



Land at Coombe Farm, Sayers Common

Travel Plan

September 2025

Welbeck Strategic Land II Ltd

RESIDENTIAL
LAND AT COOMBE FARM
SAYERS COMMON

TRAVEL PLAN

CONTROLLED DOCUMENT

Document No:	145.0007/TP/4	
Status:	For Submission	
	Name	Date
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Approved by:	Tom Fisher	May 2025

Revision Record

Rev.	Date	By	Summary of Changes	Aprvd
2	Sept '25	THP	Client comment	JNR
3-4	Sept' 25	GLH	Revised layout	JNR

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Contents

1. INTRODUCTION.....	2
2. TRAVEL PLAN POLICY.....	4
3. EXISTING SITE CONDITIONS AND LOCAL ACCESSIBILITY	7
4. PROPOSED DEVELOPMENT.....	17
5. INDICATIVE BASELINE AND TARGETS.....	19
6. TRAVEL PLAN STRATEGY.....	21
7. IMPLEMENTATION AND MONITORING	27

Figures

- Figure 1 – Site Location
- Figure 2 – Site Context Plan
- Figure 3 – PRoW Map (Source: West Sussex County Council)
- Figure 4 – Walking Isochrone Map
- Figure 5 – Target Walking Isochrone Map
- Figure 6 – National Cycle Network
- Figure 7 – Cycling Isochrone Map (20 minutes)
- Figure 8 – 20 Minute Bus Accessibility Map

Tables

- Table 1 – Local Amenities and Facilities
- Table 2 – Summary of Local Bus Services
- Table 3 – Indicative Baseline Splits and Targets Based on 2011 Census Data
- Table 4 – Framework Travel Plan Targets
- Table 5 – Action Plan
- Table 6 – Monitoring Strategy

Appendices

- Appendix A – Indicative Masterplan
- Appendix B – 2011 ‘Method of Travel to Work’ Census data Outputs
- Appendix C – Example Resident Survey

1. INTRODUCTION

1.1 This Travel Plan (TP) has been prepared by Paul Basham Associates on behalf of Welbeck Strategic II LLP (Welbeck Land) to support an outline application for a proposed residential development comprising up to 210 dwellings at Coombe Farm, Sayers Common as seen in **Figure 1**, with the site layout included in **Appendix A**.

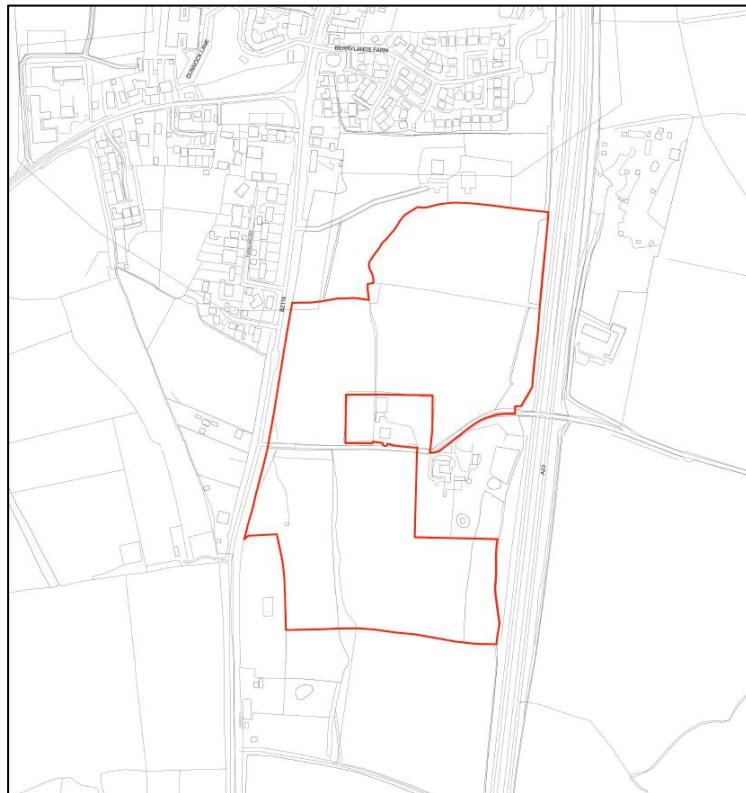


Figure 1: Site Location

1.2 In addition to this Travel Plan, a Transport Assessment has been prepared, outlining the anticipated impacts of the development in relation to transportation and highways. Therefore, this Travel Plan should be read in conjunction with that document.

1.3 A Highways Pre-Application Scoping Note (HPASN) was prepared in December 2024 under ref 145.0007/HPASN/2. Feedback was received on 24th January 2025 (Ref: PRE-104-24), in which WSCC requested a Travel Plan:

'A Travel Plan will also be required as part of any formal planning submission.'

Purpose of the Travel Plan

1.4 A TP is a strategy for managing travel demand to a development site by addressing the travel needs of its future users, reducing the impact of car travel by promoting and facilitating the use of sustainable modes of transport, encouraging a reduced need to travel and increasing sustainable travel practices

where appropriate. This TP supports access to a full range of local facilities and activities for future site users, whilst encouraging good design principles and working with the local community.

1.5 A TP is an evolving process initiated by a front-loading exercise through site visits, the completion of a TP, and frequent meetings and conversations between its authors (Paul Basham Associates), the client (Welbeck Strategic II LLP) and the Local Authorities (WSCC). As such the TP will develop over time following feedback received from monitoring exercises, local developments in sustainable transport and other external factors.

Travel Plan Principles

1.6 A successful TP must follow a set of principles to be determined acceptable and create a sustainable development. A TP must be Transparent, Realistic, Achievable, Committed, Enforceable and Sustainable (TRACES), as outlined in [WSCC] guidance. This TP therefore aims to demonstrate that there are sustainable local travel options available, and measures proposed, along with an implementation and monitoring strategy.

Travel Plan Structure and Approach

1.7 This TP will follow the following structure:

- Chapter 2 – Travel Plan Policy
- Chapter 3 – Existing Conditions and Local Accessibility
- Chapter 4 – Proposed Development
- Chapter 5 – Indicative Baseline and Targets
- Chapter 6 – Travel Plan Strategy
- Chapter 7 – Implementation and Monitoring

2. TRAVEL PLAN POLICY

2.1 This TP has been produced in accordance with relevant national, regional and local policy. For reference this includes:

- National Planning Policy Framework (NPPF);
- West Sussex County Council Local Transport Plan (LTP) (2022-2036);
- Mid Sussex District Plan 2014-2031 (Adopted March 2018); and
- Draft Mid Sussex District Council Local Plan (2021 – 2039)
- WSCC's Development Travel Plan Policy SPD;

National Planning Policy Framework (NPPF)

2.2 The NPPF (December 2024) acts as the central guidance for development planning and provides a framework within which locally prepared plans can provide for sufficient housing and other development in a sustainable manner. The following NPPF paragraphs are relevant to the Travel Plan:

Transport issues should be considered from the earliest stages of plan-making and development proposals, using a vision-led approach to identify transport solutions that deliver well-designed, sustainable and popular places. This should involve:

- a) The potential impacts of development on transport networks can be addressed;
- b) Opportunities from existing or proposed transport infrastructure, and changing transport technology and usage, are realised – for example in relation to the scale, location or density of development that can be accommodated;
- c) Opportunities to promote walking, cycling and public transport use are identified and pursued;
- e) The environmental impacts of traffic and transport infrastructure can be identified, assessed and taken into account – including appropriate opportunities for avoiding and mitigating any adverse effects, and for net environmental gains; and
- d) Patterns of movement, streets, parking and other transport considerations are integral to the design of schemes, and contribute to making high quality places.

(NPPF Para.109)

The planning system should actively manage patterns of growth in support of these objectives. Significant development should be focused on locations which are or can be made sustainable, through limiting the need to travel and offering a genuine choice of transport modes. This can help to reduce congestion and emissions, and improve air quality and public health. However, opportunities to maximise sustainable transport solutions will vary between urban and rural areas, and this should be taken into account in both plan-making and decision-making.

(NPPF Para.110)

All developments that will generate significant amounts of movement should be required to provide a travel plan, and the application should be supported by a vision-led transport statement or transport assessment so that the likely impacts of the proposal can be assessed and monitored.

(NPPF Para. 118)

West Sussex County Council Transport Plan (LTP) (2022-2036)

2.3 The West Sussex Council Local Transport Plan covers the period up to 2036 and provides details of how the Council intends to improve transport and accessibility over the next 14/15 years. The vision

for the Local Transport Plan (LTP) is: “*for a West Sussex transport network in 2036 that works for communities in the Coastal West Sussex, Gatwick Diamond and Rural West Sussex economic areas by helping to address the spatial economic challenges of the County, level up the coastal economy and provide access to employment and services countywide.*”

2.4 The WSCC LTP is based around five transport goals:

Active Travel Strategy Extending and improving the network of active travel facilities
Share Transport Strategy Facilitate a more efficient and customer focused bus network, using community transport and new mobility solutions where possible.
Rail Strategy Identifying priorities that will help rail networks to perform a strategic role in the transport network, providing connectivity between towns in West Sussex.
Access to Gatwick Airport Strategy Supporting initiatives that will increase sustainable transport mode share for passengers and employees and ensure community needs are taken into account.
Road Network Strategy Improve efficiency of the most strategically important local roads and provide facilities for active travel and shared transport services, supported by use of using demand management techniques.

2.5 The LTP sets out area strategies whereby Mid Sussex has area specific transport strategies which include, roadway improvements, increased and improved charging infrastructures, improve cycle routes, improvement to bus and rail services, and interchange facilities.

Mid Sussex Local Plan 2014-2031 (Adopted March 2018)

2.6 The Mid Sussex Local Plan provides a long-term strategy that seeks to shape and guide new developments in the Mid Sussex area. The Vision states:

“A thriving and attractive district, a desirable place to live, work and visit. Our aim to maintain, and where possible, improve the social, economic and environmental well-being of our District and the quality of life for all, now and in the future”.

2.7 The Vision is supported by four priority themes that promote the development of sustainable communities:

- Protecting and enhancing the environment;

- Promoting economic vitality;
- Ensuring cohesive and safe communities; and
- Supporting healthy lifestyles.

Draft Mid Sussex District Council Local Plan (2021 – 2039)

2.8 The Mid Sussex District Council are currently in the process of updating their Local Plan and the new District Plan 2021 – 2039 will replace the current adopted District Plan outlined in paragraph 2.3. Formal adoption of the updated plan is anticipated in 2025.

2.9 This TP has been written in accordance with the above policies to meet the sustainable requirements for new developments within WSCC and increase the modal share of alternative transport options for the benefit of the proposed development and wider community.

WSCC's Development Travel Plan Policy SPD (Unadopted)

2.10 The WSCC Development Travel Plan Policy SPD outlines key policies and procedures which are to be implemented alongside the introduction of a development Travel Plan. These measures have been outlined by the County Council to ensure the successful completion of the Travel Plans aims and objectives. This TP aims to meet the requirements outlined in this document.

3. EXISTING SITE CONDITIONS AND LOCAL ACCESSIBILITY

Site Location

3.1 The site is situated to the south of Sayers Common with the indicative masterplan attached in **Appendix A** and location in **Figure 2**. The site is bound to the north and south by ancient woodland including Sayers Common Wood and Chloe Wood. To the west, the site is bound by the B2118 and residential dwellings at Furzeland Way. To the east, the site is bound by the A23. Approximately 1.2km south of the site lies Albourne and Hurstpierpoint is approximately 2.4km from the site. The centre of Sayers Common is located 640m north of the site. Additionally, Burgess Hill is the nearest town located approximately 6.6km away with more amenities and facilities on offer.

3.2 The site currently comprises agricultural land with a public bridleway (86Hu) running west to east through the site, whereby Coombe Barn can be accessed. This bridleway will be retained as part of the proposed development.

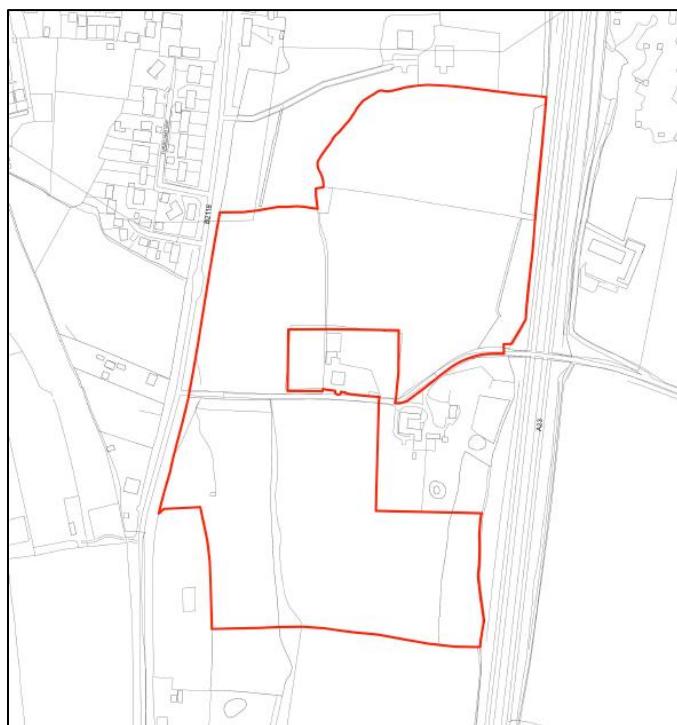


Figure 2: Site Context Plan

Local Road Network

3.3 The B2118 routes on a north-south alignment between Muddlewood Crossroads and Sayers Common. It is located along the site's western frontage and is a single carriageway road which varies in width from 5.5m – 8.5m depending on the presence of varying traffic calming measures. South of the site the B2118 is subject to an unrestricted 60mph national speed limit and reduces to 30mph upon entry towards Sayers Common along the site frontage.

3.4 Approximately 1.5km south, the B2118 connects through the village of Albourne whilst approximately 3km south, the B2118 connects to the B2117 heading east to Hurstpierpoint and joining onto the A281 to the west.

3.5 Approximately 150m north of the site access is a 3-arm mini roundabout connecting to the B2118 and Furzeland Way. A further 150m north of the Furzeland Way mini roundabout is a mini roundabout providing connections to Reeds Lane and the B2118. Additionally, 1.2km north, the B2118 provides access onto the A23 which connects to the strategic road network northbound. This includes Crawley 19km away to the north (a 16-minute drive) and Brighton 17km away to the south (a 24-minute drive). The A23 routes along a north-south alignment bordering the site to the east accessibly via a 2-minute drive (1.4km north). The dual carriageway measures approximately 7m each side of the central reservation and is subject to 70mph speed limit. To the north, the A23 provides access to Crawley (approx. 16.5km) and to the south to Brighton (approx. 14km).

3.6 Sayers Common offers a range of facilities and amenities, as summarised in **Table 1**. Some of these facilities include bus stop, convenience store and park all within walking distance. Additionally, bus stops and a selection of cycle routes, restaurant and convenience store are located in close proximity to the site, a pharmacy, health care services and supermarkets are all within suitable cycling distances.

Amenity	Distance from Site Access	Walking Time (80m per minute)	Cycle Time (250m per minute)
Bus Stop- (Coombe Wood)	110m	2	1
Restaurant (Duke of York)	320m	5	1
Convenience Store- (Sayers Common Community Shop)	640m	9	2
Park (Berrylands Playing Fields)	640m	9	3
School (Albourne C of E School)	1.28km	18	5

Table 1: Local Amenities and Facilities

3.7 Other areas nearby such as Albourne, Hurstpierpoint, Hickstead and Burgess Hill are also nearby with further facilities. Burgess Hill can be accessed via an 18-minute bus journey on the 100 bus with an array of facilities such as Tesco, Pure Gym and a selection of green spaces and parks.

3.8 Additionally, to note while the above are the existing facilities in Sayers Common, further facilities such as a school, library, café, medical facility and employment areas are proposed as part of the Local Plan allocations. This will further promote the goals set out in DPSC5 under regulation 19, of a 20 minute neighbourhood.

Pedestrian Network

B2118

3.9 A footway is present along the B2118 measuring approximately 1.5m. Along the western side of the carriageway the footway continues for approximately 280m as demonstrated in **Photograph 1** and **2**.



Photograph 1: Pedestrian footpath along the B2118



Photograph 2: Pedestrian footpath along the B2118

3.10 The segregated pedestrian footways then continue along the B2118 eastern side of the carriageway adjacent to the site frontage, to the north the footway flanks either side of the carriageway upon access to the village. The footways measure between 1.5m – 1.8m wide which provide a continuous safe pedestrian route to the centre of Sayers Common to the north of the site and Albourne to the south. Additionally, along the B2118, adjacent to the proposed site access is a pedestrian crossing point leading to a public footpath/bridleway running on the southern border of the site, demonstrated in **Photograph 3**.



Photograph 3: Pedestrian crossing point

3.11 Approximately 85m north of the proposed development site is a 3-arm mini roundabout. To the north, there is a pedestrian refuge island to facilitate safe movement of pedestrians with dropped kerbs and tactile paving present as demonstrated in **Photograph 4** and **5**.



Photograph 4: Pedestrian island crossing point



Photograph 5: Tactile paving

3.12 Approximately 230m north from the roundabout is a pedestrian crossing with tactile paving present at all 3 arms of the roundabout with dropped kerbs. Additionally, footpaths flank the carriageway allowing safe pedestrian access.

Public Rights of Way (PRoW)

3.13 There are several Public Right of Way (PRoW) within vicinity of the site including Bridleway 86Hu which can be utilised for both pedestrian and cycle access and runs through the proposed site as shown in **Figure 3**.

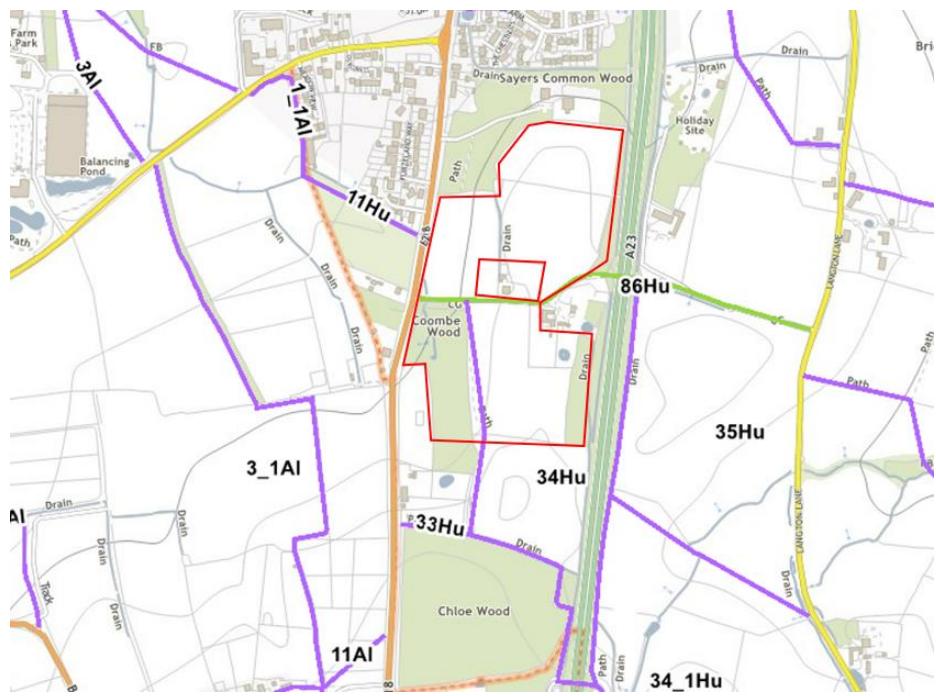


Figure 3: PRoW Map (Source: West Sussex County Council)

3.14 Footpath 34Hu also continues from site adjacent to Coombe Wood, connecting to footpath 33Hu which provides access to the B2118 where pedestrians can connect to the existing pedestrian infrastructure as demonstrated in **Photograph 6** and **7**.



Photograph 6: Public footpath/bridleway



Photograph 7: Public footpath/bridleway

3.15 The PRoW mentioned above will be incorporated into the scheme as appropriate and any opportunities to enhance the PRoWs will be maximised.

3.16 The PRoW routes enable pedestrians to access the facilities within Sayers Common easily and it is hoped that this will be further increased through the proposed development.

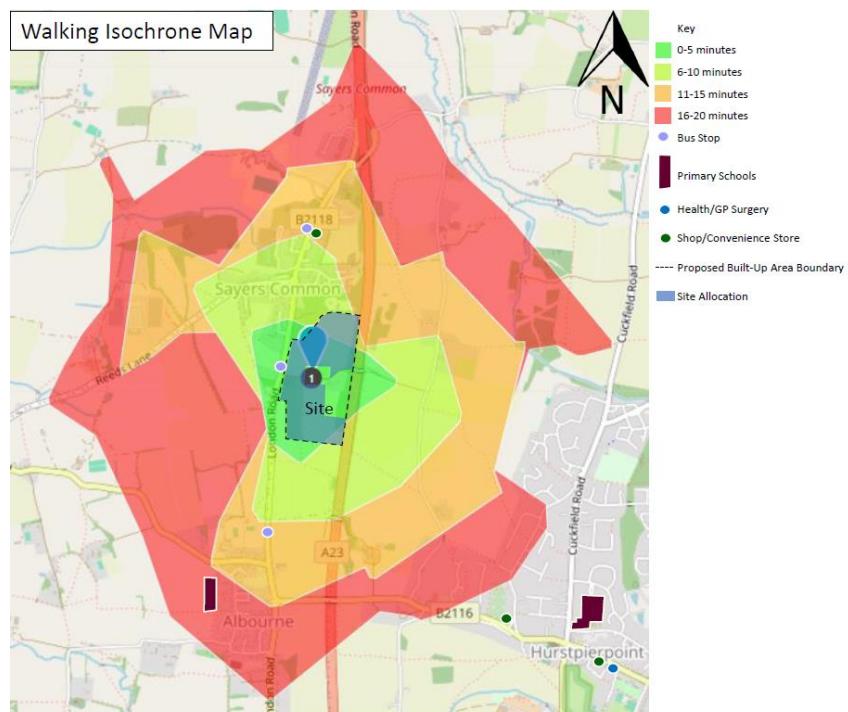


Figure 4: Walking Isochrone Map

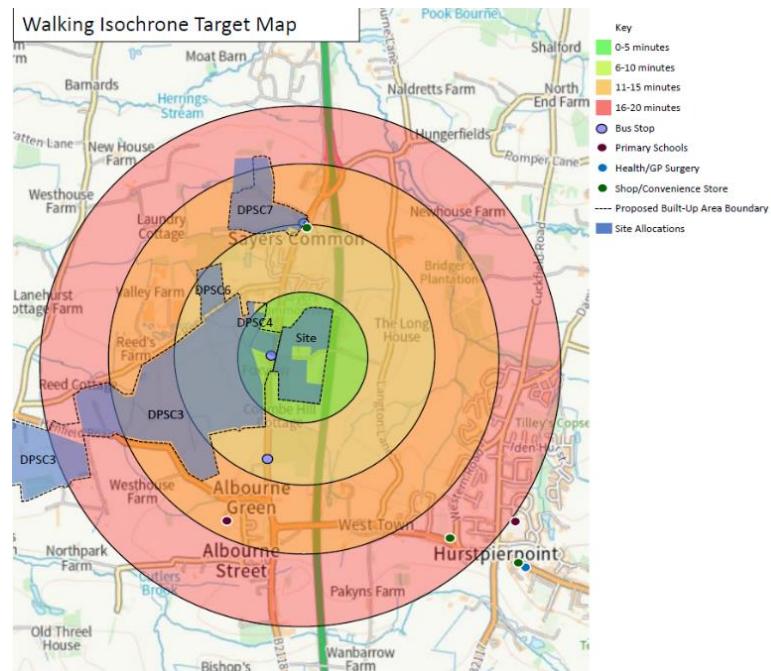


Figure 5: Target Walking Isochrone Map

Cycle Network

3.17 National Cycle Network Route 223 is located to the west of the site, travelling from Chertsey to Shoreham-by-Sea. Route 20 is located to the north travelling from Crawley, Pyecombe and Brighton. Additionally, route 82 connects the wider areas in and around Brighton and Hove. This is demonstrated in **Figure 6**.

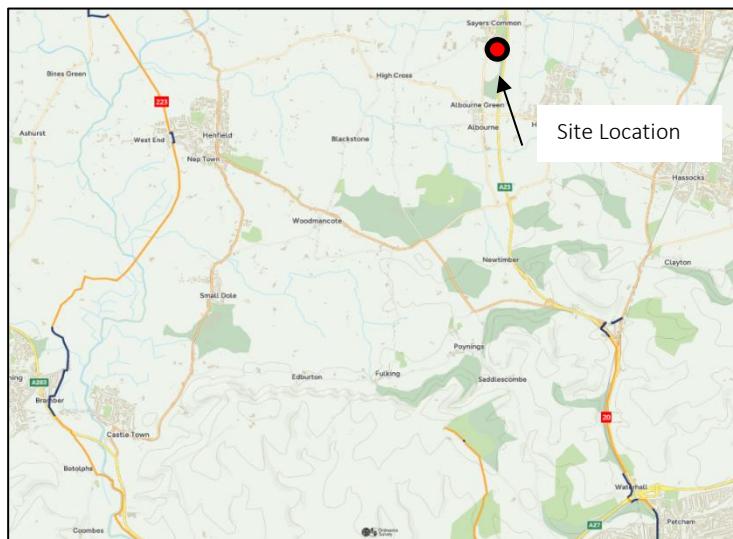


Figure 6: National Cycle Network

3.18 **Figure 6** demonstrates the surrounding area of Sayers Common is accessible via cycling. **Figure 7** shows that within a 20-minute cycle ride, Albourne and Hurstpierpoint can also be accessed.

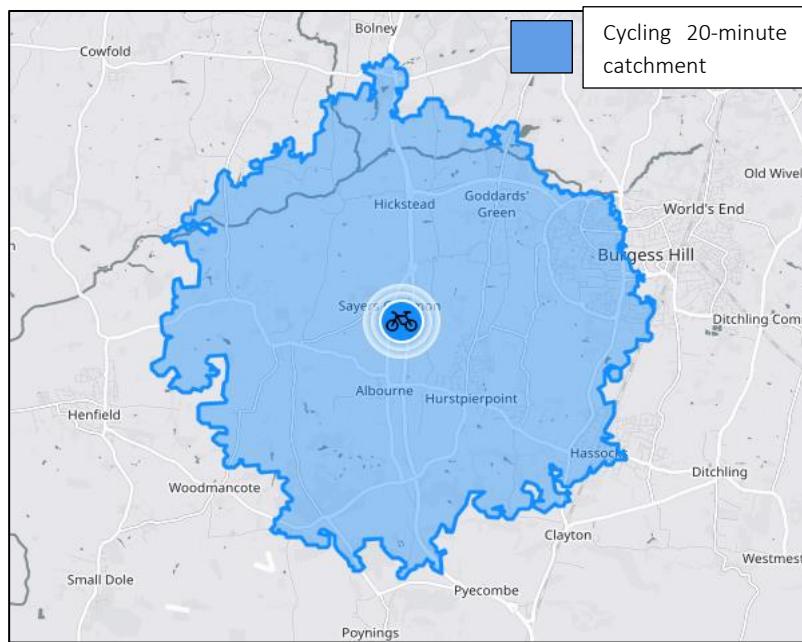


Figure 7: Cycling Isochrone Map (20 minutes)

Public Transport

Local Bus Services

3.19 The closest bus stops to the site are located along the B2118 adjacent to the site, with Coombe Wood bus stop located opposite the site, and Furzeland Way bus stop located to the north of the site boundary. There are additional bus stops present approximately 500m north of the site which provide school services during term times. A summary of the services available from the bus stops are summarised in **Table 2** which demonstrates there are hourly bus services available to Burgess Hill and Crawley.

Bus Stops	Service	Route	Operator	Approximate Frequency		
				Mon-Fri	Sat	Sun
Coombe Wood/School	100	Horsham – Billinghamhurst – Pulborough – Storrington – Henfield – Burgess Hill	Compass Travel	Hourly services	Hourly services	No services
Coombe Wood/School	331	Sayers Common – Albourne – Hurstpierpoint – Hassocks	Compass Travel	One service	No services	No services
Coombe Wood/Furzeland Way	590	Sayers Common – Hassocks	Sussex Coaches	One service	No services	No services
School	273	Hassocks – Albourne – Sayers Common – Crawley	Metrobus	Hourly services	Hourly services	Hourly services

Table 2: Summary of Local Bus Services

3.20 **Figure 8** demonstrates the distance to local bus stops as well as facilities within a reasonable distance of the site to travel sustainably. These include convenience stores, railway stations, schools and medical centres.

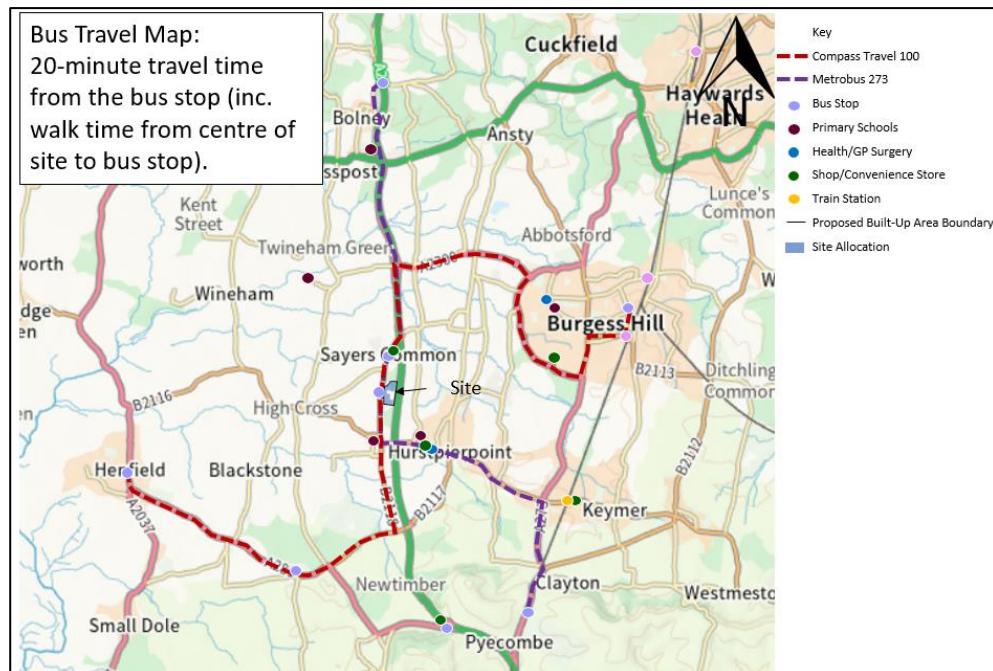


Figure 8: 20 Minute Bus Accessibility Map

Railway Services

3.21 There are two nearby railway stations, Hassocks (5.7km east of the site) and Burgess Hill (8.4km east of the site). Hassocks station can be accessed via a 21-minute bus journey or 21-minute cycle. The station benefits from 154 cycle spaces, 152 car parking spaces, waiting rooms and refreshment facilities. The station offers direct services to Brighton (every half hour, approx. 11-minute journey), London Victoria (every half hour, approx. 1 hour journey), Bedford (every half hour, approx. 2-hour 15-minute journey) and Littlehampton (every half hour, approx. 50-minute journey).

3.22 Burgess Hill station can be accessed via an 18-minute bus journey or 22-minute cycle. The station benefits from 64 cycle spaces, 141 car parking spaces, a waiting room and refreshment facilities. The station offers direct services of the same frequency and destinations as Hassocks station. Additionally, the station offers a direct service to Cambridge (every half hour, approx. 2 hour 15-minute journey).

Car Clubs

3.23 The option for car clubs is available in the wider development with it being proposed to be located in the two Mobility Hubs in close proximity to the development. Providers running nearby at present include Co-Wheels and Enterprise Car Club. Both of these are proposed to be located adjacent to the proposed community, employment and retail spaces for the wider developments.

4. PROPOSED DEVELOPMENT

4.1 This TP supports an outline application for up to 210 dwellings proposed residential development at Coombe Farm, Sayers Common. An indicative site layout is attached in **Appendix A**.

Access Arrangements

Vehicular Access

4.2 A vehicular access has been designed which comprises a simple priority junction, with a road width of 6m and 12m radii to ensure it is appropriately sized for refuse and delivery vehicles. The access has been designed in such a way as to not prejudice any future development to the west as part of the local plan allocation under draft policy DPSC3. Further detail on the proposed access arrangements can be found in the accompanying TA.

Pedestrian and Cycle Access

4.3 The primary point of pedestrian access to the site will be via the vehicular access, with a 2m footway continuing from the B2118 into the site alongside the carriageway providing a safe pedestrian connection to the surrounding pedestrian infrastructure where bus stops lie adjacent to the site. Furthermore, to the immediate south of the site access a pedestrian crossing and refuge is to be incorporated within the existing traffic calming island.

4.4 To the centre of the site the existing bridleway (86Hu) will remain, crossing the internal spine road. It will provide a pedestrian/cycle link through the site from the B2118 to the west of the site and connecting to the east over the A23 and onwards towards Hurstpierpoint. The bridleway will retain access to Coombe Barn and Stonecroft and therefore the treatment of the bridleway crossing with the internal spine road will be relatively light touch and primarily comprise dropped kerbs and delineation as appropriate.

4.5 Internally, a new pedestrian connection will be provided at the north west of the site connecting the existing footways alongside the B2118 with the internal pedestrian connections

4.6 The potential to improve the footway alongside the site frontage was discussed, with it noted that the footway was currently overgrown with grass and vegetation on both edges and that vegetation clearance could reinstate the footway along the site frontage to a reasonable width of c. 1.5m which would be acceptable to WSCC. It is on this basis that the existing footway will be cleared and maintained to provide a 1.5m footway along the site frontage.

4.7 Furthermore, the proposed development will be providing an improvement to the existing pedestrian and cycle access along the B2118 by exploring the creation of additional crossing points and footways towards amenities in the village centre and connections as part of the other allocations to the west. Therefore, a promotion of walking and cycling routes will be the key to the TPC works.

Parking Provision

4.8 West Sussex County Council's (WSCC) 'Guidance on Parking at New Developments' (September 2020) provides the relevant standards according to Parking Behaviour Zones (PBZ). The proposed development is located within PBZ2 will therefore comply with the following standards:

- 1-bedroom / 1 – 3 habitable rooms – 1.4 spaces per dwelling
- 2 bedrooms / 4 habitable rooms – 1.7 spaces per dwelling
- 3 bedrooms / 5 – 6 habitable rooms – 2.1 spaces per dwelling
- 4+ bedrooms / 7 or more habitable rooms – 2.7 spaces per dwelling

4.9 The guidance also sets out cycle parking standards which the proposals will comply with as set out:

- Houses up to 4 rooms (1 & 2 bed) – 1 cycle space
- Houses 5+ rooms (3+ bed) – 2 cycle spaces
- Houses multiple occupation – 1 space
- Flats up to 3 rooms (1 & 2 bed) – 0.5 spaces (if communal storage otherwise same as 1 & 2 bed house)
- Flats 4+ rooms (3+ bed) – 1 space

Physical Measures to facilitate use of Sustainable Transport.

4.10 Adhering to the parking standards will result in adequate parking in order to avoid overspill whilst encouraging site users to use sustainable modes. Promotion

4.11 The incorporation of existing footpaths with new footpaths and bridleways will further encourage sustainable transport. Where the promotion of these routes will be key throughout the TPC to promote sustainable transport.

4.12 To meet the demand the proposal of a new crossing point is also being considered to ensure safe routes are provided. The priority junction proposal will also aid in subsidising traffic on the network for car and bus journeys.

5. INDICATIVE BASELINE AND TARGETS

Travel Plan Aim

5.1 The overall aim of the TP is:

'To support a sustainable development by reducing the need for private car/single occupancy vehicle trips through highlighting and promoting the use of more sustainable travel methods.'

Travel Plan Objectives

5.2 Specific to this TP, the objectives are:

- Reduce single occupancy vehicle trips and their subsequent impact on the local road network;
- Maximise the opportunities for travel by alternative means;
- Promote pedestrian and cycle routes both on and off-site;
- Promote local public transport; and
- Ensure safe and easy access for all site users

5.3 Meeting these objectives will help achieve a development that has a high standard of sustainable travel practices and a decreased reliance on the private car, thus reducing the impact of car travel on the local road network.

Baseline Travel Patterns

5.4 Before setting specific targets, understanding how residents currently travel to work is essential. Using 2011 'Method of Travel to Work' Census data (details of which can be found at **Appendix B**) a target to reduce single occupancy car trips by 10% is identified. The baseline modal splits are presented in **Table 3.**

Mode of Travel	Indicative Baseline	Year 3 Target	Year 5 Target
Car Alone	71%	66%	61%
Car Share	5%	34%	39%
Train	10%		
Bus	2%		
Cycle	2%		
Walk	8%		
Total	100%	100%	100%

Table 3: Indicative Baseline Splits and Targets Based on 2011 Census Data

- 5.5 It is proposed that to determine the ‘actual’ travel patterns surveys would be completed within 3 months of 50% occupation. This would enable a sufficient sample size whilst also providing the opportunity to embed the residential TP before too many units are occupied.
- 5.6 Once the ‘actual’ baseline modal splits have been established, the Travel Plan Coordinator (TPC) and West Sussex County Council Travel Plan Officer (TPO) should discuss the acceptability of the indicative modal share targets presented in **Table 3**.

Travel Plan Targets

- 5.7 To enable the progression and assessment of the success of the travel plan, it is key that SMART targets (Specific, Measurable, Achievable, Realistic and Time-bound) are implemented.
- 5.8 This Travel Plan proposes two targets which should be met over the lifetime of the TP, which we would expect to be implemented for both the residential and commercial elements of the site. These aims are set out in **Table 4** and represent the overarching goals of this TP.

Target	Timescale
Decrease the proportion of journeys made by [single occupancy car/private vehicles] by 10%	End of Year 5
Increase the proportion of trips made by active modes (walking/cycling) by 10%	End of Year 5

Table 4: Framework Travel Plan Targets

- 5.9 The suitability of the TP targets and the lifetime of the TP have been assessed further in the subsequent sections of this report.

6. TRAVEL PLAN STRATEGY

6.1 A Travel Plan is a useful tool produced to encourage residents to use alternative modes of transport to single occupancy vehicle journeys. The following provides a summary of the measures available to target users of the development site.

Measures Package

6.2 In addition to onsite Infrastructure the following section proposes a package of soft measures to be implemented and refined by the TPC over the lifetime of the TP. The measures proposed are strongly influenced by the site location, the TP aim, objectives and targets and the local and national policy.

6.3 The measures set out in this section will be determined based on the final levels of occupancy and the potential for achieving a 10% modal shift, which will help reduce greenhouse gas emissions. These measures have been identified in the Highway Pre-application Scoping Note, the Transport Assessment and Framework Travel Plan submitted as part of the outline application and by drawing upon community transport solutions.

Key Stages: Preliminary

6.4 In order to meet the objectives of the TP it is essential that a number of tasks are completed prior to the first occupation, as outlined within the site's Action Plan shown in **Table 5**. These include:

- Appoint a Travel Plan Coordinator (developer)
- Produce Resident Welcome Pack (TPC) including:
 - Walking and cycling routes;
 - Bus stop locations, prices and times;
 - Rail Station information;
 - Electric charging information;
 - Car sharing information and benefits; and
 - Details of the TPC.

Key Stages: Five Years Following 50% Occupation of the Development

6.5 It is proposed that the TP period would become fully active upon occupation of the 50% of the development and would remain active for 5 years following that date. After the 5 years of official monitoring has ended and HCC have signed off the TP, ownership would pass to the local community.

6.6 During these five years, the Action Plan set at the preliminary stage would evolve to reflect the needs of the residents. Such measures would be determined by the TPC in dialogue with occupants of the site, WSCC and other key players as necessary. These measures are discussed in further detail in the remainder of this section and are included in the Action Plan which is included in **Table 5**.

	Action	Responsibility	Timescale
Preliminary	Travel Plan Co-ordinator (TPC) to be appointed		Prior to occupation
	TPC to confirm Action Plan with West Sussex County Council	TPC	Prior to occupation
	TPC to establish point of contact with West Sussex County Council's TPO	TPC	
	TPC to prepare a Travel Welcome Pack to include: Travel Plan Leaflets; Information on local area; details of on-site cycle storage; pedestrian routes; bus information.	TPC	
	TPC to decide on communication strategy for use with residents and village shop staff	TPC	
	TPC to prepare TP action database for logging/recording the following details: Actions. Resident details, queries, and advice	TPC	
Walking/Cycling	Maintenance of local area walking/cycling route/duration map with residents, focusing on journey times/routes within Albourne, Sayers Common and Hurstpierpoint	TPC	Ongoing
	Promote use of local walking facilities and on-site cycle storage		
	Co-operation and co-ordination with local, regional or national campaigns and events such as: - Bikeability training - Bike Week (www.bikeweek.org.uk) - Sustrans Big Cycle and Walk Challenge (www.getmeactive.org.uk)		
	Co-operate with local Walking Groups for local events/groups		
	Promote the benefits of Car Sharing		
Public Transport	Maintenance of maps/journey times/routes of public transport	TPC	Ongoing
	Maintain dialogue with local public transport service operators for service changes and promotions		
Communication and Marketing	Prepare leaflets outlining the sustainable modes of travel available in the local area	TPC	Ongoing
	Provide social media updates on a regular basis		
	Promotional material to be provided on social media, the webpage and newsletters		
	Dedicated webpage/website for local updates and for residents to communicate and share ideas		

Table 5: Action Plan

Modal Measures: Walking and Cycling

6.7 This TP has summarised the local walking and cycle networks and the facilities which this TP would promote to residents. These will be detailed to residents in their welcome pack and through the biannual newsletters (as discussed later in the report).

6.8 The accessibility review and baseline modal splits indicate that walking has potential to be a key travel mode for existing residents in the area due to well-lit, wide footways and a number of facilities and amenities within reasonable proximity to the proposed development.

6.9 Whilst the baseline modal splits do not indicate that cycling is a key travel mode for existing residents, it is hoped that the proposed improvements to the infrastructure such as the introduction of a bicycle

maintenance area and further cycle routes within the residential development this it is hoped to further encourage cycling. Additionally, a travel corridor is being implemented in the wider development that the proposed site would benefit of, providing quicker and more sustainable access to amenities within the area.

- 6.10 Aforementioned footway improvements around the site entrance and into the village will be proposed to further encourage sustainable travel and improve the pre-existing infrastructure.
- 6.11 The TPC would work with walking and cycling campaigns and support local and national campaigns and events (i.e. Cycle to Work Day and local bike doctor events). To incentivise walking and cycling the TPC will investigate the option of discounts at local stores to maximise potential for residents to habituate walking and cycling as part of healthy lifestyle practices, whether for daily commuting or occasional leisure.
- 6.12 The village shop staff (employed locally) would also be informed of the various pedestrian and cycle routes in the local area and would be expected to promote these at the point of sale and on noticeboards, along with any physical infrastructure such as the cycle storage, in order to encourage sustainable travel from the earliest stage. In addition, the TPC may liaise with local cycle shops in an attempt to secure discounts for the residents of the development.

Modal Measures: Public Transport

- 6.13 The baseline modal splits indicate that 12% of existing residents currently travel to work by bus and therefore it is considered that the development provides an opportunity to promote bus travel as an alternative mode.
- 6.14 The attractiveness of the bus services, particularly those from the bus stop along the B2118 adjacent to the site would be supported and promoted through tailored promotions. In addition to this off site improvements are being proposed for these bus stops located within the immediate vicinity of the site. These will be changed to formally demarcated bus stops with flag poles and shelters.
- 6.15 Maximising residents use of public transport would also be supported through highlighting costs and benefits in comparison to single occupancy vehicle use through the use of the Welcome Pack and regular newsletters.
- 6.16 Additionally, a bus route and associated infrastructure will run through the development allowing sustainable choices in transport providing links to Burgess Hill.

- 6.17 The TPC will promote rail services from Burgess Hill Station as well as the potential link-trip afforded by the 100-bus service which operates between the station and Sayers Common.
- 6.18 To ensure that the use of local services is maximised, the timetable of these services would be made available to residents via the TP webpage, within resident welcome packs and with regular updates provided in bi-annual newsletters. The TPC would include a cost benefit analysis to highlight the benefits of travelling via public transport and would promote WSCC's Journey Planner website and other websites such as Traveline to residents. Promotion of public transport should form a critical element of this TP, particularly given the planned improvements by WSCC through S106 developer contributions.

Modal Measures: Car Sharing

- 6.19 Car sharing is a simple yet effective way of quickly reducing the number of single occupancy car trips, whilst bringing reductions in transport costs, congestion and pollution as well as social benefits including increasing resident interaction and creating a sense of community.
- 6.20 West Sussex Car Share (<https://liftshare.com/uk/community/westsussexcarshare>) provides an excellent platform to encourage the use of car sharing attributable to it being a well-established scheme. This service would be promoted through the webpage, newsletters and welcome packs.
- 6.21 Liftshare is a well-established scheme and would be promoted to residents through [newsletters/welcome pack/website], to help them find potential lift sharing partners in the local area. The TPC will also look to promote the savings brought about through car sharing.

Modal Measures: Sustainable Private Vehicle Use

- 6.22 On occasions when single occupancy vehicle use is unavoidable or where alternative travel options are significantly limited in comparison, opportunities to promote sustainable driving practices would be promoted.
- 6.23 A wider network of electric charging points is being explored across the County, encouraging the greater uptake of electric and hybrid vehicles. Altering the perceptions on hybrid vehicles, and in particular electric vehicles, is fundamental for creating a more sustainable development.
- 6.24 Electric vehicles now have significant ranges, with some vehicles achieving at least 300 miles before needing to be recharged. In addition, manufacturers are confident in the batteries that they are now offering 8 year warranties on some models.

6.25 Hybrid vehicles combine both electric motors with a standard combustion engine providing a normal driving scenario with the addition of an electric provision. Promotion of both electric and hybrid vehicles is becoming a key aspect of sustainable travel, and with Government grants available, this would be promoted as part of the TPC. With additional superfast electric car chargers being built in

Personalised Travel Planning

6.26 Upon moving into their new home, households will be offered free personalised Travel Planning advice as part of their Welcome Pack. This will be provided by the TPC and will inform residents on how they can travel to destinations more sustainably in support of achieving the longer-term targets for the site. The literature provided will contain up to date information regarding public transport facilities, walking and cycling routes within the local area.

Marketing and Communication - Travel Plan Website/Newsletters/Posters

6.27 To ensure the ongoing promotion of the Travel Plan to residents, over its life a number of marketing and communication elements would be implemented.

6.28 Firstly, a dedicated Travel Plan website (e.g. <https://tpc-paulbashamassociates.com>) will be established prior to occupation, which provides residents with up to date information and latest changes to travel services, news and events. This would be reviewed biannually and updated as required, to ensure the latest travel information is suitably reflected.

6.29 The TPC would also produce biannual newsletters for the five years of the Travel Plan, providing residents with updated sustainable travel information, details of any national events and offer personalised travel planning information, to their door.

Local Area and Other Site Users

6.30 The TP will promote the local area's facilities whilst actively engaging with local resident and community groups, the schools' TPC, as well as local events and businesses. Engagement with any other local active residential Travel Plans would provide an opportunity for a 'joined up working' approach to maximise resources and share best practice.

Visitors and Deliveries

6.31 As well as co-ordinating the promotion and practice of sustainable travel with the wider local community, the TP should be encouraging and extending sustainable travel opportunities to any visitors travelling to and from the site. Residents' positive sustainable travel experiences should have a knock-on effect to visitors.

Financial Incentives: Travel Voucher

6.32 The TPC would seek to negotiate a 'Travel Gift' incentive in the form of a bus, rail or cycle voucher for local providers. The TPC would aim to secure a £100 voucher towards cycling equipment, a bus ticket or a rail ticket which would be available to the initial occupant of each residential unit. Vouchers would be made available once requested by a resident although the vouchers would be promoted in the TP website/information and Welcome Pack.

7. IMPLEMENTATION AND MONITORING

Implementation

7.1 The Travel Plan would be secured through a planning condition/Section 106 agreement, which would confirm the proposed measures as well as any monitoring costs, required by WSCC.

Travel Plan Coordinator

7.2 This section covers the implementation and monitoring of the development. The TPC position would be part-time over the life of the TP which at this stage is anticipated to be the Preliminary period followed by five years of full implementation, beginning on occupation of 50% of dwellings.

7.3 The TPC role and contact details will be finalised with WSCC prior to occupation and following their appointment by the developer. The TPC would be responsible for the day-to-day implementation and monitoring of the TP to ensure targets are met. The early stages of the TP are relatively time intensive, and the budget should be 'front-loaded' to consider the work that is required to establish the TP.

7.4 More specifically, the role of the TPC requires:

- Overseeing the development and implementation of the TP and maintaining support:
- Liaising with public transport operators, local interest groups, WSCC:
- Designing and implementing an effective marketing strategy and raising awareness:
- Attending relevant networking events:
- Organising travel-based events:
- Acting as the point of call for all TP enquiries: and
- Co-ordinating the monitoring and evaluation programme for the TP including organisation of surveys.

Surveys and Feedback

7.5 It is important that a consistent approach to data collection and feedback is implemented in order to ensure that the following outcomes are delivered:

- Collect a representative and informative data account in accordance with the development timescales:
- Develop an accurate understanding of local travel modal shares, perceptions and influencing factors:
- Adoption of the TP by local residents/employers beyond the TP's active period: and
- The successful delivery of the TP in co-ordination with other local developments and communities.

Monitoring

7.6 This TP's approach to monitoring acknowledges the above requirements and the strategy set out within the FTP and is based on our experience of being TPC's on a number of sites within West Sussex.

7.7 The TPC would undertake a consistent monitoring approach for the implementation of the TP, with the following aims in mind:

- Ensuring that biennial TRICS SAM surveys and travel surveys are undertaken at defined intervals;
- Ensuring that all are informed of the TP's aims and objectives including WSCC's TPO, residents, the local community and the developer;
- A simple approach to allow the TP to be adopted, at least in part by the local community/residents beyond the life of the monitoring period; and
- Respondent fatigue is avoided by securing a time-efficient, user friendly and incentivised method of data collection which benefits and supports subsequent TP implementation

7.8 The resultant monitoring structure for the TP is therefore set out within **Table 6** and summarised in the subsequent paragraphs.

Preliminary Period	End of Year 1	End of Year 2	End of Year 3	End of Year 4	End of Year 5
Resident Questionnaire 3 months after 1 st occupation and TRICS SAM survey at 50% occupation	Resident Questionnaire	Resident Questionnaire	TRICS SAM	Resident Questionnaire	TRICS SAM+ compare to year 5 target

Table 6: Monitoring Strategy

7.9 A baseline resident travel survey should be completed 3 months after 1st occupation along with further mailouts up to 50% occupation and a TRICS SAM survey undertaken at 50% occupation to establish site travel patterns and the objectives of the TP. This will ensure that these targets are realistic and achievable over a 5 year period. Further resident travel questionnaire surveys would be completed end of Year 1, 2 and 4. An example of a resident travel survey is included as **Appendix C**.

7.10 Follow up TRICS SAM surveys are to be undertaken at the end of Years 3 and 5 to monitor the changing needs of the residents over the lifetime of the FTP, in line with TRICS SAM best practice. The results of all site surveys will be available for residents to view on the development's dedicated TP webpage (if available) and within bi-annual newsletters.

7.11 The TPC would seek to achieve an acceptable response rate from residents following the completion of travel surveys at the baseline stage and in years 2 and 4. Over the course of the FTP responses are likely to decrease and therefore the TPC would work alongside WSCC's TPO to ensure that response rates are adequate.

7.12 An annual monitoring/progress report will be produced and submitted by the TPC to WSCC's TPO within 3 months of each survey taking place. The annual monitoring report would outline how the TP has been implemented along with a presentation of results and an outline of the future monitoring strategy including any revisions.

Overcoming Barriers to Success

7.13 Mismanagement can become a potential barrier to the successful implementation of TP's. Whilst the TPC is responsible for the overarching management of the TP, ongoing co-ordination with WSCC TPO will ensure that mismanagement does not occur.

7.14 Whilst specific remedial measures have not been identified within the Travel Plan, such remedial measures would be identified through discussions with WSCC Travel Plan Officers. The 5-year budget for implementing the Travel Plan would be sufficient to ensure that remedial measures could be implemented. Such as if one measure is not working in year 1, there would be budget in year 2 to rectify this and change to new measures if needed.

7.15 If the five-year target is not achieved, the requirement for remedial measures would be explored with WSCC and would reflect the level of work already undertaken on the site.

Community Embedding and Handover

7.16 Following the successful completion of the TP's 5-year strategy, the site should be operating more sustainably than if a TP were not implemented. Through liaison with residents over the course of the TP it is hoped that champions would stand out and be able to continue promoting the ideals of the TP/ maintain the website etc.

7.17 Local engagement and a gradual handover is embedded within the proposed TP strategy and should form a key subject in annual liaison with WSCC TPO as the TP draws to an end.

Travel Plan Costs and Fees

7.18 In line with WSCC's Travel Plan Policy SPD an auditing fee would be payable to WSCC to monitor the site over a period of 5 years.

Appendix A



KEY: ILLUSTRATIVE MASTERPLAN

	SITE BOUNDARY		BRIDLEWAY		EXISTING VEGETATION & TREES		PROPOSED PATHS		INDICATIVE DWELLINGS
	PROPOSED VEHICULAR ACCESS		OPEN SPACE		INDICATIVE TREE PLANTING		INDICATIVE STREETS		
	PUBLIC RIGHT OF WAY		WOODLAND		PROPOSED SUDS BASINS		PROPOSED LEAP		

LAND AT COOMBE FARM, SAYERS COMMON - ILLUSTRATIVE MASTERPLAN

PEGASUS
GROUP

Appendix B

QS701EW - Method of travel to work

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population	All usual residents aged 16 to 74
units	Persons
area type	2011 super output areas - middle layer
area name	E02006619 : Mid Sussex 016
rural/urban	Total

Method of Travel to Work	2011
Work mainly at or from home	522
Underground, metro, light rail, tram	6 0%
Train	359 10%
Bus, minibus or coach	61 2%
Taxi	8 0%
Motorcycle, scooter or moped	27 1%
Driving a car or van	2,609 71%
Passenger in a car or van	177 5%
Bicycle	67 2%
On foot	310 8%
Other method of travel to work	26 1%
Not in employment	1,639

In order to protect against disclosure of personal information, records have been swapped between different geographic areas. Some counts will be affected, particularly small counts at the lowest geographies.

Total 3,650 100%

Appendix C

– Resident Travel Survey

Thank you for taking the time to complete our residents travel survey. This will help us (your Travel Plan Coordinator) understand your travel needs and should only take a few minutes.

If you have any questions regarding our work, the survey or relating to the travel voucher, please do not hesitate to get in touch! And, don't forget to fill out your details at the end to receive your travel voucher!

You can send your completed survey to us via:

- Post using the pre-paid envelope: Paul Basham Associates,
- Survey Monkey at
- QR code

QR Code



1. How do you currently travel?

	Daily	Couple of times a week	Weekly	Fortnightly	Monthly	Occasionally	Never
Car (alone as driver)							
Car (with passengers)							
Walking							
Cycling							
Scooter							
Bus							
Coach							
Overground Rail							
Underground Rail							
Ferry							
Motorbike							
Other: _____							

2. For your most frequent journey how far do you travel?

- 0-2 miles
- 3-5 miles
- 6-10 miles
- 11-20 miles
- 21-30 miles
- 31+ miles

3. To which location do you travel to most frequently? (tick one)

-
-
-
-
- Other (Please specify)

6. If you travel by car, why do you travel by car? (Please tick all that are relevant)

- 1. I don't own a car
- 2. Car essential to perform job
- 3. Reliability/ quicker than alternatives
- 4. Health reasons
- 5. Lack of alternatives
- 6. Cost
- 7. Comfort
- 8. Personal safety
- 9. Things to do on way home
- 10. Other (please specify)

4. What is your most frequent journey for? (please choose one)

- Work/Education
- Leisure/Retail
- Health (doctors/hospital)
- Visiting friends/family
- Other (please specify)

5. If you were to change your main mode of travel what mode would you most likely change to:

7. Which of the above is the most important when travelling by car? (state the number)

8 If you usually travel by car, how do you travel when your car is unavailable (i.e. is being serviced)

Please Turn Over

9. Which of the following would most encourage you to use the listed travel modes (or use them more frequently if you do so already?)

	Discounts	More Information	Improved Reliability & Frequency	Increased Safety Measures	Cycle Storage/ Training	Better Facilities	Improved Routes	Knowledge of Local Clubs/ Events	Nothing	Other (please specify)
Walking										
Cycling										
Bus										
Rail										

10. How many cars do you own?

- 1
- 2
- 3+
- N/A (do not own a car)

11. What type of cars do you own?

- Petrol
- Diesel
- Hybrid
- Electric
- N/A (do not own a car)

12. How many bicycles do you own?

- 1
- 2
- 3+
- N/A (do not own one)

13. Is there any information you would like to see in future newsletters?

14. Is there anything else you would like to tell us about travel in your local area?

15. I would like to request: (Select One)

£ Halfords Voucher *

£ Bus Pass **

I have already claimed

Please note all voucher requests will be reviewed before we can confirm a claim. One voucher available for each address. If a claim has already been made for your address you will not be eligible to receive a voucher. See Terms and Conditions for further details.

What have/will you use your voucher for:

In order for us to process your voucher request, we require the following information. Please write in capitals.

Name: _____

House/Flat number: _____

Street Name: _____

Postcode: _____

Email Address: _____

Please note that this information is kept in accordance with Data Protection policy found at: <https://paulbashamassociates.com/privacy-cookie-policy/>. Email travelplan@paulbashamassociates.com for further details.

Terms & Conditions

One voucher available per address within If a previous resident has claimed you will not be eligible. To confirm eligibility please provide us with your address information. Sustainable Travel Vouchers are a gift from the developer and the offer(s) may be amended or removed at any time.

The full list of Terms and Conditions can be found at: