

BELLWAY HOMES LIMITED (SOUTH LONDON)

NORTHERN ARC, PHASES 1.3, 1.5 & 1.6

TRAVEL PLAN

REPORT REF.
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1. INTRODUCTION

Overview

1.1. This Travel Plan (TP) is prepared in relation to a reserved matters application submitted by Homes England and Bellway Homes Ltd to Mid Sussex District Council for the development of Phase 1b (which comprises parcels 1.3, 1.5 and 1.6) of the Northern Arc urban expansion to the north of Burgess Hill. West Sussex County Council (WSCC) is the local highway authority and Mid Sussex District Council (MSDC) is the planning authority.

1.2. The wider site already benefits from outline planning permission (application ref: DM/18/5114). The description of the development was as follows:

"Comprehensive, phased, mixed-use development comprising approximately 3,040 dwellings including 60 units of extra care accommodation (Use Class C3) and 13 permanent gypsy and traveller pitches, including a Centre for Community Sport with ancillary facilities (Use Class D2), three local centres (comprising Use Classes A1-A5 and B1, and stand-alone community facilities within Use Class D1), healthcare facilities (Use Class D1), and employment development comprising a 4 hectare dedicated business park (Use Classes B1 and B2), two primary school campuses and a secondary school campus (Use Class D1), public open space, recreation areas, play areas, associated infrastructure including pedestrian and cycle routes, means of access, roads, car parking, bridges, landscaping, surface water attenuation, recycling centre and waste collection infrastructure with associated demolition of existing buildings and structures, earthworks, temporary and permanent utility infrastructure and associated works."

1.3. The development is being brought forward via a number of reserved matters applications. This TP covers parcels 1.3, 1.5 and 1.6, comprising a total 247 dwellings, with 25 located in parcel 1.3, 136 in parcel 1.5 and 86 in parcel 1.6. These parcels are covered by reserved matters planning application DM/21/3870. **Figure 1.1** shows the location of the three parcels within the overall site.

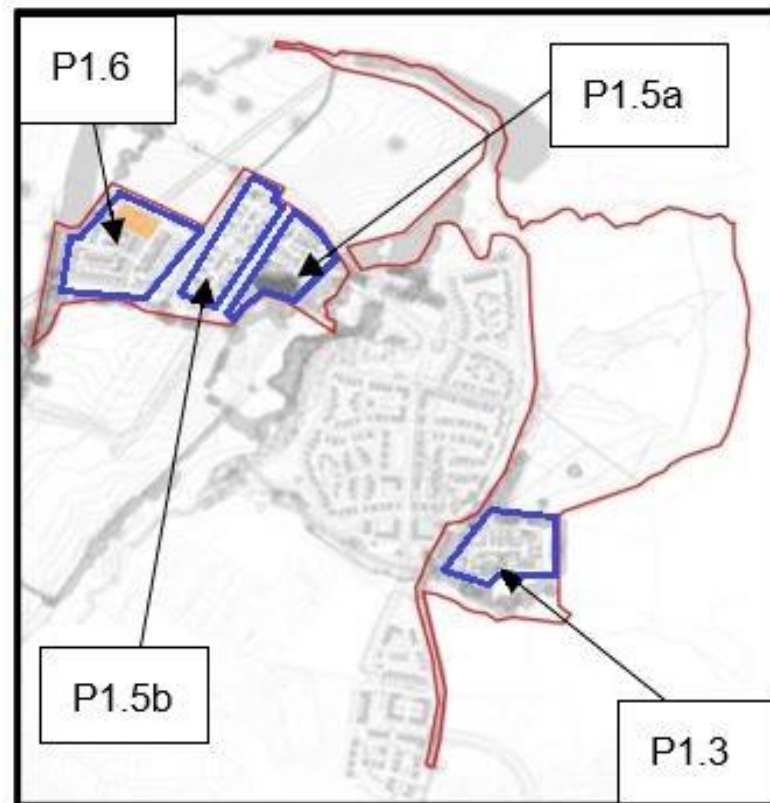


Figure 1.1: Site Boundary and Parcel Locations

Scope of Report

1.4. This TP has been prepared to satisfy the details set out in Section 7 of the Section 106 (S106) agreement relating to Planning Reference DM/18/5114, which states:

"Prior to Commencement of Development to the submit to the Couty Council a Framework Travel Plan for approval. The approved Framework Travel Plan shall be implemented prior to first Occupation of any Dwelling and complied with for a period of 15 years from first Occupation of any Dwellings

Not to Occupy any part of the Development unless and until implementation of the approved Framework Travel Plan have commenced

To pay the County Council prior to the Commencement of the Development the Framework Travel Plan Monitoring Fee and not to Commence the Development until the Framework Travel Plan Monitoring Fee has been paid to the County Council

Prior to commencement of each Sub-Phase of Development to submit to the County Council a Sub-Phase Travel Plan for approval. The approved Sub-Phase Travel Plan shall be implemented prior to first Occupation of the relevant Reserved Matter Application and complied with for a period of 5 years from first Occupation of the relevant Development comprising the Reserved Matter Application.

Not to Occupy any part of the relevant Development comprising the Reserved Matter Application unless and until implementation of the approved Sub-Phase Travel Plan have commenced

To pay to the County Council prior to Occupation of any Sub-Phase of the Development the Travel Plan Monitoring Fee and not to Occupy and part of the Sub-Phase unless and until the Travel Plan Monitoring Fee has been paid to the County Council.”

- 1.5. Framework Travel Plans for both residential and commercial uses to be provided within the Northern Arc site were prepared in December 2018 by AECOM. This Sub-Phase Travel Plan for parcels 1.3, 1.5 and 1.6 uses the principles agreed within the Framework Documents as a basis.
- 1.6. This TP has been prepared in accordance with the latest government advice and current local best practices, with the aim of promoting the use of sustainable and active modes of travel for journeys to and from the site. Since the development involves residential use, this TP takes the form of a residential TP aimed at residents, but it may also have a positive effect on the travel choices of visitors.
- 1.7. This TP has been produced to set out a range of measures and incentives to facilitate and encourage all users of the site to utilise sustainable modes of travel wherever possible. It also identifies associated procedures for implementation and monitoring, along with suitable targets, to ensure the overriding objectives of reducing single occupancy car travel and increasing uptake of sustainable modes are achieved.
- 1.8. A TP provides a long-term strategy for encouraging residents to minimise their need to travel, as well as to promote the use of modes of transport other than the private motor vehicle.

1.9. Parcel 1.6 has been partially occupied, however, both Parcels 1.3 and 1.5 are not currently occupied. As this document has been prepared prior to the occupation of the majority of the proposed dwellings, the details relating travel patterns and mode share targets are considered to be indicative until such a time that actual travel patterns can be determined at the three sites via on-site surveys and questionnaires. It is therefore the intention that the Travel Plan will be a 'living' document as further details on travel patterns, targets, measures, and management will be provided as the development progressed.

1.10. Every 12 months, for the duration of the monitoring period, a travel survey will be undertaken, the results of which will be analysed and presented to WSCC and if necessary, used to amend targets for the use of sustainable travel modes and activate the need for corrective actions if necessary.

Purpose of a Travel Plan

1.11. A TP is defined by the Department for Transport (DfT) and by the Department for Communities and Local Government (DCLG) as: a long-term management strategy for an occupier or site that seeks to deliver sustainable transport objectives through positive action and is articulated in a document that is regularly reviewed.

1.12. The benefits from a TP can be loosely categorised under three main headings:

- Health benefits;
- Environmental benefits; and
- Financial benefits.

Health Benefits

1.13. A reduction in the potential number of polluting vehicles on the roads surrounding the site will contribute to better air quality throughout the area. There are also well documented health benefits associated with active travel, such as walking and cycling, which are increasingly being recognised as ways to reduce sedentary lifestyles.

- 1.14. Regular moderate physical activity (including walking and cycling), can help prevent and reduce risk of cardiovascular disease, cancer, obesity, diabetes, stroke, mental health problem, high blood pressure and musculoskeletal problems.

Environmental Benefits

- 1.15. Climate change is a global issue, and the government has pledged to play its part in reducing harmful carbon and related emissions by setting carbon reduction targets: "it is the duty of the Secretary of State to ensure that the net UK carbon account for the year 2050 is at least 80% lower than the 1990 baseline".
- 1.16. Encouraging residents, and visitors to make smarter, low carbon travel choices in the way they travel can reduce the impact that new and existing development across London have on the local environment and air quality.
- 1.17. An increase in car trips can also contribute to negative local environmental issues such as severance. By encouraging sites to reduce car dependency, the local highway networks will benefit from a reduction in vehicular movements and local communities will benefit from less traffic.

Financial Benefits

- 1.18. There are financial benefits to be gained from increasing active travel rates and reducing harmful emissions produced by vehicles, both for individuals and for wider society.
- 1.19. Individuals can benefit financially from travelling to and from a site with a TP in place due to the improved range of transport options available, some of which may be more cost effective than car travel.
- 1.20. In some circumstances, TP measures can remove an individual's need to own a car, minimising the capital and on-going cost of car ownership,
- 1.21. An effective TP can help encourage residents and visitors of the site to lessen their environmental impact by reducing emissions from transport, lead a healthier and more active lifestyle, can reduce financial wastage.

Policy and Guidance

1.22. TPs have become an important tool for the delivery of national, regional, and local transport policy and commonly play an integral aspect within the planning process, fulfilling a role in encouraging more sustainable development.

1.23. This TP has been developed in conformance with the following documents, where possible:

- The National Planning Policy Framework [NPPF] (MHCLG, December 2023);
- National Planning Practice Guidance [NPPG] - Travel Plans, Transport Assessments and Statements (MHCLG, March 2014);
- West Sussex Transport Plan 2022 to 2036 (WSCC, April 2022);
- Mid Sussex District Plan 2014-2031 (MSDC, March 2018); and
- Mid Sussex District Plan 2021 - 2039 Submission Draft (Regulation 19) (MSDC, December 2023)

Report Structure

1.24. Following this introduction, this TP is structured as follows:

- **Section 2.0** describes existing conditions in terms of the site's accessibility on foot, by cycle and public transport;
- **Section 3.0** provides a description of the proposed redevelopment scheme;
- **Section 4.0** provides details of objectives and targets;
- **Section 5.0** outlines the proposed package of measures and initiatives to encourage use of alternative modes of travel to the private car; and
- **Section 6.0** outlines the proposed TP monitoring and review process.

2. EXISTING SITUATION

- 2.1. This section gives a brief overview of the site and the existing surrounding conditions. More detailed information on these can be found in the supporting planning documents of the outline planning permission.

Consented Surrounding Development

- 2.2. Parcels 1.3, 1.5 and 1.6 of the Northern Arc development are located within the eastern extents of the outline consented scheme, with 1.3 located at the south-eastern corner, and 1.5 and 1.6 located more centrally. The design of the site and adjacent parcels will all follow the design principles whereby active travel and public transport are given priority over the use of the private car. The surrounding development includes a range of complimentary land uses, such as education and retail, including a local centre for everyday needs, which provides opportunities for future residents to travel sustainably internally within the site.

Local Highway Network

- 2.3. Access to the wider Site will be achieved from a number of points on the existing highway network to ensure a permeable layout that integrates and makes best use of the surrounding network. In the west the primary points of access will be achieved onto the A2300 and A273 Jane Murray Way. Both access points will take the form of roundabouts. Through the provision of a primary connection between the A2300 and A273 within the site, to the south of the A2300, traffic flows and speeds on the A2300 east of the main site access roundabout can be reduced. This will facilitate a lower speed environment with the ability to activate the frontage of this road. Further connection will be provided to the B2036 and A273 Issacs Lane.
- 2.4. Access points on the B2036 will take the form of priority junctions and the priority of traffic will be changed to favour east-west movements rather than the current north-south movements to further discourage use of the B2036.
- 2.5. Access points on the A273 will take the form of either priority junctions or traffic signals. East from the A273 Isaacs Lane a secondary road will connect with the local centre, primary and secondary school before continuing east into the Freeks Farm site. From here the secondary route will continue south to connect with Maple Drive.

- 2.6. Overall a new highway connection will be provided between the A273 Jane Murray Way and A2300 in the west and the A273 and Maple Drive in the east. This corridor will carry all modes with formal pedestrian, cycle and vehicular provision proposed along its length.
- 2.7. A series of secondary and tertiary streets will take access from the Northern Arc avenue to provide access into the development zones to the north and south. Priority junctions and traffic signals have been favoured over roundabouts to reduce the severance effect to pedestrians and cyclists that roundabouts can cause.

Sustainable Travel Opportunities

- 2.8. The Northern Arc avenue will include dedicated pedestrian and cycle infrastructure to connect the various land uses on the Site as well as providing strategic connections off site. All secondary highway routes will also provide formal pedestrian infrastructure with cyclists anticipated to utilise the carriageway to continue their journey. To ensure that all types of pedestrians and cyclists are catered for a secondary walking and cycling corridor through the Site is proposed.
- 2.9. The provision of public transport across the Site forms an integral part of the sustainable transport strategy for the Site. A public transport strategy had been development by working in conjunction with WSCC and local bus operators.
- 2.10. There is a strong demand for north-south movement resulting from the Proposed Development. This is demonstrated by the proportion of people anticipated to access Brighton, Burgess Hill and Haywards Heath for work and leisure-based trips. Currently the only bus service offering a north-south connection through the Site is the 769 which operates once per day between Brighton, Haywards Heath and Sheffield Park.
- 2.11. The Proposed Development will see the population of Burgess Hill grow by approximately 27%. It has already been identified that key connections across the Site to link the various land uses will be required along with connections to Wivelsfield and Burgess Hill Railway Stations, the Town Centre, Victoria Business Park and Tesco.

- 2.12. The layout of the wider Northern Arc site has been designed to facilitate a main public transport corridor which will help to ensure that all parts of the site have access to bus based public transport. The primary route through the site will connect the A273 and A2300 in the west with the B2036 and A273 Isaac's Lane. It will then continue through to the Freeks Farm site and connect with Maple Drive. The design has also allowed for a connection west through to the Hub employment site.
- 2.13. New bus stop infrastructure is proposed as part of the proposals, with bus routes proposed between Freeks Farm, Burgess Hill town centre (including the railway station), and between Freeks Farm, the western edge of the wider development site and Burgess Hill. Frequency of services will increase as more parcels of development are brought forward to support the increased patronage that would be delivered.
- 2.14. The site is well connected in terms of sustainable travel, as well as providing a range of facilities and amenities within the immediate area, in addition to the facilities and services within the local centre incorporated into the consented outline scheme, which will reduce the requirement to travel.

3. THE PROPOSED DEVELOPMENT

- 3.1. The proposed development at parcels 1.3, 1.5 and 1.6 comprises the delivery of 247 residential dwellings. The latest masterplan is included at **Appendix A**.

Access

Parcel 1.3

- 3.2. Parcel 1.3 is to include a total of 25 residential units and is to be served via a simple T-junction to tie into the Freeks Farm development, and would include a 2 metres wide footway.

Parcel 1.5

- 3.3. Parcel 1.5 is divided into two parcels with one parcel located at the western edge of the Eastern Bridge Link Road (EBLR) and the second located at the eastern edge. Both parcels are to be served via priority-controlled T-junctions linking to the EBLR as minor arm. The site accesses would benefit from a 2 metres wide footway extending into each parcel.

Parcel 1.6

- 3.4. Parcel 1.6 is to be served via three points of access that will link to the secondary road to the south. The secondary road extends between Isaac's Lane to the west and the EBLR to the east. A 2 metres wide footway is provided extending along the northern edge. All three site accesses would comprise simple T-junctions and would include 6 2 metres wide footways extending into the site.

Car Parking Provision

Parcel 1.3

- 3.5. Parcel 1.3 will include provide a total of 42 residential parking spaces consisting of 32 allocated spaces, 7 unallocated spaces for apartments and 3 unallocated spaces for houses along with additional space within garages. Furthermore, parcel 1.3 includes a total of 5 visitor bays located throughout the site.

Parcel 1.5

- 3.6. parcel 1.5 will include a total of 168 residential parking spaces consisting of 63 allocated spaces, 88 unallocated spaces for apartments and 17 unallocated spaces for houses along with additional space within garages. As previously highlighted, Parcel 1.5 includes primarily unallocated parking and therefore no special provision has been made for visitor parking for this parcel.

Parcel 1.6

- 3.7. Parcel 1.6 will include a total of 150 residential parking spaces consisting of 108 allocated spaces, 12 unallocated spaces for apartments and 30 unallocated spaces for houses along with additional space within garages. Furthermore, parcel 1.6 includes a total of 18 visitor bays located throughout the site.

EV Charging

- 3.8. It has been agreed with MSDC that on-site EVCP for the site should be based upon guidance provided within WSCC's 'Guidance on Parking at New Developments', for a development commencing in the year 2022. Based on the information within Appendix B of WSCC's 'Guidance on Parking at New Developments', 37% of all spaces should include active charging facilities.
- 3.9. The EVCP provision will exceed this value, with one space per plot having access to a charger.

Cycle Parking Provision

- 3.10. Parcel 1.3 will provide a total of 120 cycle parking spaces, Parcel 1.5 will include 120 and Parcel 1.6 will include 119 cycle parking spaces. The site masterplan shows that any property without a garage will be provided with a sheltered cycle storage space within the rear garden. The apartment blocks include secure cycle storage units within short walking distance of the residential block entrances. A number of properties also include garages which are of a sufficient size to accommodate the storage of cycles.

4. OBJECTIVES AND TARGETS

4.1. This section sets out the objectives for the TP, as well as targets for the short and medium term. It also includes information regarding indicators through which progress towards meeting the targets of this plan will be measured. Further information on monitoring and review of the TP can be found in **Section 6.0**.

4.2. Objectives are the high-level aims of the TP, giving it direction and providing a focus. Targets are the measurable goals by which progress can be assessed. At this stage, indicative targets informed by the predicted travel trends, have been set to cover the first five years of the TP period. Indicators are the elements which will be measured to assess progress toward meeting the final and interim targets.

Objectives

4.3. The Framework TP set the Principal Objectives of all TPs to be delivered at sub-phases within the wider development. The Principal Objectives are:

- Objective 1 – to increase the role of walking and cycling as transport modes, in support of wider transport, health and social policy objectives.
- Objective 2 – to develop a safe, convenient, efficient and attractive transport infrastructure which encourages and facilitates the use of walking, cycling and public transport and which minimises reliance on and discourages unnecessary use of private motorised vehicles.

4.4. In accordance with the above objectives, TPs shall seek to:

- Reduce the overall need to travel, particularly during peak periods;
- Promote awareness of transport issues and the impact of traffic on the local environment;
- Influence the level of private car journeys to and from the Site in order to reduce air pollution and the consumption of fossil fuels;
- Reduce the number of single occupancy car trips to and from the Site;

- Increase the proportion of journeys to and from the Site by sustainable modes of transport such as walking, cycling and public transport; and
- Promote walking and cycling as a health benefit to residents.

Targets

- 4.5. Details on TP targets are set out in the Framework TP, with this replicated below. It is important to note that these are initial targets that will be updated following the travel pattern surveys to be undertaken.
- 4.6. One of the prime objectives of an active TP is to set clear and realistic targets. Targets play a vital role in monitoring the success of TPs and should clearly relate to goals set out in the Plan. Monitoring of the Plan should track the main targets providing regular information on the progress that the Plan is making in achieving its aims. This information can provide important 'early warning' if the Plan is failing to have sufficient impact on travel behaviour and the Plan and its measures can then be modified accordingly.
- 4.7. TPs should set a number of clearly defined objectives underpinned by targets and actions that are **SMART: Specific-Measurable-Achievable-Realistic-Timed**. The term 'target' is used in the sense of a measure of outcomes achieved by the TP i.e. the difference it has made to the Site users travel habits.
- 4.8. The ultimate aim of the TP is to reduce journeys by car to and from the Proposed Development and to improve overall accessibility by walking, cycling and public transport. In establishing targets, accurate baseline information on car access to and from the Site is imperative. The total combined trip generation by mode for the proposed residential element of the development is as shown below in **Table 4.1**. This has been extracted from Table of the Framework TP.
- 4.9. To encourage the use of sustainable modes from the outset, a target has been set to ensure that there is a commitment to reduce the level of single occupancy car use. At this stage a target has been set to reduce the number of single occupancy car users over the first five years from initial occupation of the Proposed Development and the details of this are also presented in **Table 4.1**. At this stage the allocation of trips to other modes has been done on a pro rata basis although it

is recognised that this will vary depending on the travel characteristics of each individual household.

4.10. It is recognised that as the Proposed Development progresses, the opportunities to use sustainable means of transport will increase as the quality of the public transport, cycle and pedestrian networks will improve in line with the growth of the development. The initial target set in this document will therefore be reviewed and updated. This will help to ensure that the targets are realistic and take into account site specific circumstances such as enhanced opportunities to walk and cycle or use public transport.

Mode	Opening Year Modal Split		5 Year Target Modal Split	
	Arrive	Depart	Arrive	Depart
Underground, metro, light rail, tram	0.1%	0.1%	0.1%	0.1%
Train	10.6%	10.6%	12.0%	12.0%
Bus, minibus, coach	3.2%	3.2%	3.7%	3.7%
Taxi	0.3%	0.3%	0.4%	0.4%
Motorcycle, scooter or moped	0.7%	0.7%	0.8%	0.8%
Driving in a car or van	57.9%	57.9%	52.1%	52.1%
Passenger in a car or van	7.4%	7.4%	8.4%	8.4%
Bicycle	1.8%	1.8%	2.0%	2.0%
On foot	17.5%	17.5%	19.9%	19.9%
Other method of travel	0.5%	0.5%	0.6%	0.6%
TOTAL	100.0%	100.0%	100.0%	100.0%

Table 4.1: Initial Model Split Targets

4.11. Three other targets have been set to reduce journeys by car to and from the Site. Again, these will be applied from initial occupation of the Proposed Development. These targets will be reviewed and updated as the development progresses. The three additional targets are as follows:

- 10% of households will join the car sharing scheme (www.WestSussexCarShare.com);
- 10% of households will join the bicycle user group; and
- 10% of households use internet shopping for their weekly supermarket shop.

Summary

- 4.12. The baseline level of trips will be updated following the completion of the initial survey.
- 4.13. Additional targets may be determined by the Travel Plan Coordinator (TPC) when comparing the existing level of trips against the predicted level of baseline trips. Similarly, if actual demand for vehicle trips is lower from the outset than the predicted baseline shown in this TP, the targets will be adjusted accordingly with a view to ensuring that single occupancy car travel does not exceed the initial survey results.
- 4.14. Any changes to targets must be agreed with the reviewing Travel Plan Officer at WSCC.
- 4.15. It is important that the TP evolves with the site in order to adapt measures and initiatives in accordance with alterations to surrounding network, service adjustments and travel trends to ensure targets are met.

5. MEASURES AND INITIATIVES

- 5.1. The measures proposed in this TP are primarily intended to encourage residents and visitors to use non-car modes of transport for trips to and from the development. This TP has therefore identified measures to encourage such active modes of travel and achieve the targets set out in this report.
- 5.2. The measures combine “hard measures” such as site design and infrastructure, with “soft measures” including marketing, promotion and awareness. Bellway will ensure that the options for non-car travel are promoted and highlighted during the marketing phase of the development.
- 5.3. However, some of the measures may be subject to change, and additional measures may also be provided that will be of benefit of the scheme at a later date.
- 5.4. Guidance on Travel Plans states that a TP should set out the long-term management strategy for existing or proposed developments and seek to integrate proposals for increasing sustainable travel by the future occupier(s) of the site.

Travel Plan Coordinator

- 5.5. To ensure the delivery and management of the TP, a TPC has been nominated to promote and implement the various initiatives. The contact details of the TPC are as follows (and will be included with all Sustainable Travel Welcome Packs):
- Name: Sam Lee
 - Email: travelplans@ardent-ce.co.uk
- 5.6. These contact details for the TPC will also be submitted to WSCC.
- 5.7. The TPC will be the first point of contact for residents on any matters regarding travel to and from the site, and will also raise issues on their behalf with WSCC and local public transport operators.
- 5.8. Responsibilities of the TPC duties will include:
- Overseeing the development and implementation of the Plan;

- Designing effective marketing and awareness campaigns to promote sustainable travel (i.e. Sustainable Travel Welcome Packs);
- Co-ordinating the data collection / travel surveys of residents travel behaviour;
- Managing the ongoing monitoring, and production of required reports following the travel surveys; and
- Ensuring that cycle storage facilities are fully operational at time of first occupation.
- Organise Travel Surveys, analyse and submit the results to the WSCC, together with an assessment of the success of the TP in reducing the number of trips by private car and details of any additional measures necessary to achieve the targets set within the TP;
- Be the liaison between the development and the highway authorities;
- Investigate new ideas, modes of transport and future plans, and promote or implement as appropriate;
- Update the TP at least every two years, based on results of the traffic counts and travel surveys, to incorporate additional measures as agreed with WSCC; and
- Provide a point of contact with transport operators, stakeholders and officers of the Council and work with other local businesses to pursue joint plans and initiatives where relevant.

5.9. The TPC will be appointed ahead of occupation of the development to give sufficient to time to organise Travel Information Packs (see below) and other measures. The amount of time the appointed TPC will spend on the management and implementation of the TP is difficult to determine at this stage. It is likely that more time will be required in the early stages around occupation and when residents are first moving in.

5.10. Sufficient resource will be made available to the TPC to ensure that the obligations and requirements of the TP are met.

Sustainable Travel Welcome Packs

5.11. Residents need to be made aware of the travel arrangements and access options serving the Site from the outset and therefore upon first occupation, each residential unit will be issued with a Sustainable Travel Welcome Pack, which will contain the following information:

- Brief description of the TP and the key objectives;
- Contact details of the TPC;
- The offer of a visit from a personal travel advisor who can help provide information about sustainable travel that is specifically geared to the journey needs of the household;
- Up-to-date public transport timetables;
- Maps of pedestrian and cycle routes to key destinations;
- Details of car club activities at the Site;
- Details of safe routes to local schools and school transport services;
- Details of key destinations in the vicinity such as shops, leisure facilities and doctors' surgeries;
- Information regarding the TP, including contact details for the TPC; and
- A sustainable transport voucher.

Measures

Sustainability Vouchers

5.12. Sustainability vouchers with the value of £50 will be issued to the first occupier of each unit. These will either provide free subsidised bus based public transport for a

specified duration of time. They will form a key element of the Sustainable Travel Welcome Pack.

Car Parking

- 5.13. In order to discourage ownership of cars by occupants of the Proposed Development, the number of spaces provided is set below the maximum required in the WSCC parking calculator.

Car Club

- 5.14. A car club allows residents to have access to a car without having to buy or maintain their own vehicle. Residents typically pay a membership fee to an operator who provides and maintains vehicles in the local area. Members of the car club are then charged per hour or per mile for usage of these vehicles.
- 5.15. The combined cost is intended to be cheaper than owning a private vehicle for drivers with a low annual mileage, and to encourage members to consider more sustainable modes of travel before using a car. Typically access to vehicles is controlled via a smartcard, with keys kept inside the vehicle and the engine immobiliser de-activated via a PIN. Bookings can be made at very short notice.
- 5.16. The following link gives details of all car clubs across West Sussex, including Burgess Hill: https://www.westsussex.gov.uk/roads-and-travel/travel_sustainable-transport/join-a-car-sharing-scheme/
- 5.17. The TPC will actively explore opportunities to deliver a car club within the proposed development.

Car Sharing

- 5.18. The use of car sharing will be promoted amongst residents of the development, with particular emphasis on journeys to work. Car sharing not only cuts the costs of traveling to work for the individual, but also reduces the number of residents making similar journeys at the same time, thereby reducing the impact of the development at peak hours on routes between the site and local employment areas. This, in turn, contributes to reducing vehicular emissions and therefore meeting local air quality targets.

5.19. Measures will be taken to promote car sharing to new residents by providing information found on the WSCC car sharing website (www.WestSussexCarShare.com) about their lift sharing scheme. This provides an accessible and safe way for potential car sharers to identify people undertaking similar journeys. This will include links to the car sharing database within Welcome Packs, information on community noticeboards and the community website.

5.20. This website is run by Liftshare, who are the UK's leading car share provider. Liftshare has been providing a car share platform for 20 years. As a Social Enterprise, Liftshare offer a car sharing platform for free to users. Liftshare enables organised car sharing by connecting people travelling in the same direction so they can arrange to travel together and share the costs, whilst reducing congestion and pollution at the same time.

Public Transport

5.21. Information on the public transport routes and infrastructure serving the new development will be made available to new residents through the Sustainable Travel Welcome Pack.

5.22. Residents will be kept up-to-date through noticeboards within the development, of changes to public transport timetables, events/issues/works potentially affecting public transport journeys and the cost of season tickets.

5.23. In addition, the TPC will collaborate with local public transport operators to discuss whether there is the opportunity to provide improved, more frequent services, improved bus waiting areas, ticket discounts and trial initiatives.

Walking and Cycling

5.24. Several pedestrian and cycle access points to the site are proposed, enabling local journeys to key destinations to be undertaken on foot, or by bicycle. All new residents will be issued with a Sustainable Travel Welcome Pack, which will include details of journey planning websites, walking and cycle maps, local cycle shops and bus timetable information. Residents will also receive such information via other ongoing communications.

5.25. WSCC also publishes its own cycle and walking route planning maps at:
<https://www.westsussex.gov.uk/leisure-recreation-and-community/walking-horse-riding-and-cycling/cycling-routes-and-maps/>

5.26. Other measures to promote walking and cycling include:

- All dwellings will be provided with cycle parking;
- A Bicycle User Group (BUG) will be set up for the new development. This will enable cyclists to share information on routes safety, cycle maintenance etc. It will also enable less experience people to contact people with more experience cycling and therefore to obtain information, guidance and potentially a 'cycling buddy' to accompany them on cycle journeys;
- New residents will be offered a free cycle confidence training course from a National Standards Accredited instructor; and
- The TPC will publicise the health benefits of cycling.

Community Noticeboards

5.27. To ensure access of up-to-date information for residents and visitors, community noticeboards will be located within the site. These boards will contain up to date bus and rail timetable information, and information on car sharing. The board will also provide walking and cycling facilities maps.

Ongoing Promotion

5.28. It is recognised that to maintain the impetus of the TP initiatives will be required to promote sustainable travel on an on-going basis. Measures to achieve this will include:

- A regularly updated community noticeboard;
- Community travel forums at which residents are invited to give feedback to the TPC and service providers about travel arrangements;
- Community travel events such as cycle promotion days;

- Regular follow up meetings with individual households to review the success of the travel arrangements; and
- Regular review of travel information packs to ensure that these are up to date and relevant to new residents.

6. MONITORING AND REVIEW

- 6.1. This TP is to be subject to a continuous process for improvement, requiring monitoring, review and revision to ensure it remains relevant to those residing within the site in future years. This document sets out the proposals for monitoring and review of the detailed TP over the first five years of the occupation of the development.
- 6.2. This section sets out the specific monitoring proposals associated with the site and the means by which the TPC will assess progress towards the targets outlined earlier in this document. All monitoring will be carried out by or procured by the TPC and funded by the end developer.

Monitoring and Review

- 6.3. The TPC will arrange for a travel survey questionnaire to be given to each household within three months of their occupation to ascertain current travel patterns and requirements. The questionnaire will also help to inform new residents of the TP and the travel initiatives.
- 6.4. After the occupancy of Phase 1 has reached 25% a further travel survey will be conducted to provide an update of current travel patterns.
- 6.5. The TPC will arrange for follow-up surveys on an annual basis and report the findings within two months of completion of the surveys.
- 6.6. The results of the travel survey can then be used to modify the actions contained within the TP. By continually reviewing the TP it will help to develop and improve it and ensure that the measures are consistent with the requirements of the residents.
- 6.7. The results of the TP surveys will be monitored and the results will be used to set future targets for the Proposed Development.
- 6.8. In the event that the targets are not being met the TPC will organise a more detailed survey to examine attitudes and influences that are preventing a shift to sustainable travel modes. This will allow the introduction of more focused measures aimed at encouraging people to participate in schemes that promote sustainable travel. Incentives specifically targeted at problem areas may also be introduced.

Funding

- 6.9. The management of the TP requires funding for administrative purposes and to support the role of the TPC. The TP will be funded through proceeds from the sale of the properties and through the management service charge that every household will be required to pay.
- 6.10. The final occupier of the site (or their appointed management company) will take direct responsibility to provide the role of TPC, undertake the monitoring programme and manage the TP. Specific funding / budgets will be set following the appointment of the TPC.
- 6.11. At the end of five years following completion of the first phase of the Proposed Development, providing the mode shift targets have been met, the on-going implementation of the TP will be handed over to the residents of the development.

Action Plan

- 6.12. The action plan for the Proposed Development sets out tasks, target dates, and the source of funding for measures to be undertaken to ensure that the objectives of the TP are achieved. These are set out in **Table 6.1**.

Action	Timescale	Responsibility
Appoint TPC	Prior to first occupation	Developer
Provision of car and cycle parking	Prior to occupation of new buildings	Developer
Provision of broadband connection in all dwellings	Prior to occupation of new buildings	Developer
Production of Sustainable Travel Welcome Pack for new residents	To be provided to each household on first occupation	TPC/Developer
Liaise with WSCC and transport operators to obtain up to date public transport timetable information	Prior to first occupation	TPC
Ensure sustainable travel noticeboards are set up	Prior to first occupation	TPC
Initial travel survey	Questionnaire to be provided to each household within three months of occupation	TPC
Compile results from travel survey & prepare monitoring report to submit to WSCC	To be agreed with WSCC	TPC
Develop TP in consultation with WSCC	Ongoing	TPC
Maintain and update travel plan website, noticeboards & welcome packs	Monthly	TPC
Follow up travel survey	Upon occupation of 25% of Phase 1 of the wider Proposed Development	TPC

Action	Timescale	Responsibility
Agree target modal splits with WSCC	To be agreed with WSCC but generally within 2 months of completion of travel surveys	TPC
Monitor progress towards targets through multi-modal questionnaires	Annually throughout the lifecycle of the TP	TPC
Monitor success of TP measures and progress towards targets. Amend TP if required and consider corrective measures if necessary.	On-going following adoption of TP	TPC

Table 6.1: Action Plan

6.13. As with all elements of the TP process, these timescales are not prescriptive, but should be modified according to circumstances to ensure that they allow the production of a TP that benefits the occupants and all visitors and remains relevant throughout.

6.14. The TP revision process will be agreed with WSCC after each resident travel survey has been undertaken. These surveys will enable a programme of bespoke initiatives to be undertaken if required.

Appendix A

Masterplan

