Plan 2014-2031
- West Sussex Transport Plan (2022 to 2036)
- West Sussex Active Travel Strategy (2024-2036)
- West Sussex Local Cycling and Walking Infrastructure Plan (LCWIP)
- Bolney Neighbourhood Plan 2015-2031

Other Guidance

- Manual for Streets
- LTN 1/20 Cycle Infrastructure Design (2020)



- West Sussex County Council Guidance on Parking at New Developments (2020)

National Planning Policy and Guidance

National Planning Policy Framework (NPPF 2024)

- 2.3 The **National Planning Policy Framework** ('NPPF') (Ministry of Housing, Communities and Local Government, December 2024) has been taken into consideration in this TP. At the time of writing this report, it is acknowledged that a draft NPPF has been published on the 16th of December 2025, a designated consultation period followed, which ended on the 10th of March.
- 2.4 The NPPF aims to promote sustainable development and highlights the need for transport issues to be considered from the earliest stage of development proposals, so that the potential impacts of development on transport networks can be addressed, and alternative transport opportunities can be identified.
- 2.5 Chapter 9 of the NPPF outlines the Government's policy approach to promoting sustainable transport and assessing the transport impact of new developments.
- 2.6 The latest version of the NPPF sets out that all new developments should have a vision-led approach for transport. This new requirement is explored throughout this TP.
- 2.7 The NPPF (paragraph 115) requires that new developments should ensure that sustainable transport modes are prioritised, taking into account the vision for the site, the type of development and its location. These should provide safe and suitable access to the application site for all users and ensure that "any significant impacts from the development on the transport network (in terms of capacity and congestion), or on highway safety, can be cost effectively mitigated to an acceptable degree."
- 2.8 The NPPF (paragraph 116) states that: "Development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network, following mitigation, would be severe, taking into account all reasonable future scenarios".



2.9 It should be noted that the Draft NPPF removes paragraph 116, other clauses may also vary.

2.10 Within this context (paragraph 117), applications for development should:

- “Give priority first to pedestrian and cycle movements, both within the scheme and with neighbouring areas; and second – so far as possible – to facilitate access to high quality public transport, with layouts that maximise the catchment area for bus or other public transport services, and appropriate facilities that encourage public transport use;
- Address the needs of people with disabilities and reduced mobility in relation to all modes of transport;
- Create places that are safe, secure, and attractive – which minimise the scope for conflicts between pedestrians, cyclists, and vehicles, avoid unnecessary street clutter, and respond to local character and design standards;
- Allow for the efficient delivery of goods, and access by service and emergency vehicles; and
- Be designed to enable charging of plug-in and other ultra-low emission vehicles in safe, accessible, and convenient locations.” (NPPF, paragraph 117).

2.11 The NPPF states that all developments which generate significant amounts of movement should be required to provide a Travel Plan (NPPF, paragraph 118).

National Planning Practice Guidance

2.12 The **National Planning Practice Guidance** (NPPG) provides general guidance on Travel Plans and Transport Assessments. The PPG identifies Travel Plans and Transport Assessments as ‘ways of assessing and mitigating the negative transport impacts if development in order to promote sustainable development. They are required for all developments which generate significant amounts of movement.’

2.13 The Travel Plan is further described as a long-term management strategy for integrating proposals for sustainable travel into the planning process. They are considered to be based on evidence of the anticipated transport impacts of



development and set measures to promote and encourage sustainable travel (ref: NPPG).

2.14 The NPPG considers that Travel Plans positively contribute towards:

- Encouraging sustainable travel;
- Lessening traffic generation and its detrimental impacts;
- Reducing carbon emissions and climate impacts;
- Creating accessible, connected, inclusive communities;
- Improving health outcomes and quality of life;
- Improving road safety; *and*
- Reducing the need for new development to increase existing road capacity or provide new roads.

2.15 It is clear that the Travel Plan is considered to be a key document in actively managing growth to minimise impact and maximise sustainability.

National Travel Survey

2.16 The **National Travel Survey** (NTS) provides up-to-date and regular information about personal travel within Great Britain and monitors trends in travel behaviour. The results from the National Travel Survey found that personal travel in the year ending June 2024 remained similar to those recorded in 2023 and has not returned to pre-pandemic trends and patterns.

2.17 The DfT published the 2024 results in August 2025, data was collected via interviews and a 7-day travel diary, the recorded data includes average trip length, proportion of trips by mode, distance travelled, journey purpose, and car ownership.

2.18 The final response rate for NTS 2024 was 32%, the same as NTS 2023. The result of the survey are summarised below:

- Monthly domestic public transport use has grown during 2024, although it has remained below pre-pandemic levels.
- Around 42% of public transport trips used a single mode of transport.
- Around 25% of multi-modal public transport trips in England involved more than one mode of public transport.



- People made 922 trips on average in 2024, or 18 trips a week. This was similar to 2023 (915 trips on average), but slightly lower than 2019 prior to the coronavirus (COVID-19) pandemic, when people made an average of 953 trips per person. (NTS 0101)
- Cars remained the most popular mode of travel, making up 59% of all trips in 2024 (a decrease of 2 percentage points from 2019), and 76% of all miles travelled (a decrease of 1 percentage point from 2019). The proportion of trips that were walked was higher in 2024 than in 2019, with a 3-percentage point increase to 29% of all trips in 2024. (NTS0303)
- People travelled an average of 53 miles by pedal cycle in 2024; this was a 12% increase compared to 2023 (47 miles per person) but similar to 2019 (54 miles per person). (NTS0303)
- During 2024 nearly all walks recorded in the NTS were under 5 miles (99.8%).
- Most trips to and from school for trip length of under 1 mile were made by walking (83% for children aged 5 to 10 and 92% for children aged 11 to 16) in 2024.
- In England in 2024, 59% of cars owned were petrol, 30% were diesel, 6% hybrid, 4% battery electric and 2% plug-in hybrid.
- Around 83% of people reported to have used a private car at least once a week, and 6% less than once a year or never in 2024.
- Car (driver and passenger) trips made up 59% of trips and 76% of distance travelled, on average in 2024.

The Effects of Smarter Choice Programmes in the Sustainable Travel Towns: Research Report' (2010)

- 2.19 **'The Effects of Smarter Choice Programmes in the Sustainable Travel Towns: Research Report'** (2010), summarises the findings of the Government led **SMARTER** Choices research programme. It was found that the effective implementation of smarter travel measures can achieve the greatest modal shift over short journeys of up to 5km. The programme found that an average reduction of 22% may be achieved between 1.1km-3km and a 10% reduction is



feasible for journeys between 3.1km-5km, equating to an average 15.33% for all journeys up to 5km.

- 2.20 In April 2009, the DfT prepared a good practice guide, bringing together the best practice examples from around the country. The document, entitled '*Good Practice Guidelines: Delivering Travel Plans through the Planning Process*,' provides guidance on when Travel Plans are required, how they should be prepared, appropriate contents and monitoring/management techniques that should be applied. Consideration has been given to this guidance when preparing this Travel Plan.

Department for Transport - Gear Change: A bold vision for cycling and walking (2020)

- 2.21 Published by the DfT in July 2020, the document sets out the Government's strategy for investment in walking and cycling infrastructure across the Country. The Plan sets out the key barriers preventing the uptake of walking and cycling, and the steps which need to be taken to tackle them.
- 2.22 The Plan lays out ambitious targets for increasing the number of walking and cycling trips made, and the distance of these trips. This includes the target for half of all journeys to be walked or cycled by 2030.

Decarbonising Transport – A better, Greener Britain (2021)

- 2.23 The Government's Policy Paper, "Decarbonising Transport: A Better, Greener Britain" published by the DfT in July 2021, sets out the Government's vision for a "*transition to a wholly net zero economy and how we [The Government] intend to make the most of the new opportunities for growth and employment it brings to all parts of the UK*" The Paper notes (Page 56) that journeys below five miles represent 58% of private car journeys, which, which could easily be undertaken by cycling, walking or the use of public transport.

The Building Regulations 2010: Infrastructure for the charging of electric vehicles (Adopted June 2022)

- 2.24 Electric vehicle charging infrastructure will be provided in accordance with current Building Regulations (S5 Part S of Schedule 1 and regulation 44H of the Building Regulations 2010).



Local Policy and Guidance

Mid Sussex District Plan 2014 – 2031

2.25 The **Mid Sussex District Plan** (MSDP) was adopted in March 2018, replacing the Mid Sussex Local Plan 2004. It outlines the local strategy and vision for the local authority between 2014 and 2031, placing sustainability at the heart of its plans. As such, within this document there are an array of Development Policies (DP) to ensure that the district's vision is met. Some relevant ones are noted below.

2.26 Policy DP21: Transport, identifies that developments will need to be supported by Travel Plans, which are 'effective' and 'deliverable' in order to reduce the level of vehicle trips associated with the site. In accordance with DP21, the development has been designed to incorporate facilities for charging plug-in and a Car Club Scheme, which meets the requirements for low emission vehicles.

2.27 Mid Sussex District Plan 2021 – 2039 Submission Draft (Regulation 19)

2.28 **The Mid Sussex District Plan 2021 – 2039** comprises an updated vision, strategy, site allocation and policies which will supersede the 2018 District Plan upon its adoption.

2.29 Policy DPT1 'Placemaking and Connectivity' States:

'Development must provide appropriate infrastructure to support the vision and objectives of the West Sussex Transport Plan 2022 – 2036 and meet the requirements of the NPPF,

To Meet the objectives:

- Development that is likely to generate significant amounts of movement and/or have a significant impact on the transport network shall provide a Transport Assessment/ Statement, Sustainable Transport Strategy and Travel Plan to identify appropriate mitigation and demonstrate how development will be accompanied by the necessary sustainable infrastructure to support it and to accord with the requirements of the NPPF.*



2.30 The site benefits from a draft allocation for 200 dwellings (Policy DPA14) within the Regulation 19 District Plan. The site-specific policy includes financial contributions towards the provision of 'Sustainable Transport' and the provision of 'Sustainable Transport Measures'. Specific transport related policy requirements include the following:

- *'Retain the character of Footpath 44BO which runs along the site's northern boundary and create a pedestrian link from the site.'*
- *Provide suitable vehicular, pedestrian and cycle access from Cowfold Road (A272).*
- *Provide pedestrian and cycle access to The Street into the north part of the site between the properties of Westmeadow and Downland. In addition, explore potential for additional pedestrian and cycle access to The Street into the south central part of the site.'*

West Sussex Transport Plan (WSTP) (2022)

2.31 The **West Sussex Transport Plan** (WSTP) was adopted on the 1st April 2022, it has been developed to become the focus of transport funding discussions between central and local government.

2.32 The WSTP describes the county's main policy on transport and supports delivery until 2036. It is supported by a series of 5 thematic and 8 area transport strategies. The WSTP delivers the priorities of the West Sussex Council Plan, it addresses the need for transport network improvements to consider all: economic, social, and environmental objectives and accelerate the shift towards more sustainable forms of transport, which would alter patterns of travel behaviour.

2.33 WSTP proposes transformational changes to:

- Ensure planning is careful and where possible, enhances the environment and quality of life in West Sussex;
- Try to reach net-zero by 2030 and decarbonise the transport sector;
- Increase use of shared transport to reduce reliance on private car travel;



- Enhance the connectivity to nearby cities such as Portsmouth, Southampton, and Brighton & Hove; *and*
- Reduce inactivity by promoting active travel.

West Sussex Active Travel Strategy (November 2024)

2.34 The **West Sussex Active Travel Strategy** supersedes the 2016 West Sussex Walking and Cycling Strategy. Due to the Covid-19 pandemic and advances in communications technology, priorities and travel habits have changed. This Active Travel Strategy provides further detail on the WSTP, about the approach to active travel and how improvements will be prioritised for delivery.

2.35 The WSTP details seventeen objectives that will need to be achieved in order to deliver the vision, two of which relate to active travel:

- **Objective 11:** Reduce the need to travel by car by enabling local living.
- **Objective 17:** Extend and improve the network of active travel facilities so it is coherent and high quality enough to make active travel an attractive, safe option for short distance trips and to transport interchanges.

2.36 The West Sussex Active Travel Strategy provides four aims that will guide the Strategy over time. Each is aligned with the council's wider policy framework and reflects the application of national policy at the local level:

- **Aim 1:** Support the decarbonisation of our transport network.
- **Aim 2:** Reduce the need to travel by motorised vehicles.
- **Aim 3:** Boost physical and mental health and wellbeing across the country.
- **Aim 4:** Support future economic prosperity and vibrant local communities.

West Sussex Local Cycling and Walking Infrastructure Plan (LCWIP)

2.37 West Sussex's LCWIP was initially published to complement the Government's emerging Cycling and Walking Investment Strategy for the period of 2016-2026. It also supported the publication of the WSTP (2022-2036). The LCWIP was



then reviewed in 2023 to support the publication of the West Sussex Active Travel Strategy (2024-2036).

2.38 This LCWIP provides a mechanism to help enable more local living and achieve the County Council's objectives for a prosperous, healthy, protected and connected West Sussex by helping to extend and improve the network of active travel facilities.

2.39 The LCWIP supports a wide range of local plans and policies, including but not limited to:

- Our Council Plan 2021-2028
- West Sussex Climate Change Strategy 2020-2030
- West Sussex Transport Plan 2022-2036
- West Sussex Joint Health & Wellbeing Strategy 2025-2030
- West Sussex Rights of Way Management Plan 2018-2028
- West Sussex Road Safety Framework 2025-2036
- West Sussex Walking and Cycling Strategy 2024-2036

Bolney Neighbourhood Plan 2015 – 2031

2.40 The **Bolney Neighbourhood Plan** was adopted in 2016, it sets out the Parish's vision to deliver sustainable development and preserve the village's distinctive rural character.

2.41 It is acknowledged that additional houses will generate additional car travel, as such, it is important to consider how travel by single occupant vehicles can be curbed. Cycle use is limited by the dangers of cycling on the A272 and infrequent bus use leaves limited alternatives.

2.42 As such, infrastructure improvements were proposed as apart of policy BOLA4, some of which have been implemented. Reflecting on its issue, some of the relevant proposals were to improve crossings on the A272, speed reductions along the A272 (from 40mph to 30mph), and traffic calming on The Street and London Road.

2.43 Consideration has also been given to policy BOLT1: Transport Impact of Development, which states that planning permission will be granted where additional traffic generated by a proposal has an acceptable impact, there is



adequate visibility and any opportunities to improve the safety of pedestrian or cycle routes into the development has been considered.

- 2.44 In addition, policy BOLT2: Parking in the Village has been consulted throughout the development proposal.
- 2.45 For further information on how the Bolney Neighbourhood Plan has influenced the development of the illustrative masterplan and proposed offsite works please consult the approved Transport Assessment (ref: ITB16634-017C).

Design Guidance

Manual for Streets 1 & 2

- 2.46 **Manual for Streets** (MfS) (2007), and the expansion document **Manual for Streets 2** (MfS2) (2010), provide guidance relating to street and non-trunk road design.
- 2.47 MfS sets five key functions for the purpose of a street, which are namely:
- Place;
 - Movement;
 - Access;
 - Parking; *and*
 - Drainage and Utilities.
- 2.48 The concept of the MfS documents sets a hierarchy that places the needs of pedestrians, cyclists, and public transport users above those of private vehicle users. MfS updates the link between planning policy and street design and encourages the development of inclusive environments.
- 2.49 Whilst the original MfS focused on lightly-trafficked residential streets, many of its principles can be applied to other routes, such as high streets and lanes in rural areas, as reported within MfS2. MfS2 outlines methods by which the “place” and “movement” functions of different street types can be examined and provides guidance as to the appropriate street designs and standards which can be used in different environments.



LTN 1/20 Cycle Infrastructure Design

- 2.50 **LTN1/20** provides guidance and good practice for the design of cycle infrastructure, in support of the Cycling and Walking Investment Strategy and provides a recommended basis for local authorities when setting design standards for their roads. In order to apply for Government funding for new cycling schemes, in particular, cycle infrastructure, local authorities must demonstrate that the guidance has been given consideration.

West Sussex County Council Guidance on parking at New Developments (2020)

- 2.51 The **West Sussex County Council Guidance on Parking at New Developments** (2020) outlines the County Council's approach to parking at new developments, ensuring that their overall ambition of sufficient parking to meet the needs of the development whilst maintain the highway network.
- 2.52 Principle B: Electric Vehicle Charging Infrastructure: 'Active' charging points for electric vehicles should be provided at a minimum of 20% of all parking spaces with all parking spaces with ducting provided at all remaining spaces where appropriate to provide 'passive' provision.
- 2.53 Principle 3: Sustainable Transport: In order to realistically promote lower levels of car ownership and use whilst avoiding unacceptable consequences, all of the following should be available or provided:
- Travel Plan measures targeted at reducing vehicle ownership levels such as car clubs;
 - High levels of accessibility to non-car modes of travel and to local amenities and facilities; *and*
 - Comprehensive parking controls.
- 2.54 Covered, secure cycle parking will be provided for each dwelling within the curtilage of each property. Covered and secure cycle parking will also be provided at destinations within the site, e.g. community building.
- 2.55 This guidance has been adhered to whilst developing the illustrative site masterplan provided as **Appendix A**.



3.0 THE DEVELOPMENT AND ACCESSIBILITY

The Development

- 3.1 The site is located on land east of Foxhole Lane. The development will comprise of 200 and a community building, along with open space, a children's play area, community orchard and allotments.
- 3.2 The site is located within the village of Bolney and currently comprises of grass fields, approximately 7km east of Haywards Heath and 6.5km northwest of Burgess Hill. The site is bound by grass fields to the north, Foxhole Lane to the east, the A272 to the south and The Street, lined with existing residential dwellings, to the west. It is noted that a Public Right of Way (PRoW), Public Footpath 44BO runs along the site's northern border, it connects The Street to Foxhole Lane (**Figure 1.1** refers).
- 3.3 The vehicular access point for this site will be provided via the A272, in the form of a priority-controlled T-junction with a ghost island right turn lane. In addition to the vehicular access, which provides a pedestrian and cycle connection to the A272, two active travel accesses will be provided into the site: onto The Street and onto Public Footpath 44BO. Continuous pedestrian and cycle links will be provided throughout the site to enhance permeability and connect to the wider network, to facilitate the uptake of trips made by sustainable transport.
- 3.4 The closest bus stops to the site are the Bankside Bus Stops, approximately 280m from the centre of the site, located on The Street, which facilitates travel to Horsham, Cuckfield, Haywards Heath, and Burgess Hill. Travel further afield to Brighton and Crawley is possible via the Ryecroft Road Bus Stops situated on London Road, approximately 1km from the centre of the site.

Non-Motorised User Accessibility

- 3.5 Continuous pedestrian and cycle links will be provided throughout the site to enhance permeability and connect to the wider network. To facilitate the uptake of trips by sustainable transport there will be two pedestrian links which provide access to The Street and the Bankside and Paynesfield Bus Stops. One will be onto The Street between the existing properties of Westmeadow and Downland, whilst another potential link would be onto the Street via the car park to the south of properties no. 19 and no. 20 The Street (**Appendix A** refers).



Local Facilities/Amenities

- 3.6 Manual for Streets (MfS) guidance considers that a walkable neighbourhood is one which has a range of facilities within 10 minutes walking distance (up to 800m) of residential area, which residents can comfortably access on foot. It is stated that this should not be considered an upper limit. The Chartered Institution of Highways & Transportation (CIHT) guidance 'Providing for Journeys on Foot' (2000) recommends suitable maximum walking distances of up to 2km for key trips (**Table 3.1** refers).

Table 3.1 CIHT Suggested Acceptable Walking Distance in Metres

	Town Centres	Commuting / School, Sight-seeing	Elsewhere
Desirable	200	500	400
Acceptable	400	1,000	800
Preferred Maximum	800	2,000	1,200

Source: Table 3.2 Guidelines for Providing For Journeys on Foot, CIHT, 2000.

- 3.7 Cycling also has the potential to replace short car journeys. Former government policy (NPPG13) indicated that cycling can be an effective form of travel for journeys up to 5km. This is supported in the 'Smarter Choices Programme' which has proven that significant levels of modal shift can be achieved for journeys up to 5km. The Design Manual for Roads and Bridges guidance suggests that a greater distance of 5 miles is achievable for cycling, particularly for leisure purposes.
- 3.8 An assessment has been undertaken of local facilities and their proximity to the development to establish the potential walkability of the site. Distances have been calculated from the centre of the site. **Table 3.2** provides a summary of key destinations and their compliance with CIHT guidance in terms of journey distance and time on foot and by cycle. **Figure 3.1** shows the facilities listed below in relation to the site, with their distances and times.



Table 3.2 - Approximate Walk and Cycle Journey Times and Distance to Key Destinations

Facility	Distance (metres)	Walk Time (minutes)	Within Preferred Maximum	Cycle Time (minutes)	Within Preferred Maximum
Transport					
Bankside Bus Stops	280	03:20	✓	-	-
Paynesfield Bus Stops	400	04:46	✓	-	-
Crosspost Bus Stops	460	05:29	✓	-	-
Ryecroft Road Bus Stops	1000	11:54	✓	-	-
Education					
Bolney under 5s (Pre-School)	570	06:47	✓	01:54	✓
Bolney C of E Primary School	720	08:34	✓	02:24	✓
Leisure & Community					
The Eight Bells Public House	290	03:27	✓	00:58	✓
Rawson Hall	570	06:47	✓	01:54	✓
Batchelors Field Café (Rawson Hall)	570	06:47	✓	01:54	✓
Rawson Hall Post Office	570	06:47	✓	01:54	✓
Batchelors Field & Play Area	600	07:09	✓	02:00	✓
Bolney Cricket Club	620	07:23	✓	02:04	✓
Bolney Wine Estate	700	08:20	✓	02:20	✓
The Bolney Stage Public House	1200	14:17	✓	04:00	✓
Fitz Gym	2000	23:49	X	06:40	✓
Retail					
Bolney Cross Village Store and Service Station	500	05:57	✓	01:40	✓
Bolney Nursery (Garden Centre)	570	06:47	✓	01:54	✓
Co-Op Food - Cowfold	5000	-	-	16:40	✓
Health					
Cowfold Surgery	5000	-	-	16:40	✓
Faith					
St Mary Magdalene Church	400	04:46	✓	01:20	✓
Bolney Village Chapel	1000	11:54	✓	03:20	✓

Notes:

1. Distance is the distance from the centre of the site, measuring along the internal pedestrian/cycle access footpath and existing roads/footways. This has been calculated using Google Maps.
2. Walking time is the walking time from the centre of the site based on an average walking speed of 1.4m/s set out in CIHT's 'Guidelines for Providing for Journeys on Foot'.
3. Cycling time is the cycling time from the centre of the site based on a cycling speed of 5m/s set out in DMRB Volume 11, Section 3.

- 3.9 Within the Mid Sussex District Council settlement hierarchy Bolney is classed as a category 3 settlement, which is defined as a:

'Medium sized villages providing essential services for the needs of their own residents and immediate surrounding communities'.

- 3.10 As **Table 3.2** confirms, there are a range of typical village services and facilities that are within walking and cycling distance of the site.

Walking

- 3.11 The local highway network is conducive for walking, the A272 is facilitated by footways either side of the carriageway, on the northern side it is approximately 1.2m wide with a 5.0-6.0m grass verge separating it from the carriageway. This footway runs continuously to the east, where it ties in with the existing footway



on the western side of The Street. The footway continues east, providing access to Bolney Nursery.

- 3.12 The Street is facilitated by a circa 1.2m wide footway on the western side of The Street. The footway takes the form of a kerbed footway for circa 90m, north of the A272 before becoming a virtual footway, demarcated by red colouration and a solid white line, from the access to The Eight Bells Public House.
- 3.13 Approximately 220m north of the junction with the A272, the footway on the western side of The Street moves away from the carriageway, up a gradient where it remains separated from the carriageway by a steep 7.0m-wide grass bank.
- 3.14 A footway is introduced on the eastern side of The Street just north of Number 29. This takes the form of an approximately 1.2-2.0m wide kerbed footway, which serves the existing properties along the route. The footway then takes the form of a virtual footway between 'Oaksides' and 'West Meadow' before continuing north towards the village centre as a kerbed footway. These routes are shown within ITB-16634-013D (Figure 3.1 Existing Walking Infrastructure).
- 3.15 Taking the foregoing into consideration, numerous local facilities and services are within the preferred maximum of 1200m to the site including the Rawson Hall, Bolney C of E Primary School, The Eight Bells Public House, and the Bolney Cross Village Stores and service Station.
- 3.16 It is also noted that the site will feature an orchard, allotments, a community building, and several play areas, which will provide space for recreation.
- 3.17 The site is situated within proximity to a number of Public Rights of Way (PRoW), which present opportunity for leisurely walks. Some of the closest Public Footpaths are 18BO, 19BO, and 20BO, which are located to the east of the site, 43BO, 21BO, and 22BO, which are located to the southeast of the site, 29BO, located to the west of the site, and 44BO, which runs along the site's northern border. The location of these footpaths are illustrated on **Figure 3.2**.
- 3.18 In addition, longer trails including the High Weald Landscape Trail and Sussex Diamond Way pass through the village of Bolney.



Cycling

- 3.19 The site benefits from being within the preferred maximum distance of 5km to a number of key local destinations. Experienced cyclists may consider cycling to Cowfold along the A272 in order to access their facilities, however it is noted that this road has varying speed limits and as such is not conducive for all levels of cycling abilities.
- 3.20 Bolney is facilitated with a lightly trafficked cycle route which runs towards Hickstead and Brighton, this is located to the east of the site, along London Road. South of this road, along the A2300, carriageway cycle lanes are provided on either side, according to the SCC Highways response (Planning ref: DM/17/4392) this route is described as *'wide enough to allow cyclists to share the carriageway in reasonable safety and to access local facilities or for recreational purposes'*.
- 3.21 The traffic free cycle route described above is accessible from the top of The Street to the north, or via the A272 Cowfold Road to the south.
- 3.22 **Figure 3.2** details the location of existing cycle routes.

Public Transport Accessibility

Bus Services

- 3.23 The closest bus stops to the site are the Bankside Bus Stops, approximately 280m from the centre of the site, located on The Street. However, residents in the northern parcel may prefer the Paynesfield Bus Stops, approximately 400m from the centre of the site, located on The Street. Both sets of bus stops would be accessible via the proposed pedestrian links as a part of the development.
- 3.24 These bus stops are serviced by the bus no. 2, operated by the Handcross District Community Bus and the bus no. 89, operated by Compass Travel. Horsham, Cuckfield, Haywards Heath, and Burgess Hill are all accessible from these bus services.
- 3.25 Travel further afield is possible via the Ryecroft Road Bus Stops situated on London Road, approximately 1km from the centre of the site. The Ryecroft Road Bus Stops facilitate travel between Brighton and Crawley via the bus no. 273, operated by Metrobus.



3.26 The Crosspost Bus Stops are located approximately 460m from the centre of the site, on the A272 Cowfold Road. These bus stops provide the school bus service to St Paul's Catholic College (STP2), operated by Sussex Coaches.

3.27 **Table 3.3** provides details of the bus services and frequencies accessible via these bus stops, whilst **Figure 3.3** showcases the location of the bus stops and bus routes in relation to the site.

Table 3.3. Existing Local Bus Service Frequencies

Service		Monday - Friday		Saturday		Sunday & Holidays	
		Operating Hours	Typical Frequency	Operating Hours	Typical Frequency	Operating Hours	Typical Frequency
2*	Balcombe - Burgess Hill	One Service at 14:38		No Service			
	Burgess Hill - Balcombe	One Service at 16:43					
89**	Horsham - Haywards Heath	08:20 - 17:03	4 per day				
	Haywards Heath - Horsham	10:08 - 17:53	4 per day				
273	Crawley - Brighton	07:39 - 17:56	5 per day	07:58 - 16:41	4 per day	No Service	
	Brighton - Crawley	08:12 - 18:41	4 per day	11:03 - 18:23	4 per day		
STP2	Cowfold - St Paul's Catholic College	One Service at 07:05		No Service			
	St Paul's Catholic College - Cowfold	One Service (On Request)					

Notes: 1. * Only runs on Thursdays.

2. ** Operates a reduced service on Tuesdays and Thursdays.

3.28 To accord with Schedule 6 of the S106, the developer will enter in the Enhanced Bus Service Agreement with the Bus Services Operator and secure the payment of the Enhanced Bus Service Amount to fund the Enhanced Bus Service, for two and a half years, this amount will be £125,000 (index linked). The Enhanced Bus Service would improve the frequency of the bus no. 273 and introduce a return journey to and from Crawley on Saturday evenings, and a service operating bi-hourly between Crawley and Brighton on Sundays. These improvements are likely to encourage residents to use the bus more frequently and further reduce SOV use.

3.29 Haywards Heath Railway Station is the closest to the site, located approximately 8.6km northeast from the centre of the site. It can be accessed by the bus no. 89 from the bus stops on The Street.

Car Club

3.30 Car Clubs enable residents who only need occasional access to a car to purchase a dwelling without a car parking space. Car clubs provide a 'pay-as-



you-go' car hire scheme and are increasingly being provided as part of new developments, with vehicles available to hire by residents of the development and existing residents, should they wish to sign up to use them at their own cost.

- 3.31 People who don't need a car every day save money by utilising a car club instead of owning their own private vehicle, saving on the cost of insurance, tax, service, maintenance and depreciation. With a car club vehicle, you just pay for what you use. Individuals who don't have access to their own car but do have access to a car club vehicle also often choose walking, cycling, and public transport much more, only using the car club when it really is the best option. They, therefore, drive less, reducing congestion and improving air quality. Car club vehicles are either electric, hybrid or low emission, therefore when it is essential for residents to use a car, these are more sustainable.
- 3.32 In accordance with Schedule 6 of the S106 Agreement, details of an on-site car club vehicle will be provided to the residents by the Travel Plan Coordinator within the Residents Travel Pack, newsletters, and additional material provided by the car club operator (e.g. flyer).
- 3.33 It is proposed that one EV car club vehicle will be implemented on-site and a second EV car club vehicle may be implemented subject to demand, to be discussed with WSCC.
- 3.34 It is proposed that the first car club vehicle will be implemented following 12 months from 1st occupation. This schedule allows the development to achieve an appropriate level of occupancy, ensuring that there is a sufficient user base to support the car club's operation and maximise its effectiveness in reducing private car ownership and promoting sustainable travel choices.

Parcel Drop and Storage

- 3.35 As a result of covid-19 shopping and retail habits have changed. The Office for National Statistics recently (21st August 2026) published the latest 'Internet sales as a percentage of total retail sales', which indicated that as of July 2026



27.4% of total retail sales were made online, this marks an 8.7% increase on pre-pandemic levels (July 2019 18.7%). *

- 3.36 Therefore, throughout the site, adequate space for delivery vehicles has been provided through 'visitor' bays. The community building, located on site, also acts as a designated parcel drop off facility should residents not be home, this acts as a more convenient location for the drop-off of goods.
- 3.37 Subsequently, this should reduce vehicle movements, as residents will be able to walk to the community building to collect missed parcels, rather than numerous individuals, making SOV journeys, driving out to collect them. As such, this offers a more efficient and sustainable solution. In addition, it also means that various postman trips may be reduced, as they will no longer have to drive to post offices or alternative drop-off/collection points.

Accessibility Summary

- 3.38 The site is situated in a village, subsequently, it is serviced by typical village facilities. However, these facilities, are within walking and cycling distance, therefore there is scope to reduce leisurely journeys made by single occupant vehicles.
- 3.39 In addition, the site is serviced by buses to key employment cities during both the AM Peak (08:00 – 09:00) and PM Peak (17:00 – 18:00), as such, there is scope for residents of the development to use sustainable travel modes rather than SOV. The provision of an on-site car club vehicle provides greater opportunity for residents of the development to use sustainable travel modes, rather than SOV.

2011 'Method of Travel to Work' Census Data

- 3.40 The 2011 'Method of Travel to Work' (QS703EW) Census data has been obtained for the Mid Sussex 007 Major Super Output Area (MSOA), Mid Sussex, and the wider area. Due to the 2021 Census being conducted during the Covid-19 Pandemic, a larger proportion of people were working from home

*Office for National Statistics (2026) 'Internet Sales as a percentage of total retail sales (ratio (%))', Available at:
<https://www.ons.gov.uk/businessindustryandtrade/retailindustry/timeseries/j4mc/drsi>
(Accessed 26th August 2026).



due to various restrictions, as such, the 2011 Census data has been used to base sustainable travel targets.

3.41 **Table 3.5** presents the modal share travel data, based on the 2011 'Method of Travel to Work' (QS703EW) Census data.

Table 3.5 – 2011 'Method used to Travel to Work' (QS703EW) Census Data

Method of Travel to Workplace	Mid Sussex 007 (MSOA)	Mid Sussex	Southeast	England
Underground, Metro, Light Rail, Tram	0%	0%	0%	4%
Train	14%	15%	8%	6%
Bus, Minibus or Coach	1%	2%	5%	8%
Taxi	0%	0%	1%	1%
Motorcycle, Scooter or Moped	1%	1%	1%	1%
Driving a Car or Van	72%	65%	65%	60%
Passenger in a Car or Van	5%	4%	5%	5%
Bicycle	1%	2%	3%	3%
On Foot	5%	11%	11%	11%
Other Method of Travel to Work	1%	0%	1%	1%
Total Vehicular Share	72%	65%	65%	60%
Total Sustainable Travel Mode Share	28%	35%	35%	40%

Note: 1. Excluding 'Working from Home' & 'Not in Employment'
2. All numbers have been rounded to the nearest whole number

3.42 The 2011 Census data for the Mid Sussex 007 MOSA suggests that 28% of existing trips are made via sustainable modes of transport, which is lower than Mid Sussex's and the Southeast's (35%), as well as the country's (40%). Subsequently, the percentage share of driving a car or van (72%) is higher than Mid Sussex's and the Southeast's (65%), as well as the country's (60%). Therefore, there is scope to increase the share of active and sustainable transport modes.



4.0 AIMS, OBJECTIVES AND TARGETS

- 4.1 This Travel Plan is developed to encourage and incentivise sustainable travel choices. To guide this TP, an aim has been identified which would be achieved through the delivery of a series of objectives. Targets are used to measure the progress of the Travel Plan towards influencing travel choices.

Aims and Objectives

- 4.2 The purpose of the Travel Plan is to achieve a modal shift away from single occupancy car trips. This subsequently forms the basis for the main aims of the Travel Plan which have been identified as follows:

“To influence travel choices to minimise the proportion of peak hour car journeys generated by the development, whilst simultaneously increasing the proportion of journeys by sustainable travel modes.”

“To reduce the reliance on the private car in the long-term by seeking to secure a reduction in the number of vehicle trips (particularly single occupancy vehicle trips) generated by the site, by shifting to sustainable travel modes.”

- 4.3 The aim of the Travel Plan will be achieved through delivering a series of objectives:

Objective 1: Encourage residents to reduce reliance and, consequently, the number of trips by private car through the promotion of alternative travel options;

Objective 2: Encourage travel on foot/cycle by raising awareness of the local pedestrian / cycle network;

Objective 3: Raise awareness and promote use of local public transport services for accessing local services and facilities;

Objective 4: Provide information on the on-site car club operator and nearest vehicles, and raise awareness of the benefits of car sharing for journeys to work and education trips; and provide the relevant details to connect to local car share databases.



Targets

4.4 In line with national guidance, it is required that targets are included within the Travel Plan. Targets are set to provide a measure against the progress of the Travel Plan, which can be reviewed. These targets will be reviewed on an ongoing basis through a programme of monitoring and review.

4.5 The targets can be categorised as follows:

- **Action Targets** are non-quantifiable actions that need to be achieved by a certain time.
- **Outcome Targets** are quantifiable and relate to the degree of modal shift this TP is seeking to achieve.

Action Targets

4.6 The Action Targets for this TP are as follows:

Table 4.1 – Travel Plan Action Targets

Action	Target Date	Responsibility
To approve this TP with the relevant local Authorities.	Spring/Summer 2026	TPC
To prepare and distribute all marketing materials	Upon first occupations and ongoing throughout life of TP	TPC
Implement the Management Strategy set out in Section 6.0 .	Upon first occupations and ongoing throughout life of TP	TPC
To promote the various walking and cycling routes in proximity to the site to help increase awareness and encourage travel by sustainable modes.	Upon first occupations and ongoing throughout life of TP	TPC

Outcome Targets

4.7 The progress of the Travel Plan would be measured against specific outcome targets, typically targeting modal shift. Such targets are **Specific, Measurable, Achievable, Realistic and Time-bound (SMART)**. The outcome targets set would quantify this aim.

Background Research

4.8 Before setting modal shift targets, an understanding of the development trip generation and local travel patterns is required.



- 4.9 The residential trip rates were agreed with WSCC at pre-application scoping stage as a suitable basis for assessment, which includes a summary of the AM Peak period (08:00 – 09:00) and PM Peak period (17:00 – 18:00).
- 4.10 **Table 4.2** replicates the trip rates and resultant trip generation, based upon 200 dwellings, from the approved Transport Assessment prepared by i-Transport (ref; ITB16634-017C). A copy of the this is provided within **Appendix B**.

Table 4.2 Trip rates and trip generation 200 dwellings (from Approved Transport Assessment)

Period	Arrivals	Departures	Total	Arrivals	Departures	Total
AM Peak (08:00 – 09:00)	0.124	0.330	0.454	25	66	91
PM Peak (17:00 – 18:00)	0.298	0.144	0.442	60	29	89

- 4.11 In view of the proposal for 200 dwellings, the potential vehicular trip generation for the proposed development is forecast at 91 two-way movements during the AM Peak hour and 89 during the PM peak hour. This equates to less than 2 vehicle trips per minute within the AM and PM Peak periods.
- 4.12 To help increase the level of walking and cycling within and around the site, a range of measures will be promoted to residents, details of which are provided within **Section 5.0**.
- 4.13 From the Census data, provided in **Table 3.5**, the existing sustainable travel patterns for the Mid Sussex 007 MSOA is lower than its surrounding area, with 28% of total journeys being undertaken by sustainable modes of transport.
- 4.14 Government led research has found that modal shift varies according to distance with greater reductions achieved over distances of up to 1-2km and up to 5km as part of the Sustainable Towns Programme[†]. This reinforces the suitability of the generally accepted walking and cycling distances of 2km and 5km respectively.
- 4.15 The Sustainable Towns programme evidence indicates that an average 22% reduction can be achieved for journeys of up to 1km, a 14% reduction between

[†] The Effects of Smarter Choices Programmes in the Sustainable Travel Towns: Research Report 2010



1.1km and 3km and a 10% reduction between 3.1km and 5km. This can be equated to an average reduction of 15.33% for all journeys up to 5km.

- 4.16 There are various amenities within 1-2km of the development as discussed in **Table 3.2** including bus stops, Primary and Nursery Schools, Bolney Cross Village Stores and Service Station, St Magdalene Church, The Bonley Stage public House, and many others.

Target Setting

- 4.17 The Travel Plan will initially focus on encouraging sustainable travel choices for local 'about town' trips, typically up to 5km. The 'Method used to Travel to Work' indicates that the local ward environment provides somewhat attractive opportunities for travel by non-car modes.
- 4.18 In view of the background information, the following outcome targets are proposed:

Target 1: To ensure that the development does not exceed the TRICS trip rates during the AM (0.454) or PM (0.442) Peak periods at both of the interim periods (within the 1st and 3rd year of the Travel plan being implemented) and at full occupation.

Target 2: To achieve a 10% reduction in single occupancy car trips, towards sustainable travel modes during the AM and PM peak hours over the life of this Travel Plan. *

Target 3: To increase sustainable travel modes to 35% of journeys to/from the site over the life of the Travel Plan.

**Following the Baseline Surveys, the 10% target will be reviewed by WSCC and amended if needed.*

- 4.19 The projected multi-modal share and targeted modal share for the development over the 5-year period of the Travel Plan are set out in **Table 4.3**.



Table 4.3 – Travel Plan Targets

Method of Transport	Targets			
	2011 Method of travel to work Census (Mid Sussex 007)	Year 1	Year 3	Year 5
Underground, Metro, Light Rail or Tram	0%	0%	0%	0%
Train	14%	14%	14%	14%
Bus, Minibus or Coach	1%	2%	3%	3%
Taxi	0%	0%	0%	0%
Motorcycle, Scooter or Moped	1%	1%	1%	1%
Driving a Car or Van	72%	70%	67%	65%
Passenger in a Car or Van	5%	5%	6%	7%
Bicycle	1%	1%	2%	2%
On Foot	5%	6%	6%	7%
Other	1%	1%	1%	1%
Total Single Occupancy Vehicle Share	72%	70%	67%	65%
Total Sustainable Travel Mode Share	28%	30%	33%	35%



5.0 TRAVEL PLAN INITIATIVES

- 5.1 In order to achieve the objectives and targets of the Travel Plan set out within **Section 4.0** of this TP, a number of initiatives would be implemented by the TPC throughout the life of the Travel Plan, to help reduce the number of single occupancy car journeys, whilst simultaneously encouraging travel by sustainable modes. These would seek to change residents' travel behaviour by encouraging and incentivising sustainable travel options.
- 5.2 The implementation of the measures, along with the role of the TPC, would be delivered by SMA over a period of 5 years. After this time, it is anticipated that residents would take responsibility of the Travel Plan and that sustainable travel choices would be inherent.
- 5.3 **Section 3.0** has provided an accessibility assessment of the site. A range of measures have been selected based on this information, which are considered suitable and appropriate for encouraging sustainable travel choices.
- 5.4 These initiatives which are to be implemented include a mix of soft and hard measures. Soft measures comprise of those incentives and demand management techniques to influence travel mode choice, whilst hard measures relate to physical works being undertaken on and off site, to facilitate travel by sustainable modes.

Objective 1: Encourage residents to reduce reliance and, consequently, the number of trips by private car through the promotion of alternative travel options

- 5.5 In order for the Travel Plan to be effective in reducing dependency on the private car, regular marketing will be required to raise awareness of the various travel modes available to residents and visitors to the site. The following communication and marketing measures are proposed:
- Travel Information Pack;
 - Personal Travel Planning;
 - Promotion of the Subsidised Travel Voucher;
 - Newsletters;
 - Promotion of Travel Events; *and*
 - Home-working.



5.6 Travel Information Pack: The first occupant of each household will receive a 'Travel Information Pack' provided by the TPC. Information will be provided to encourage sustainable travel choices on identified routes to key destinations. The pack will include (but not be limited to):

- Walking and cycling route maps of the local area and where possible journey times and distances will be indicated;
- Contact details for accessing cycle training/maintenance events;
- Promotion of the benefits of active travel;
- Provision of a sustainable travel voucher up to the value of £75 to be offered to the first occupant of each household. Vouchers can be redeemed to contribute to the cost of cycling equipment or a Compass travel/Metrobus bus pass;
- Bus and rail route maps and associated timetables;
- Fare information for bus and rail services;
- Promotion of Local and National car share databases and the associated benefits of car sharing;
- Promotion of the on-site Car Club scheme;
- Information of local taxi services; *and*
- Information about local shops offering online shopping and home delivery services.

5.7 Sales and lettings team staff will also be briefed about the Travel Pack, the information within it and the services/facilities available for residents to travel sustainably.

5.8 Travel Advice Meetings/Personal Travel Planning: At the time of distributing the Travel Packs the TPC will offer an induction into the Travel Plan. During these meetings residents will be able to raise any queries they have regarding travel to/from the site and gain an understanding of their travel options. This induction will be key to encouraging sustainable travel modes.

5.9 Subsidised travel voucher: In order to encourage the uptake of sustainable travel modes, the TPC will inform the first occupant of each household of their entitlement to a sustainable travel voucher up to the value of £75 (per household). This sustainable travel voucher could be redeemed against the



purchase of cycling equipment or 2 x 1 Week Compass travel/ Metrobus bus pass.

- 5.10 Leaflets and Printed Materials: Following the distribution of the Travel Information Pack, the TPC will distribute relevant promotional materials to households annually. These materials might include maps, timetables, fare information, and car share information sheets, of which the TPC will source.
- 5.11 The periodic distribution of information will maintain resident's awareness of the alternative travel options, as well as keeping the information current to assist with journey planning.
- 5.12 Newsletter: A sustainable travel newsletter, prepared up to twice annually, would inform residents of the results of the travel survey, along with other green travel related news, and will make reference to the Car Club Scheme. Periodical changes to bus timetables or fares will also be communicated to residents where necessary.
- 5.13 The newsletters will include a section on the easit network, promoting the easit Mid Sussex network in particular, which can be accessed via the following address: www.easit.org.uk/network/easitMID%20SUSSEX-10. Easit helps make travel to work easier, cheaper, and greener through the promotion of various discounts, which can be redeemed for Southern rail or Compass bus travel. They also offer loans on electric and folding bicycles. Residents will need to inquire about their company registering, however once registered, associated staff will obtain an easitCARD (£5.90) to access the aforementioned offers and more.
- 5.14 Travel Events: There are several national travel events held over the course of the year that seek to raise the profile of sustainable travel options and encourage participation in sustainable travel. The aim is to encourage those taking part to continue participating and making sustainable travel choices after the travel event. The TPC will promote those travel events which are practical for the site, which might include:
- Smart Commute Week (September)
 - Bike Week (June)
 - National Liftshare Day (June)



- Travelwise Green Travel Week (September)
- European Mobility Week (September)
- Bike to School Week (April)
- Walk to School Week (May)

5.15 Home Working: The opportunity to work from home has the added benefit of reducing car trips and therefore, is considered a green initiative supporting sustainable development and will be promoted to residents who have the opportunity to choose this way of working.

5.16 In line with Condition 40, fast broadband will be implemented, this would facilitate home working as residents will have access to digital infrastructure which provides a stable connection, low latency and high bandwidth. This would allow large files to be downloaded at a fast rate, uninterrupted work, and the smooth streaming of video calls.

5.17 The benefits of fast broadband should encourage flexible working, prompting more residents to work from home as they will have a reliable internet connection, thus, reducing car trips.

Objective 2: Encourage travel on foot/cycle by raising awareness of the local pedestrian / cycle network

5.18 Site Layout: The development has been designed in accordance with Manual for Streets principles, to create a favourable environment for pedestrians and cyclists.

5.19 Bicycle parking will be provided in line with West Sussex's guidance, at the curtilage of each property. Covered and secure parking will also be provided at destinations within the site, such as the community building. The provision of secure cycle parking for the development will provide enhanced security to residents and help to encourage cycling, both within the site and on the wider network.

5.20 Route maps: To assist residents with planning trips by bicycle and on foot, the TPC will provide residents with route maps of the local area. This route map will include distances and journey times to key destinations (schools, public transport interchanges, employment areas, medical and local centres), to ensure residents are aware of the most direct routes available to them. These



maps will be regularly updated as necessary to ensure residents have updated information.

- 5.21 Subsidised Cycle Voucher: In order to encourage the uptake of cycling the TPC will provide the first occupant of each household the option of a sustainable travel voucher, which could be redeemed against the purchase of cycle equipment at a local or online cycle retailer up to the value of £75.
- 5.22 Bicycle Discounts: To increase the uptake of cycling, the TPC will liaise with local cycle retailers to explore what potential discounts could be offered to new residents of the development. Should discounts not be financially viable other suitable measures or incentives will be explored and agreed with WSCC.
- 5.23 Cycle Journey Planner: Included within the Travel Information Packs will be promotional information about a Cycle Journey Planner accessed from the following website: <https://cyclejourneyplanner.westsussex.gov.uk>. This website allows users to plan their journey via the national cycle network and local road networks.
- 5.24 Cycle Training: The TPC will liaise with WSCC/MSDC to establish whether there are any appropriate cycle training events, such as bikeability, for residents as well as local cycle groups regarding group bike rides. This information will be provided to residents.
- 5.25 West Sussex County Council offers a one-to-one cycle training course, which is available for any age group. More information as well as the application form can be found at the following website: www.westsussex.gov.uk/roads-and-travel/road-safety/one-to-one-cycle-training. This information will be supplied to residents within the Travel Information Pack/ newsletter.
- 5.26 Journey Sharing: Also included within the Travel Information Packs will be promotional information about the Liftshare database, Mobilityways app and WalkBuddy app, with which residents can register. These enable users to search for residents walking/cycling on similar routes with which they might travel. Residents might consider this option to widen social networks or to increase personal safety.



Objective 3: Raise awareness and promote use of local public transport services for accessing local services and facilities

- 5.27 Route Maps and Timetables: To enable convenient access to public transport information, residents will be provided with route maps and timetables for local area bus services to amenities/facilities in proximity to the site. Such information will be provided for bus services providing access to Burgess Hill, Haywards Heath, Crawley, Brighton and other local destinations. Information will be provided within the Travel Information Packs.
- 5.28 Subsidised Travel Voucher: In order to encourage the uptake of public transport, the TPC will provide the first occupant of each household the option of a sustainable travel voucher, which could be redeemed against the purchase of 2 x 1 week Compass travel/Metrobus bus pass, up to the value of £75. This will be available within the Travel Information Packs and act as a bus taster ticket.
- 5.29 Fare Information: Residents would be made aware of the bus fare options available to encourage travel on local bus services. This information will be provided within the Travel Packs issued to each dwelling and included in the newsletters when services change.

Objective 4: Provide information on the on-site car club operator and nearest vehicles and raise awareness of the benefits of car sharing for journeys to work and education trips; and provide the relevant details to connect to local car share databases.

- 5.30 Car Club: The TPC will provide residents with information on the on-site car club vehicle via personalised travel planning sessions and newsletters.
- 5.31 Car Sharing: It is acknowledged that it is not always possible to adopt an alternative mode to the car. In these circumstances, the objective is to raise awareness of the benefits that arise from reducing single-occupancy car journeys both personally and environmentally.
- 5.32 Car sharing offers the opportunity to share a journey by car with other people travelling on similar routes reducing the costs of travel and the effects on the environment. The TPC will promote use of the West Sussex car share scheme (www.liftshare.com/uk/community/westsussexcarshare), as well as national car share databases; with details of the benefits that it brings, which include:



- Reduced costs of running a car;
- Reduced levels of stress associated with driving;
- Possible priority parking at work places;
- Contribution towards reducing congestion; *and*
- Reduces CO2 emissions, creating a cleaner environment.

Communications Strategy

- 5.33 As noted above, the marketing strategy for disseminating information to residents will include the distribution of Travel Packs to each household on first occupation by the TPC or staff from the sales and lettings teams. Further information will be made available within the sales suite such as bus timetables and walking / cycling / bus route maps.
- 5.34 CALA Homes will also promote the Travel Plan and the sustainable transport options available to the residents through their website (Spaciable), of which residents have been introduced to during the sales process.
- 5.35 Once residents have moved in, it will be necessary to ensure that changes to timetables, fare prices or routes are communicated to residents. This would be completed either by visiting the site or by post during the 5-year Travel Plan period.



6.0 MANAGEMENT STRATEGY

Site Management

6.1 Upon approval of the Travel Plan, Stuart Michael Associates would be appointed as the TPC for the site. It would therefore be the responsibility of the TPC to take forward the Travel Plan and undertake the associated implementation and ongoing management of initiatives, monitoring, and review process over the agreed 5-year period.

6.2 The contact details of the TPC are as follows:

Name: Stuart Michael Associates

Address: Coombe House, Coombe Square, Thatcham, RG19 4JF

Email: travelplans@stuartmichael.co.uk

Telephone Number: 01635 867711

6.3 A summary of the typical TPC responsibilities is provided as follows, although it is accepted that there may be additional services over the life of the TP.

- Liaise with WSCC/MSDC to finalise the Travel Plan provisions;
- Prepare the Residents Travel Information Pack on behalf of the Client for approval;
- Set-up voucher schemes with a local cycle retailer, and local bus operator (Compass travel/Metrobus);
- Liaise with local cycle retailers to inquire what discounts could be offered to residents;
- Provide the sales suites with a Residents Travel Pack and inform them of the commitment to the Travel Plan and range of sustainable travel options available;
- Implement the Travel Plan and distribute the Travel Pack to first occupant of each household;
- Set up and monitor the on-site car club vehicle with the car club operator.
- Monitor the redemption rate of distributed vouchers annually;
- Undertake traffic surveys and resident questionnaires in line with agreed methodology with WSCC/MSDC;



- Review the Travel Plan once annually with WSCC/MSDC and consider alternate/additional initiatives if necessary; *and*



7.0 MONITORING AND REVIEW

Monitoring

- 7.1 Periodic monitoring would be undertaken to enable the progress of the Travel Plan, towards achieving the identified **SMART** targets, to be measured. The proposed monitoring strategy would provide information regarding residents' travel patterns, which is relevant to the identified outcome targets.

Methodology

- 7.2 Monitoring techniques would include but would not be limited to:
- Monitoring of traffic flow (all modes) in/out of the site, at all of the site accesses;
 - Monitoring the of redemption rates of distributed vouchers annually;
and
 - Travel questionnaire surveys to ascertain resident's attitudes towards the Travel Plan measures and sustainable travel choices. It is considered that a response rate of 25% would be required to provide a robust overview of travel patterns and behaviour. These would be distributed to residents in Year 2 and Year 4, a copy of an example Residents Travel Questionnaire is contained within **Appendix C.**
- 7.3 It is proposed that the TRICS SAM style monitoring surveys would be undertaken at the site. The Standardised Assessment Methodology (SAM) is a tool to monitor the effect of Travel Plans in a consistent way. This would include baseline surveys carried out following 1 year from 1st occupation or following 50% occupation, whichever is sooner. Additional surveys would then be completed biennially (Year 3 and 5 of the TP) on the anniversary of the first travel survey being undertaken. The cost of these surveys would be covered by the developer, as part of the agreed Travel Plan budget with the TPC.
- 7.4 In addition to the above travel surveys, questionnaires would also be provided to residents to establish their existing travel patterns. These surveys would include:
- Details of mode of travel;
 - Reasons for mode of travel;



- Journey purposes;
- Details of linked trips; *and*
- Influencing factors for changing travel habits.

7.5 The monitoring would be undertaken by the TPC and the results written up in a monitoring report within 1 month of receiving the survey outputs. Subsequently, the monitoring report would then be submitted to WSCC for assessment and to agree forthcoming measures and actions.

7.6 In addition to the cost associated with the surveys, WSCC evaluation and monitoring fees would also be paid by the developer.

Schedule

7.7 As confirmed above, monitoring of traffic flows and travel choices would be undertaken for a minimum period of 5 years.

7.8 Monitoring would, therefore, see 3 SAM surveys being undertaken over a 5-year period, anticipated to take place in years 1, 3 and 5 of the Travel Plan, or until last occupation of the development. Monitoring is scheduled as follows:

- 1st survey to be undertaken following 1 year from 1st occupation or following 50% occupation, whichever is sooner. This would provide the Year 1 data for the development. The TPC would review this data together with the outcome targets to ensure that these remain realistic and achievable.
- 2nd survey to be undertaken on the second anniversary (Year 3) of the 1st survey.
- 3rd survey to be undertaken on the fourth anniversary (Year 5) of the 1st survey.

7.9 Additional surveys will be undertaken biennially until last occupation of the development, if beyond 5 years.

7.10 Car Club Monitoring

7.11 In addition to the monitoring of the level of private car and sustainable transport use across the site, the TPC will also monitor the use of the on-site car club vehicle. This monitoring will take the form of liaising with the car club operator



between monitoring studies. This data will show the number of times a car club was hired, for how long, mileage usage and the utilisation rate.

- 7.12 As agreed with WSCC, one EV car club vehicle will be implemented on-site, and a second EV car club vehicle may be implemented subject to demand.
- 7.13 It is to be noted, that this can only be done in accordance with the car club operators' policy, and in line with GDPR. In the event that this information is not available, residents travel questionnaires will seek to establish the uptake of car clubs and reasons behind it.

Review

- 7.14 The TPC would review the survey's findings contained within the monitoring report. The purpose of the review is to establish whether the objectives and associated measures are being effective in progressing the Travel Plan towards achieving the identified aims and targets. Following a review of the surveys, these would be submitted to WSCC for approval, and to establish whether the TP targets need to change as a result.
- 7.15 As part of the review, the TPC would identify those measures which prove effective and any that require amending to suit the needs of residents.
- 7.16 The annual review of voucher redemptions would also prove beneficial to establish whether this initiative is effective and/or amendable to residents.
- 7.17 The TPC would actively promote the various Travel Plan measures to achieve the outcome targets of the Travel Plan. It should be acknowledged however, that travel choices are also influenced by external factors, beyond the control of the TPC and/or Developer.
- 7.18 Such external factors include changes to local bus services, public transport fares, and fluctuations in petrol prices. Should the Travel Plan not deliver the identified targets due to external factors this should not be considered a failure of the Travel Plan, but a recommendation for adjustment to local, current conditions.
- 7.19 If, following the results of the baseline surveys in Year 1 of the Travel Plan, it should be necessary to revisit the outcome targets of the Travel Plan, to reflect



different travel patterns to those projected in **Table 4.3**, then this would be discussed with WSCC.

Remedial Measures

- 7.20 Should it be necessary to revisit the outcome targets of the Travel Plan and agree new measures to help encourage and incentivise sustainable travel modes, these would be discussed and agreed with WSCC, and the Travel Plan would be revised to reflect these agreed changes.
- 7.21 A set of potential remedial measures, to be triggered in the event that measures outlined in **Section 5.0** fail to meet the required Travel Plan targets could include the following:
- Extend monitoring period of the development;
 - More active marketing and promotion of sustainable travel information; *and*
 - Further Personalised Journey Planning for residents to understand current travel patterns and identify potential for changing behaviour.
- 7.22 The remedial measures are different to the Travel Plan measures and, the nature of what, if any, measures are required would be identified through the monitoring and review process in conjunction with WSCC/MSDC.



8.0 ACTION PLAN

8.1 To assist with the implementation of the various measures associated with the Travel Plan, an Action Plan has been drafted below. The aim of this action plan is to both inform the TPC of the measures required and to provide a detailed schedule of the TP delivery process for WSCC/MSDC.

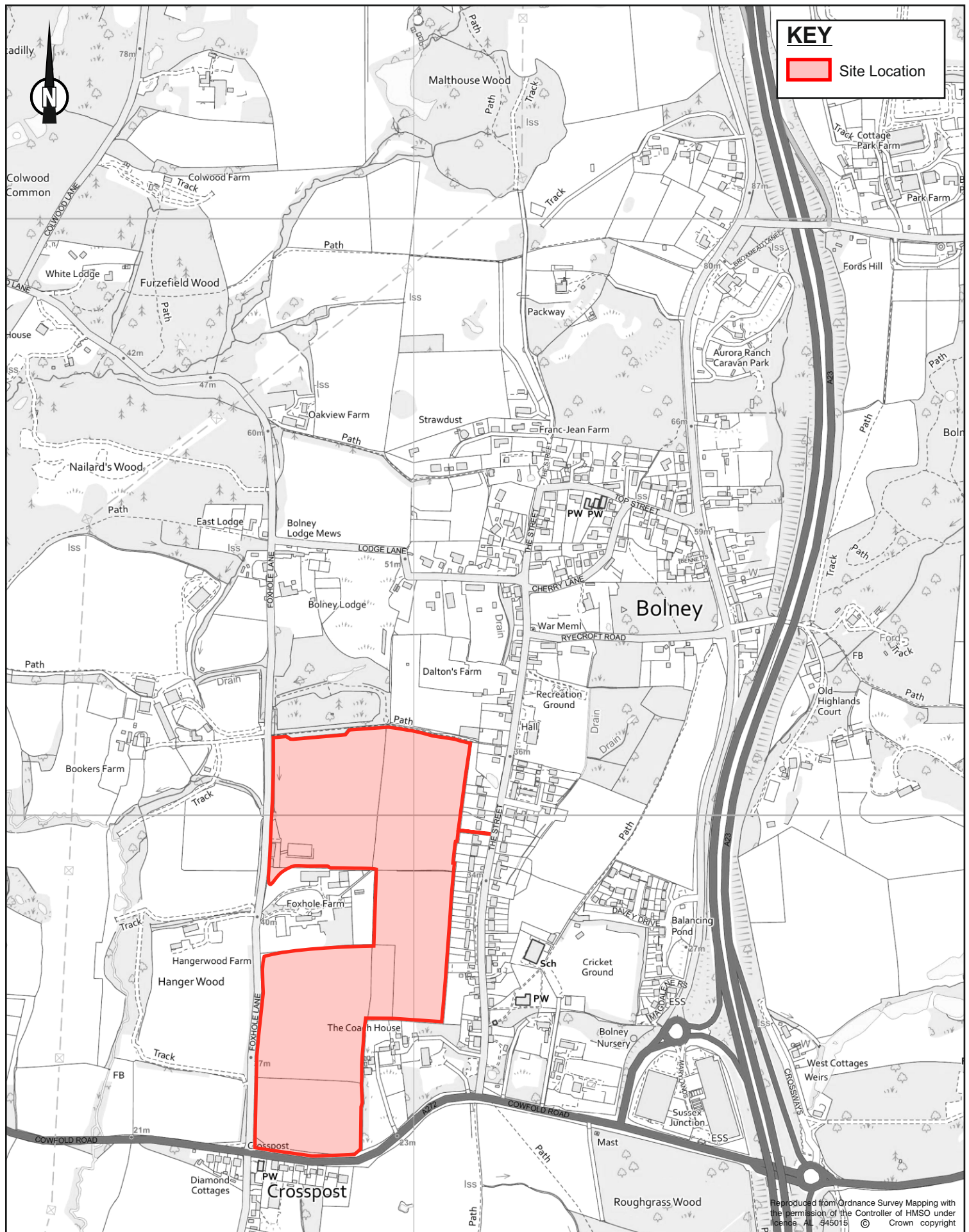
Action	Target Date	Responsibility
Instruct Travel Plan Coordinator (TPC)	3 months prior to occupation	CALA Homes (South Home Counties) Limited
TPC to prepare and submit Final Travel Plan	1-3 months prior to occupation	TPC
Agree contents of final Travel Plan with LHA/LPA including SMART targets	1-3 months prior to occupation	TPC/LHA
Completion of Off-Site and On-Site Infrastructure works	As agreed with Local Planning Authority and detailed within Section 106 Agreement/Planning Conditions	CALA Homes (South Counties) Limited

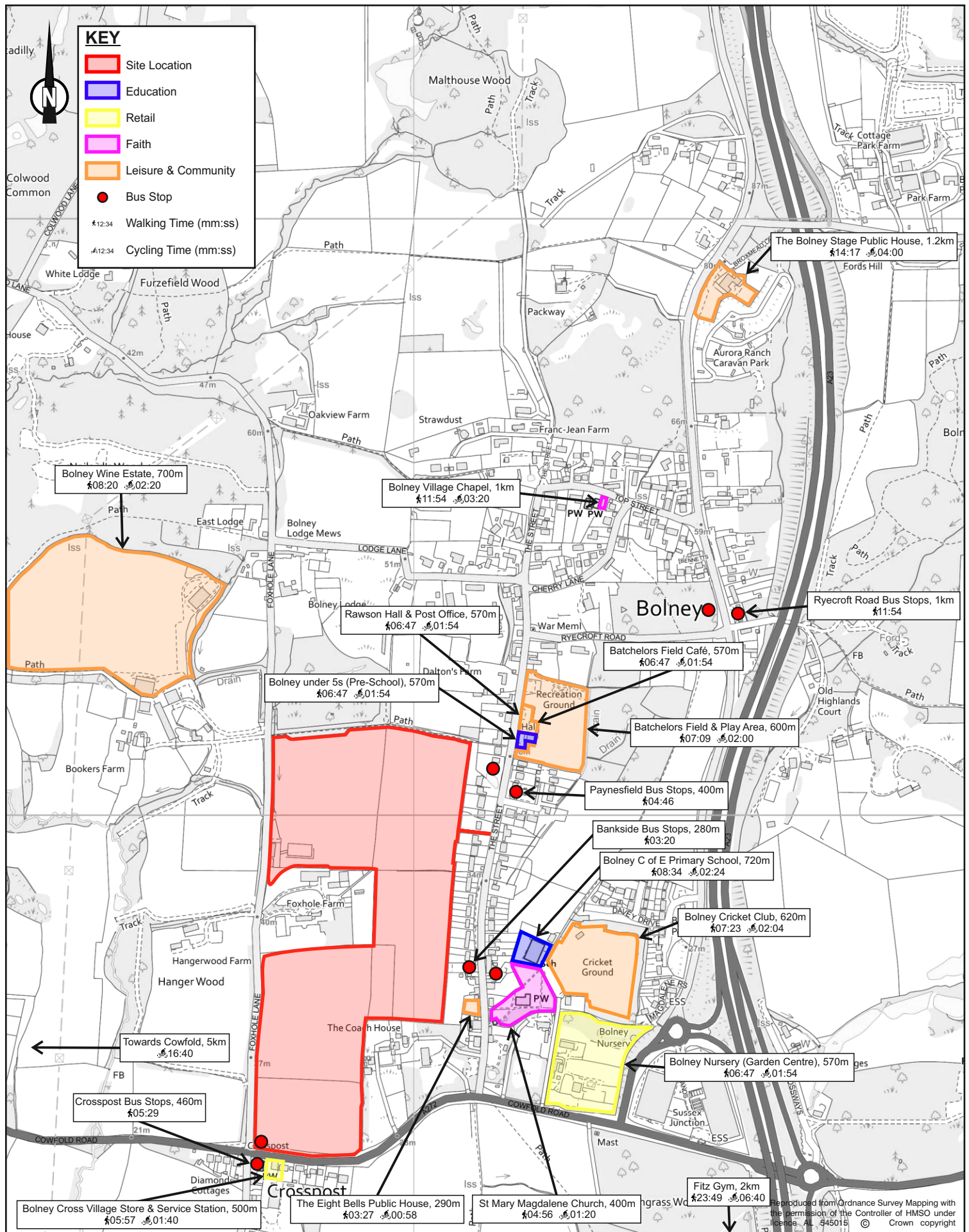
Action	Target Date	Responsibility	Budget Allocated
Prepare Residents Travel Information Pack & Submit to LPA for approval	1-3 months prior to occupation to enable distribution upon first occupation	TPC	Within TPC budget
Set up sustainable travel voucher scheme with local cycle store and local bus operator and manage throughout life of TP	1 month prior to occupation	TPC	£75 Sustainable Travel Voucher per dwelling
Liaise with local cycle retailers to explore what discounts can be offered to residents	1 month prior to occupation	TPC	Within TPC Budget
Provide relevant route maps (bus/walking/cycling), timetables (bus), and fare information (bus)	1 month prior to occupation and ongoing administration to ensure up to date information is provided	TPC	Within TPC Budget
Acquire additional marketing materials regarding benefits of sustainable travel	1 month prior to occupation	TPC	Within TPC Budget
Investigate opportunities for cycle training with LHA/Local Cycle Groups	1 month prior to occupation	TPC	Within TPC Budget
Implement Travel Plan	1 st occupation of the site.	TPC	Within TPC Budget
Receive delivery of the car club vehicle	Following 12 months from 1 st occupation	TPC	Within TPC Budget
Offer Personalised Travel Planning to residents	Within 1 month of 1 st occupation	TPC	Within TPC Budget
Undertake 1st travel survey	Following 1 year from 1 st occupation or following 50% occupation, whichever is sooner	TPC	Within TPC Budget
Travel Plan review	1 month after completion of survey	TPC	Within TPC Budget
Continued distribution of Residents Travel Information Pack	Within 3 weeks of occupation	TPC	Within TPC Budget

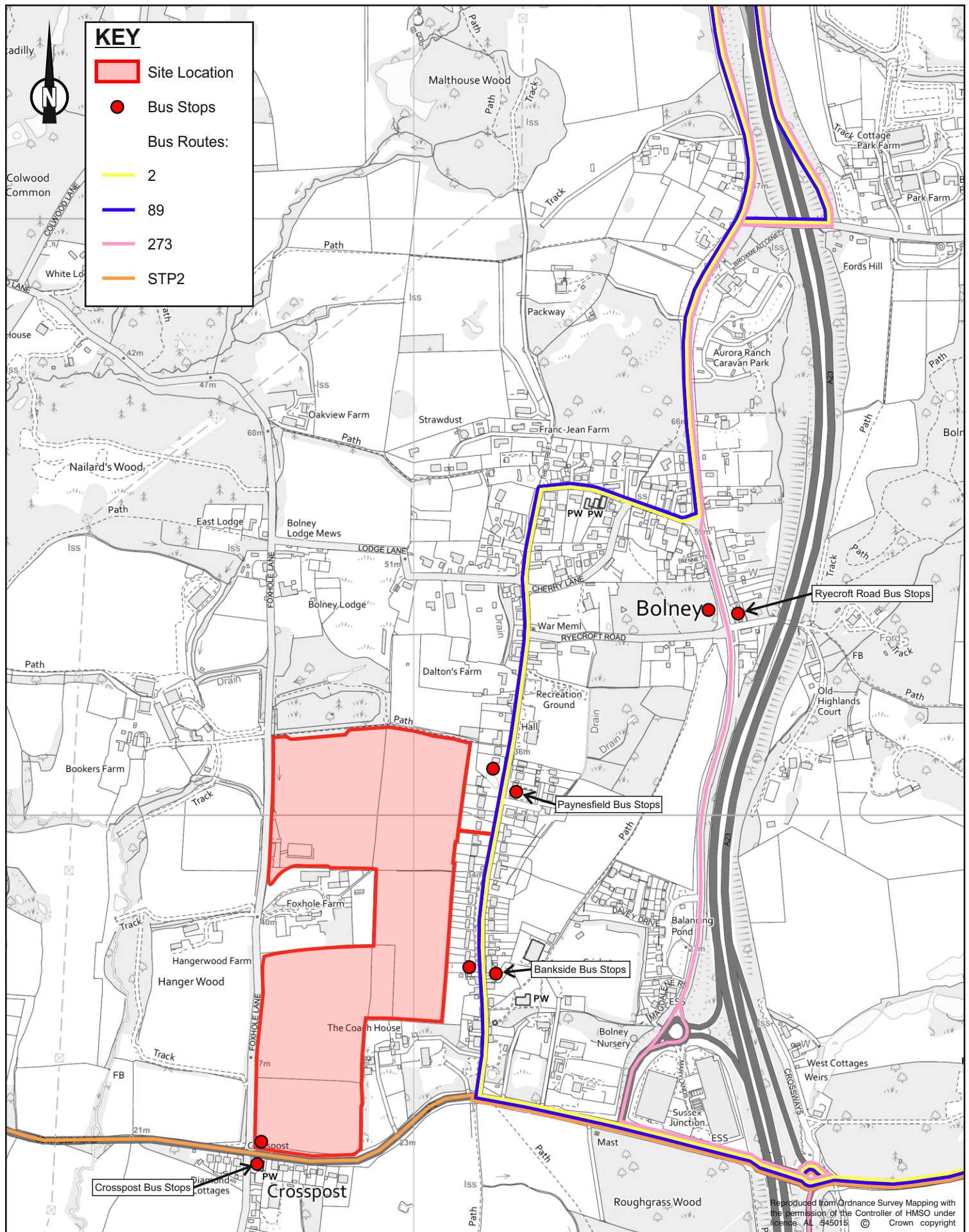


Periodic distribution of route maps (bus/walking/cycling), timetables (bus/), and fare information (bus/)	Up to twice annually, or when new information is released	TPC	Within TPC Budget
Conduct Resident Questionnaire	In Year 2 and Year 4 of the Travel Plan	TPC	Within TPC Budget
Conduct 2nd and 3rd surveys	Biennially on the anniversary of the 1 st survey	TPC	Costs to be covered by CALA Homes (South Home Counties) Limited
Review Travel Plan and targets with LHA/LPA	1 month after receiving survey results	TPC/LHA	Within TPC Budget
Distribution of sustainable Travel Vouchers and Review of Travel Voucher Redemption Rates	Ongoing throughout life of TP	TPC	Within TPC Budget
Monitor utilisation rate of car club vehicle	Upon implementation of car club vehicle and ongoing. Second car club vehicle to be implemented subject to demand of the 1 st vehicle	TPC	Within TPC Budget
Continued liaison with residents to answer enquiries and provide regular promotional material	Ongoing throughout life of TP	TPC	Within TPC Budget

FIGURES







APPENDICES

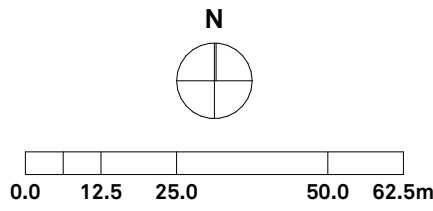
APPENDIX A



KEY

- | | | |
|---|---|--|
| 1. New vehicular access from Cowfold Road | 7. Viewpoint with seating area and interpretation | 13. Outdoor educational space |
| 2. New pedestrian / cycle links to The Street | 8. Community orchard | 14. SuDS basins |
| 3. New pedestrian link to existing PRoW | 9. Community hub building | 15. Foul water pumping station |
| 4. Primary tree-lined access roads | 10. Children's play areas (LEAPs and LAPs) | 16. Electricity Substation |
| 5. Secondary informal 'rural' lanes / mews | 11. Outdoor gym | 17. New woodland planting |
| 6. New publicly accessible countryside open space | 12. Community allotments | 18. Country estate road through countryside open space |

rev.	date	changes description	status	issued by
P07	10/04/2025	Drawing updated to incorporate comments from pre-app	S4	DM
P06	07/01/2025	Drawing updated for planning; annotation added	S4	DM



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www.re-format.co.uk
mail@re-format.co.uk
+44 (0)1730 778778

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MS

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1:1250

project title
Foxhole Farm, Bolney
document title
Illustrative Masterplan

project	originator	volume	level	type	role	number
P20074	RFT	XX	XX	DR	A	0101
status	suitability description					revision
S4	For Planning					P07

APPENDIX B

Calculation Reference: AUDIT-236602-210713-0722

TRIP RATE CALCULATION SELECTION PARAMETERS:

Land Use : 03 - RESIDENTIAL
Category : A - HOUSES PRIVATELY OWNED
TOTAL VEHICLES

Selected regions and areas:

02	SOUTH EAST	
	ES EAST SUSSEX	2 days
	EX ESSEX	1 days
	HC HAMPSHIRE	1 days
	HF HERTFORDSHIRE	1 days
	IW ISLE OF WIGHT	1 days
	KC KENT	3 days
	SC SURREY	1 days
	WS WEST SUSSEX	5 days
03	SOUTH WEST	
	DV DEVON	2 days
04	EAST ANGLIA	
	NF NORFOLK	3 days
	SF SUFFOLK	1 days
05	EAST MIDLANDS	
	LE LEICESTERSHIRE	1 days
06	WEST MIDLANDS	
	SH SHROPSHIRE	1 days
07	YORKSHIRE & NORTH LINCOLNSHIRE	
	NY NORTH YORKSHIRE	2 days
	SY SOUTH YORKSHIRE	1 days
09	NORTH	
	DH DURHAM	3 days

This section displays the number of survey days per TRICS® sub-region in the selected set

Primary Filtering selection:

This data displays the chosen trip rate parameter and its selected range. Only sites that fall within the parameter range are included in the trip rate calculation.

Parameter: No of Dwellings
Actual Range: 50 to 198 (units:)
Range Selected by User: 50 to 200 (units:)

Parking Spaces Range: All Surveys Included

Parking Spaces per Dwelling Range: All Surveys Included

Bedrooms per Dwelling Range: All Surveys Included

Percentage of dwellings privately owned: All Surveys Included

Public Transport Provision:

Selection by: Include all surveys

Date Range: 01/01/13 to 31/12/2019

This data displays the range of survey dates selected. Only surveys that were conducted within this date range are included in the trip rate calculation.

Selected survey days:

Monday	5 days
Tuesday	7 days
Wednesday	4 days
Thursday	9 days
Friday	4 days

This data displays the number of selected surveys by day of the week.

Selected survey types:

Manual count	27 days
Directional ATC Count	2 days

This data displays the number of manual classified surveys and the number of unclassified ATC surveys, the total adding up to the overall number of surveys in the selected set. Manual surveys are undertaken using staff, whilst ATC surveys are undertaken using machines.

Selected Locations:

Suburban Area (PPS6 Out of Centre)	8
Edge of Town	16
Neighbourhood Centre (PPS6 Local Centre)	4
Free Standing (PPS6 Out of Town)	1

This data displays the number of surveys per main location category within the selected set. The main location categories consist of Free Standing, Edge of Town, Suburban Area, Neighbourhood Centre, Edge of Town Centre, Town Centre and Not Known.

Selected Location Sub Categories:

Residential Zone	24
Village	3
Out of Town	1
No Sub Category	1

This data displays the number of surveys per location sub-category within the selected set. The location sub-categories consist of Commercial Zone, Industrial Zone, Development Zone, Residential Zone, Retail Zone, Built-Up Zone, Village, Out of Town, High Street and No Sub Category.

Secondary Filtering selection:

Use Class:

C3	29 days
----	---------

This data displays the number of surveys per Use Class classification within the selected set. The Use Classes Order 2005 has been used for this purpose, which can be found within the Library module of TRICS®.

Population within 500m Range:

All Surveys Included

Population within 1 mile:

1,000 or Less	1 days
1,001 to 5,000	5 days
5,001 to 10,000	9 days
10,001 to 15,000	8 days
15,001 to 20,000	4 days
20,001 to 25,000	1 days
25,001 to 50,000	1 days

This data displays the number of selected surveys within stated 1-mile radii of population.

Population within 5 miles:

5,001 to 25,000	5 days
25,001 to 50,000	6 days
50,001 to 75,000	2 days
75,001 to 100,000	7 days
100,001 to 125,000	1 days
125,001 to 250,000	6 days
250,001 to 500,000	2 days

This data displays the number of selected surveys within stated 5-mile radii of population.

Car ownership within 5 miles:

0.6 to 1.0	5 days
1.1 to 1.5	22 days
1.6 to 2.0	2 days

This data displays the number of selected surveys within stated ranges of average cars owned per residential dwelling, within a radius of 5-miles of selected survey sites.

Travel Plan:

Yes	10 days
No	19 days

This data displays the number of surveys within the selected set that were undertaken at sites with Travel Plans in place, and the number of surveys that were undertaken at sites without Travel Plans.

PTAL Rating:

No PTAL Present	28 days
2 Poor	1 days

This data displays the number of selected surveys with PTAL Ratings.

LIST OF SITES relevant to selection parameters

1	DH-03-A-01	SEMI DETACHED	DURHAM
	GREENFIELDS ROAD		
	BISHOP AUCKLAND		
	Suburban Area (PPS6 Out of Centre)		
	Residential Zone		
	Total No of Dwellings:	50	
	Survey date: TUESDAY	28/03/17	Survey Type: MANUAL
2	DH-03-A-02	MIXED HOUSES	DURHAM
	LEAZES LANE		
	BISHOP AUCKLAND		
	ST HELEN AUCKLAND		
	Neighbourhood Centre (PPS6 Local Centre)		
	Residential Zone		
	Total No of Dwellings:	125	
	Survey date: MONDAY	27/03/17	Survey Type: MANUAL
3	DH-03-A-03	SEMI-DETACHED & TERRACED	DURHAM
	PILGRIMS WAY		
	DURHAM		
	Edge of Town		
	Residential Zone		
	Total No of Dwellings:	57	
	Survey date: FRIDAY	19/10/18	Survey Type: MANUAL
4	DV-03-A-02	HOUSES & BUNGALOWS	DEVON
	MILLHEAD ROAD		
	HONITON		
	Suburban Area (PPS6 Out of Centre)		
	Residential Zone		
	Total No of Dwellings:	116	
	Survey date: FRIDAY	25/09/15	Survey Type: MANUAL
5	DV-03-A-03	TERRACED & SEMI DETACHED	DEVON
	LOWER BRAND LANE		
	HONITON		
	Suburban Area (PPS6 Out of Centre)		
	Residential Zone		
	Total No of Dwellings:	70	
	Survey date: MONDAY	28/09/15	Survey Type: MANUAL
6	ES-03-A-04	MIXED HOUSES & FLATS	EAST SUSSEX
	NEW LYDD ROAD		
	CAMBER		
	Edge of Town		
	Residential Zone		
	Total No of Dwellings:	134	
	Survey date: FRIDAY	15/07/16	Survey Type: MANUAL
7	ES-03-A-05	MIXED HOUSES & FLATS	EAST SUSSEX
	RATTLE ROAD		
	NEAR EASTBOURNE		
	STONE CROSS		
	Edge of Town		
	Residential Zone		
	Total No of Dwellings:	99	
	Survey date: WEDNESDAY	05/06/19	Survey Type: MANUAL
8	EX-03-A-02	DETACHED & SEMI-DETACHED	ESSEX
	MANOR ROAD		
	CHIGWELL		
	GRANGE HILL		
	Edge of Town		
	Residential Zone		
	Total No of Dwellings:	97	
	Survey date: MONDAY	27/11/17	Survey Type: MANUAL

LIST OF SITES relevant to selection parameters (Cont.)

9	HC-03-A-23 CANADA WAY LIPHOOK	HOUSES & FLATS		HAMPSHIRE
	Suburban Area (PPS6 Out of Centre) Residential Zone Total No of Dwellings: 62 Survey date: TUESDAY 19/11/19			Survey Type: MANUAL
10	HF-03-A-03 HARE STREET ROAD BUNTINGFORD	MIXED HOUSES		HERTFORDSHIRE
	Edge of Town Residential Zone Total No of Dwellings: 160 Survey date: MONDAY 08/07/19			Survey Type: MANUAL
11	IW-03-A-01 MEDHAM FARM LANE NEAR COWES MEDHAM	DETACHED HOUSES		ISLE OF WIGHT
	Free Standing (PPS6 Out of Town) Out of Town Total No of Dwellings: 72 Survey date: TUESDAY 25/06/19			Survey Type: MANUAL
12	KC-03-A-03 HYTHE ROAD ASHFORD WILLESBOROUGH	MIXED HOUSES & FLATS		KENT
	Suburban Area (PPS6 Out of Centre) Residential Zone Total No of Dwellings: 51 Survey date: THURSDAY 14/07/16			Survey Type: MANUAL
13	KC-03-A-04 KILN BARN ROAD AYLESFORD DITTON	SEMI-DETACHED & TERRACED		KENT
	Edge of Town Residential Zone Total No of Dwellings: 110 Survey date: FRIDAY 22/09/17			Survey Type: MANUAL
14	KC-03-A-08 MAIDSTONE ROAD CHARING	MIXED HOUSES		KENT
	Neighbourhood Centre (PPS6 Local Centre) Village Total No of Dwellings: 159 Survey date: TUESDAY 22/05/18			Survey Type: MANUAL
15	LE-03-A-02 MELBOURNE ROAD IBSTOCK	DETACHED & OTHERS		LEICESTERSHIRE
	Neighbourhood Centre (PPS6 Local Centre) Village Total No of Dwellings: 85 Survey date: THURSDAY 28/06/18			Survey Type: MANUAL
16	NF-03-A-04 NORTH WALSHAM ROAD NORTH WALSHAM	MIXED HOUSES		NORFOLK
	Edge of Town Residential Zone Total No of Dwellings: 70 Survey date: WEDNESDAY 18/09/19			Survey Type: MANUAL
17	NF-03-A-13 BEAUFORT WAY GREAT YARMOUTH BRADWELL	MIXED HOUSES		NORFOLK
	Edge of Town Residential Zone Total No of Dwellings: 198 Survey date: TUESDAY 11/09/18			Survey Type: DIRECTIONAL ATC COUNT

LIST OF SITES relevant to selection parameters (Cont.)

18	NF-03-A-16	MIXED HOUSES & FLATS	NORFOLK
	NORWICH COMMON		
	WYMONDHAM		
	Edge of Town		
	Residential Zone		
	Total No of Dwellings:	138	
	Survey date: TUESDAY	20/10/15	Survey Type: DIRECTIONAL ATC COUNT
19	NY-03-A-09	MIXED HOUSING	NORTH YORKSHIRE
	GRAMMAR SCHOOL LANE		
	NORTHALLERTON		
	Suburban Area (PPS6 Out of Centre)		
	Residential Zone		
	Total No of Dwellings:	52	
	Survey date: MONDAY	16/09/13	Survey Type: MANUAL
20	NY-03-A-10	HOUSES AND FLATS	NORTH YORKSHIRE
	BOROUGHBRIDGE ROAD		
	RIPON		
	Edge of Town		
	No Sub Category		
	Total No of Dwellings:	71	
	Survey date: TUESDAY	17/09/13	Survey Type: MANUAL
21	SC-03-A-04	DETACHED & TERRACED	SURREY
	HIGH ROAD		
	BYFLEET		
	Edge of Town		
	Residential Zone		
	Total No of Dwellings:	71	
	Survey date: THURSDAY	23/01/14	Survey Type: MANUAL
22	SF-03-A-07	MIXED HOUSES	SUFFOLK
	FOXHALL ROAD		
	IPSWICH		
	Suburban Area (PPS6 Out of Centre)		
	Residential Zone		
	Total No of Dwellings:	73	
	Survey date: THURSDAY	09/05/19	Survey Type: MANUAL
23	SH-03-A-05	SEMI-DETACHED / TERRACED	SHROPSHIRE
	SANDCROFT		
	TELFORD		
	SUTTON HILL		
	Edge of Town		
	Residential Zone		
	Total No of Dwellings:	54	
	Survey date: THURSDAY	24/10/13	Survey Type: MANUAL
24	SY-03-A-01	SEMI DETACHED HOUSES	SOUTH YORKSHIRE
	A19 BENTLEY ROAD		
	DONCASTER		
	BENTLEY RISE		
	Suburban Area (PPS6 Out of Centre)		
	Residential Zone		
	Total No of Dwellings:	54	
	Survey date: WEDNESDAY	18/09/13	Survey Type: MANUAL
25	WS-03-A-04	MIXED HOUSES	WEST SUSSEX
	HILLS FARM LANE		
	HORSHAM		
	BROADBRIDGE HEATH		
	Edge of Town		
	Residential Zone		
	Total No of Dwellings:	151	
	Survey date: THURSDAY	11/12/14	Survey Type: MANUAL

LIST OF SITES relevant to selection parameters (Cont.)

26	WS-03-A-07	BUNGALOWS	WEST SUSSEX
	EMMS LANE		
	NEAR HORSHAM		
	BROOKS GREEN		
	Neighbourhood Centre (PPS6 Local Centre)		
	Village		
	Total No of Dwellings:	57	
	Survey date: THURSDAY	19/10/17	Survey Type: MANUAL
27	WS-03-A-08	MIXED HOUSES	WEST SUSSEX
	ROUNDSTONE LANE		
	ANGMERING		
	Edge of Town		
	Residential Zone		
	Total No of Dwellings:	180	
	Survey date: THURSDAY	19/04/18	Survey Type: MANUAL
28	WS-03-A-09	MIXED HOUSES & FLATS	WEST SUSSEX
	LITTLEHAMPTON ROAD		
	WORTHING		
	WEST DURRINGTON		
	Edge of Town		
	Residential Zone		
	Total No of Dwellings:	197	
	Survey date: THURSDAY	05/07/18	Survey Type: MANUAL
29	WS-03-A-10	MIXED HOUSES	WEST SUSSEX
	TODDINGTON LANE		
	LITTLEHAMPTON		
	WICK		
	Edge of Town		
	Residential Zone		
	Total No of Dwellings:	79	
	Survey date: WEDNESDAY	07/11/18	Survey Type: MANUAL

This section provides a list of all survey sites and days in the selected set. For each individual survey site, it displays a unique site reference code and site address, the selected trip rate calculation parameter and its value, the day of the week and date of each survey, and whether the survey was a manual classified count or an ATC count.

TRIP RATE for Land Use 03 - RESIDENTIAL/A - HOUSES PRIVATELY OWNED

TOTAL VEHICLES

Calculation factor: 1 DWELLS

BOLD print indicates peak (busiest) period

Time Range	ARRIVALS			DEPARTURES			TOTALS		
	No. Days	Ave. DWELLS	Trip Rate	No. Days	Ave. DWELLS	Trip Rate	No. Days	Ave. DWELLS	Trip Rate
00:00 - 01:00									
01:00 - 02:00									
02:00 - 03:00									
03:00 - 04:00									
04:00 - 05:00									
05:00 - 06:00									
06:00 - 07:00									
07:00 - 08:00	29	100	0.080	29	100	0.277	29	100	0.357
08:00 - 09:00	29	100	0.124	29	100	0.330	29	100	0.454
09:00 - 10:00	29	100	0.153	29	100	0.175	29	100	0.328
10:00 - 11:00	29	100	0.137	29	100	0.183	29	100	0.320
11:00 - 12:00	29	100	0.132	29	100	0.152	29	100	0.284
12:00 - 13:00	29	100	0.156	29	100	0.144	29	100	0.300
13:00 - 14:00	29	100	0.165	29	100	0.159	29	100	0.324
14:00 - 15:00	29	100	0.154	29	100	0.192	29	100	0.346
15:00 - 16:00	29	100	0.244	29	100	0.164	29	100	0.408
16:00 - 17:00	29	100	0.250	29	100	0.159	29	100	0.409
17:00 - 18:00	29	100	0.298	29	100	0.144	29	100	0.442
18:00 - 19:00	29	100	0.260	29	100	0.150	29	100	0.410
19:00 - 20:00	1	97	0.062	1	97	0.052	1	97	0.114
20:00 - 21:00	1	97	0.031	1	97	0.021	1	97	0.052
21:00 - 22:00									
22:00 - 23:00									
23:00 - 24:00									
Total Rates:			2.246			2.302			4.548

This section displays the trip rate results based on the selected set of surveys and the selected count type (shown just above the table). It is split by three main columns, representing arrivals trips, departures trips, and total trips (arrivals plus departures). Within each of these main columns are three sub-columns. These display the number of survey days where count data is included (per time period), the average value of the selected trip rate calculation parameter (per time period), and the trip rate result (per time period). Total trip rates (the sum of the column) are also displayed at the foot of the table.

To obtain a trip rate, the average (mean) trip rate parameter value (TRP) is first calculated for all selected survey days that have count data available for the stated time period. The average (mean) number of arrivals, departures or totals (whichever applies) is also calculated (COUNT) for all selected survey days that have count data available for the stated time period. Then, the average count is divided by the average trip rate parameter value, and multiplied by the stated calculation factor (shown just above the table and abbreviated here as FACT). So, the method is: $COUNT/TRP*FACT$. Trip rates are then rounded to 3 decimal places.

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Parameter summary

Trip rate parameter range selected:	50 - 198 (units:)
Survey date range:	01/01/13 - 31/12/19
Number of weekdays (Monday-Friday):	29
Number of Saturdays:	0
Number of Sundays:	0
Surveys automatically removed from selection:	4
Surveys manually removed from selection:	0

This section displays a quick summary of some of the data filtering selections made by the TRICS® user. The trip rate calculation parameter range of all selected surveys is displayed first, followed by the range of minimum and maximum survey dates selected by the user. Then, the total number of selected weekdays and weekend days in the selected set of surveys are shown. Finally, the number of survey days that have been manually removed from the selected set outside of the standard filtering procedure are displayed.

APPENDIX C



Residential Travel Questionnaire

As part of the ongoing Travel Plan management, we would be grateful if one member of your household could complete this Travel Questionnaire. This will help us to better understand your existing travel patterns, needs and how we may be able to assist with your travel requirements. It will take about 5 minutes to complete and all responses will be treated confidentially.

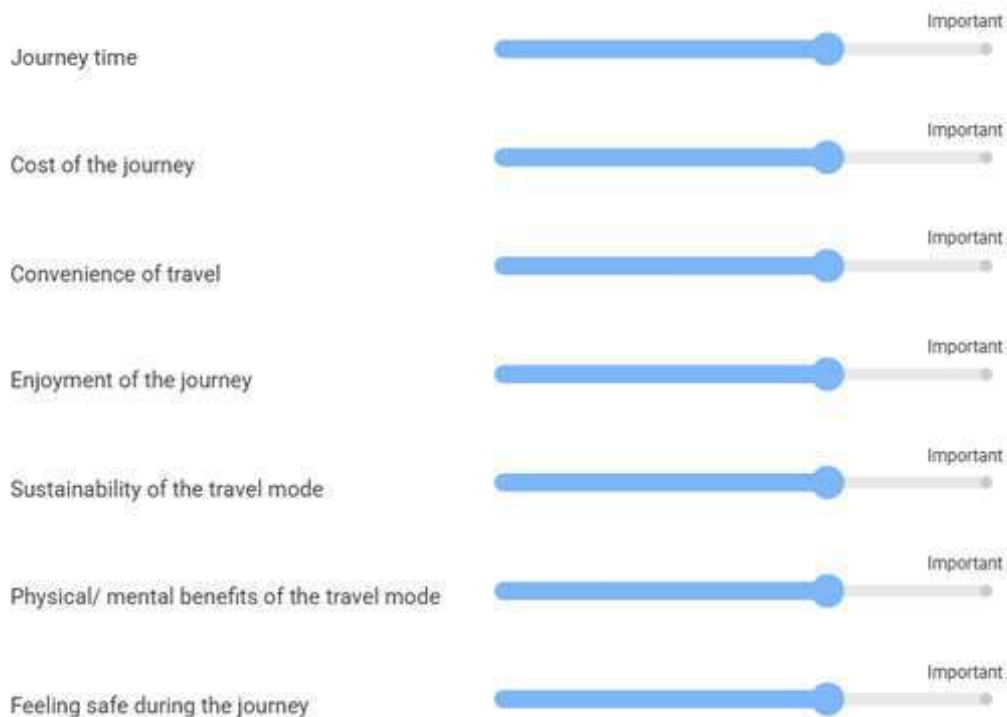
How long have you been living in your home? *

- ☐ Under 6 months
- ☐ Between 6 months to 1 year
- ☐ Between 1 to 2 years
- ☐ Between 2 to 5 years
- ☐ Over 5 years

How many cars does your household own? *

- ☐ 0
- ☐ 1
- ☐ 2
- ☐ 3 or more

When deciding to make a journey, rank how important each factor is in choosing your travel mode.



What is your current employment status? *

Please Select 

How often over the last month have you worked from home? *

- | | |
|---|---|
| ☐ Every day | ☐ 3 to 4 times a week |
| ☐ 1 to 2 times a week | ☐ Less than once a week |
| ☐ Never | ☐ I cannot work from home |

Within the last month, which of the following modes of transport have you used for any part of your journey to work? *

- | | |
|--|---|
| ☐ Walk | ☐ Bicycle/ E-Bicycle |
| ☐ Public Bus | ☐ Train |
| ☐ Private Vehicle (Single-Occupant) | ☐ Private Vehicle (With passengers) |
| ☐ Scooter | ☐ Car Club |
| ☐ Car Sharing (e.g. Liftshare) | ☐ Taxis |
| ☐ I work fully remote | ☐ Other <input type="text" value="Other"/> |

How long is your journey to work? *

- | | |
|---|---------------------------------------|
| ☐ 0 - 15 minutes | ☐ 16 - 30 minutes |
| ☐ 31 - 60 minutes | ☐ Over an hour |
| ☐ I work fully remote | |

Within the last month, which of these modes have you used to complete journeys other than commuting? *

- | | |
|---|--|
| ☐ Walk | ☐ Bicycle/ E-Bicycle |
| ☐ Public bus | ☐ Train |
| ☐ Private Vehicle (Single-Occupant) | ☐ Private Vehicle (With passengers) |
| ☐ Scooter | ☐ Car Club |
| ☐ Car Sharing (e.g. Liftshare) | ☐ Taxis |
| ☐ Other <input type="text" value="Other"/> | |

How often have you driven your car to make a journey in the last month? *

- | | |
|---|---|
| ☐ On a daily basis | ☐ 4 to 6 times a week |
| ☐ 2 to 3 times a week | ☐ Once a week |
| ☐ Less than once a week | ☐ Never |

What are the main reasons that you own and drive a car? *

- ☐ The services and amenities I need are not accessible within a 15-minute cycle, walk and/or public transport journey
- ☐ It is cheaper in the long-term for me to travel by car than by cycle, bus and/or train
- ☐ My commute to work is faster by car
- ☐ I am required to drive for my job
- ☐ I need to transport my friends and/or family
- ☐ I enjoy driving

- ☐ I feel safer driving my car than other means of transport
- ☐ Myself or someone in my family has additional needs and its easier to get around by car
- ☐ Other

Over the last month, how often have you completed a journey on foot? *

- ☐ On a daily basis
- ☐ 2 to 3 times a week
- ☐ Less than once a week
- ☐ 4 to 6 times a week
- ☐ Once a week
- ☐ Never

Which of the following would encourage you to make journeys on foot more regularly? (If you already walk, which would you most like to see?) *

- ☐ Traffic slowing measures
- ☐ Better street lighting
- ☐ Safer road crossing facilities
- ☐ Better infrastructure for people with disabilities
- ☐ More facilities within walking distance
- ☐ Provided with information on local walking routes
- ☐ Better weather conditions
- ☐ Feeling safer whilst walking
- ☐ Other

Over the last month, how often have you completed a journey by bicycle/ scooter? *

- ☐ On a daily basis
- ☐ 2 to 3 times a week
- ☐ Less than once a week
- ☐ 4 to 6 times a week
- ☐ Once a week
- ☐ Never

Which of the following would encourage you to make journeys by bicycle/ scooter more regularly? (If you already cycle/ scooter, which would you most like to see?) *

- ☐ Traffic slowing measures
- ☐ Better street lighting
- ☐ Safer road crossing facilities
- ☐ Secure storage for bicycles
- ☐ Provision of cycle lanes
- ☐ Better infrastructure for people with disabilities
- ☐ Cheaper bicycles to buy/hire
- ☐ More facilities within cycling distance
- ☐ Provided with information on local cycle routes
- ☐ Better weather conditions
- ☐ Other

Over the last month, how often have you utilised public transport to complete a journey? *

- ☐ On a daily basis
- ☐ 2 to 3 times a week
- ☐ Less than once a week

- ☐ 4 to 6 times a week
- ☐ Once a week
- ☐ Never

Which of the following would encourage you to use public transport more regularly? (If you already use public transport, which would you most like to see?) *

- ☐ Cheaper travel fares
- ☐ More regular services
- ☐ More reliable services
- ☐ More direct services to my place of work
- ☐ More direct services to key amenities/ facilities
- ☐ Better quality of waiting facilities
- ☐ Better facilities for people with mobility impairments and/or additional needs
- ☐ Closer services to my home
- ☐ Easy to understand timetable information
- ☐ Provided with information on local bus services and routes
- ☐ Other

Which of the following changes would most encourage you to car share? (If you already car share, which would you most like to see?) *

- ☐ More help finding car share partners who have similar work patterns
- ☐ Free taxi home if let down by car
- ☐ More information regarding car sharing i.e. benefits and cost savings, implemented safety measures
- ☐ None
- ☐ Other

Which of the following changes would most encourage you to use grocery home delivery services? (If you already use this, which would you most like to see?) *

- ☐ More help understanding what grocery home delivery services are available to my area
- ☐ More information regarding grocery home delivery services i.e. benefits and cost savings
- ☐ More information on current discounts and promotions
- ☐ None
- ☐ Other

Are you aware of the following in your area?

- | | |
|--|--|
| ☐ Local cycle and walking routes | ☐ Nearest bus stop |
| ☐ Bus routes and timetables | ☐ Nearest railway station |
| ☐ Train destinations and timetables | ☐ Car sharing provider(s) |

How did you find out about the Travel Plan?

- ☐ During the sales process
- ☐ Word of mouth

- ☐ Development publication/ newsletter/ notice board/ website
- ☐ Personalised travel planning process
- ☐ Other

Please include any comments below that you may wish to feedback regarding the Travel Plan.

Thank you for your time! If you would like to take part in a prize draw for a £50 supermarket voucher, please leave your name email address below.



Coombe House

Coombe Square

Thatcham

Berkshire

RG19 4JF

T: 01635 867711

E: mail@stuartmichael.co.uk

W: www.stuartmichael.co.uk