

A Planning Application by
OPTION TWO DEVELOPMENT LIMITED

In respect of
**Courthouse Farm, Copthorne Common Road,
WEST SUSSEX**

Staff Framework Travel Plan

1810-017/TP/02 | October 2025



Document Management

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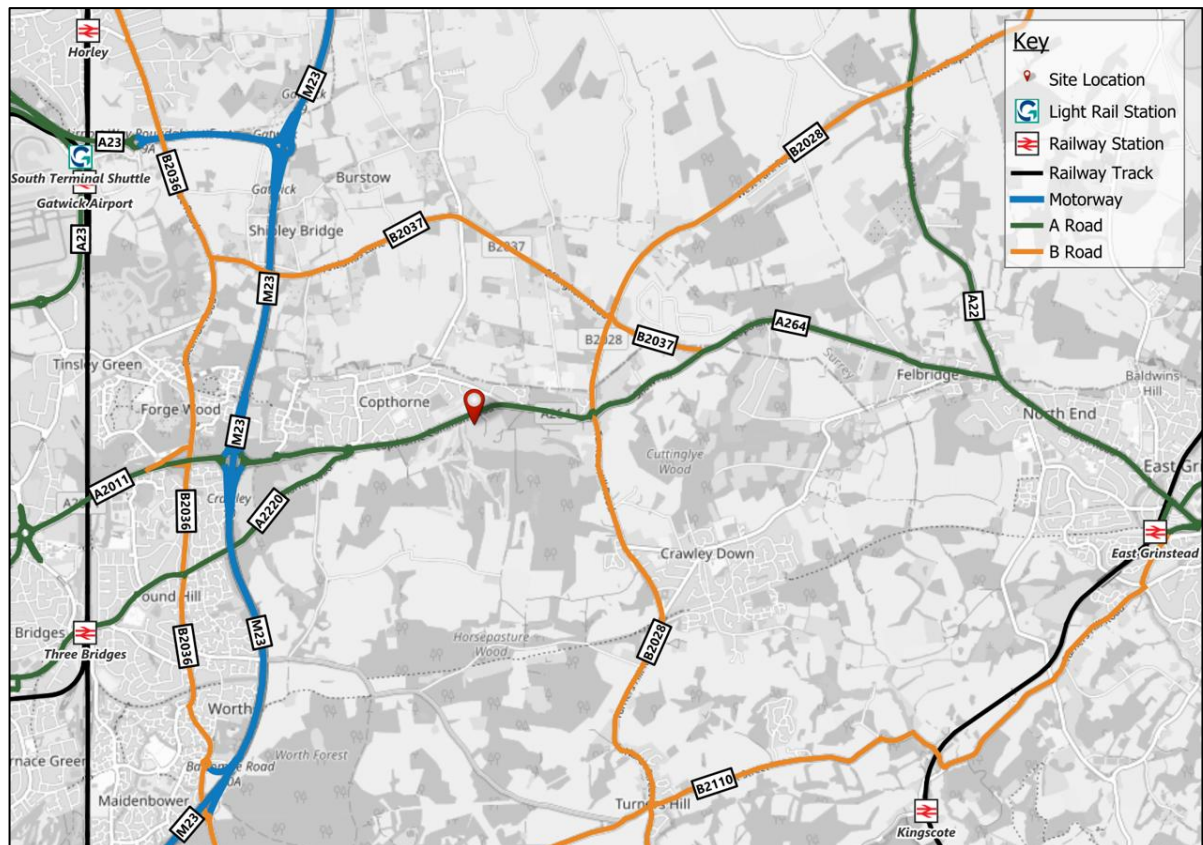
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1 Introduction

- 1.1 Transport Planning Associates (**TPA/ we**) have been commissioned by Option Two Development Limited to provide transport planning consultancy services in relation to a proposed development at Courthouse Farm on Copthorne Common Road, West Sussex. The location of the site is shown below in **Figure 1.1** along with its context to the wider area.

Figure 1.1 Site Location – Wider Context



Source: © OpenStreetMap Contributors

The Site and Development Proposals

- 1.2 The site is located on the A264 Copthorne Common Road, immediately south of Copthorne and circa 6.75km west of East Grinstead. It currently comprises 4.3 hectares of undeveloped grazing land. The local planning authority for the site is Mid Sussex District Council (**MSDC**), while the Highway Authority is West Sussex County Council (**WSCC**).
- 1.3 The proposed development comprises:

"Outline planning application for the erection of an extra-care retirement community (Use Class C2) and community pavilion, including associated parking, outdoor amenity space,

landscaping and drainage, with all matters reserved except for the new access proposed from Copthorne Common Road"

- 1.4 An indicative split is provided on the illustrative masterplan and presented in Table 1.1. Details of the internal arrangement will be provided as part of future reserved matters applications.

Table 1.1 Schedule of Accommodation

Use Class		Proposed Units			
		1 Bed	2 Bed	3 Bed	Total
C2	Residential Care Home	16	71	14	101

Source: Jane Duncan architects + interiors

- 1.5 The layout for the site is presented in **Appendix A**.

Purpose of this Report

- 1.6 Regarding the Travel Plan, pre-application advice was sought from WSCC¹ for two possible development options including a residential development with 93 dwellings, or a Retirement Village with 117 units/ rooms. WSCC noted the following in the pre-application consultation response:

"A formal Transport Assessment, should include a comprehensive plan of key services, availability of sustainable modes of transport and a Travel Plan (TP), for the care village usage the TP is likely to be more tailored to staff movements."

- 1.7 This retirement village Framework Travel Plan (**FTP**) has been prepared to accompany the planning application for the proposed development focusing on staff travel. The future post-occupation Travel Plan will provide a greater level of detail based on relevant data obtained by surveying the employees of the site.
- 1.8 The application is supported by a Transport Assessment, which sets out in greater detail the baseline position, development proposals, and anticipated transport impact. While being a standalone document, this FTP should be read in conjunction with the Transport Assessment for the completeness of information.
- 1.9 The Climate Change Committee's (**CCC**) 2022 Report to Parliament notes that for the UK to achieve net zero carbon status by 2050, action is needed to support a modal shift away from car travel. The

¹ West Sussex County Council Internal Reference: PRE-39-25

National Planning Policy Framework (**NPPF**)² supports this position, with paragraphs 77 and 110 prescribing that significant development should offer a genuine choice of transport modes, while paragraphs 109 and 115 advise that appropriate opportunities to promote walking, cycling and public transport should be taken up.

- 1.10 This FTP and the future post-occupation Travel Plan is intended mainly for the staff at the site in the future. It aims to positively influence the travel patterns and behaviours of future site users to reduce reliance on the use of private cars, through the encouragement of greater use of public transport and other sustainable modes of travel. This report will therefore support the wider climate objectives set out, inter alia, by the CCC and comply with the relevant policies included within the NPPF.

Policy and Guidance

- 1.11 This FTP was prepared in line with the prescriptions included in the following policy and guidance documents, at a national, regional and local level including:

- National Planning Policy Framework;
- National Planning Practice Guidance;
- Mid Sussex District Plan 2014-2031; and
- West Sussex Travel Plan Advice.

National Planning Policy Framework

- 1.12 The National Planning Policy Framework (**NPPF**), updated in February 2025, sets out the Government's planning policies for England and the application thereof, providing a framework within which local authorities can produce plans for development.

- 1.13 The NPPF defines a sustainable transport mode as follows:

*"Any efficient, safe and accessible means of transport with overall low impact on the environment, including walking and cycling, ultra-low and zero emission vehicles, car sharing and public transport"*³.

- 1.14 Regarding transport assessments/statements and travel plans, it states that:

"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

² December 2024

³ Annex 2, page 79 of the NPPF

statement or transport assessment so that the likely impacts of the proposal can be assessed and monitored”⁴.

- 1.15 The development proposals have been planned and designed in accordance with the key principles of the NPPF.
- 1.16 As evidenced in this FTP and expanded in the Transport Assessment, the proposed development is situated in a sustainable location and is accessible by a variety of modes of travel. The proposals encourage active and sustainable modes of travel a variety of measures including (but not limited to):
- Providing car and cycle parking in accordance with the relevant standards;
 - Providing a new footway connection to the existing signal-controlled crossing on Copthorne Common Road and the provision of a new uncontrolled pedestrian crossing in the vicinity of the proposed site access; and
 - Providing a Framework Travel Plan that will form the basis of future travel plans for the staff.

National Planning Practice Guidance

- 1.17 The latest update to the national Governments’ National Planning Practice Guidance (**NPPG**) for Travel Plans, Transport Assessment and Statements in decision-taking was released on 6 March 2014.
- 1.18 Regarding Travel Plans, the guidance states that they should be used as *“long-term management strategies for integrating proposals for suitable travel into the planning process”⁵*. It continues to state that Travel Plans should be *“proportionate to the size and scope of the proposed development to which they relate”⁶* and furthermore that they must be *“tailored to particular local circumstances”⁷*.
- 1.19 The NPPG states that Travel Plans can positively contribute towards numerous aspects of travel and within a proposed development.

Mid Sussex District Plan 2014-2031

- 1.20 In the absence of dedicated guidance regarding travel plans in Mid Sussex, reference was made to the District Plan in relation to promoting sustainable transport in policy DP21, which states the following:

⁴ Paragraph 118 of the NPPF

⁵ <https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements>

⁶ <https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements>

⁷ <https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements>

"[...] Development which generates significant amounts of movement is supported by a Transport Assessment/ Statement and a Travel Plan that is effective and demonstrably deliverable including setting out how schemes will be funded; [...]"

- 1.21 At this stage, the measures set out in this FTP would be demonstrated deliverable with monitoring criteria, whereas the funding mechanism will developed at a later stage.
- 1.22 This FTP assumes that this development will follow National Guidance, with a TP being produced for the development post-occupation.

West Sussex Travel Plan Advice

- 1.23 WSCC provide Travel Plan guidance and posters upon request⁸, this will be requested prior to completion of the pre-occupation Travel Plan.

Framework Travel Plan Structure

- 1.24 The FTP will form the basis for a future post-occupation Travel Plan targeted at staff of the site, it will be structured as follows:
- **Chapter 2:** Baseline Conditions;
 - **Chapter 3:** Aims & Objectives;
 - **Chapter 5:** Targets;
 - **Chapter 5:** Travel Plan Co-ordinator;
 - **Chapter 6:** Influencing Behavioural Change;
 - **Chapter 7:** Initiatives;
 - **Chapter 8:** Promotion, Monitoring & Delivery; and
 - **Chapter 9:** Action Plan.

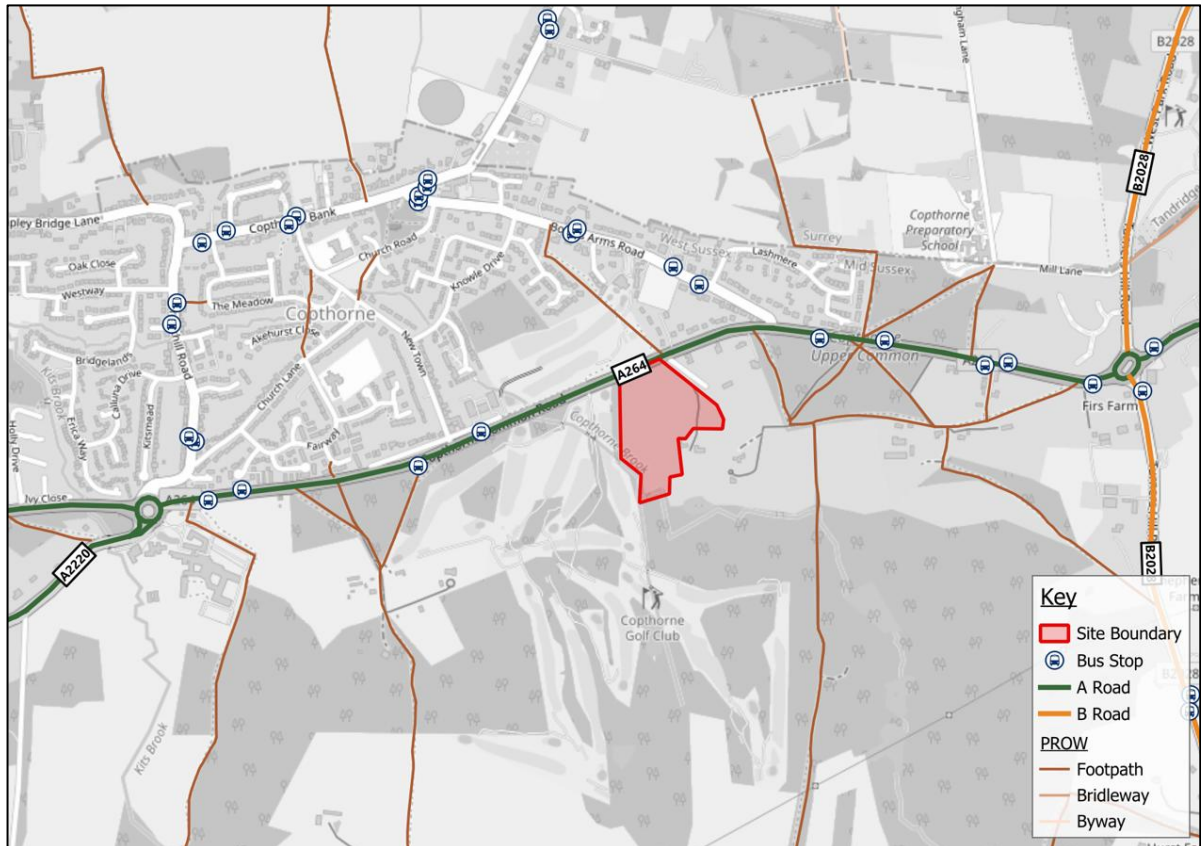
⁸ <https://www.westsussex.gov.uk/roads-and-travel/travel-and-public-transport/travelwise-sustainable-transport/travel-plans/travel-plan-advice/>

2 Baseline Conditions

The Existing Site

- 2.1 While **Figure 1.1** shows the sites location on a regional scale, below, **Figure 2.1** presents the sites location on a local scale identifying the local highway and Public Right of Way (PROW) networks.

Figure 2.1 Site Location – Local Context



Source: © OpenStreetMap Contributors

- 2.2 Courthouse Farm currently comprises 4.3 hectares of undeveloped grazing land situated circa 1.1km east of the B2028 Turners Hill Road and 1.2km west of A2220 Copthorne Road. An existing public footpath runs north of the site from Copthorne Common Road towards Copthorne.

Pedestrian Accessibility

- 2.3 Pedestrian footways of approximately 1.5m are provided on the north side of Copthorne Common Road. At the signal-controlled crossing facility with Copthorne Village Golf Club access, circa 150m west of the site, crossing facilities of dropped kerbs and tactile paving are provided, alongside streetlights approaching the junction. No footways are provided fronting the site on the south side of Copthorne Common Road.

- 2.4 With regards to catchment, the (then) Institution of Highways & Transportation publication '*Providing for Journeys on Foot*' identifies the desirable, acceptable and preferred maximum walking distances to various amenities. The distances in Table 3.1 below are taken from Table 3.2 of that publication and set out the thresholds considered appropriate for local services and amenities.

Table 2.1 IHT Suggested Walking Distance Thresholds

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

Source: Table 3.2 of *Providing for Journeys on Foot* (IHT)

- 2.5 CIHT's Planning for Walking (2015) guidance quotes the Department for Transport (**DfT**) document "Building Sustainable Transport into New Developments" (2008), which states:

*"Walking neighbourhoods are typically characterised as having a range of facilities within 10 minutes' walking distance (around 800 m). However, the propensity to walk or cycle is not only influenced by distance but also the quality of the experience; people may be willing to walk or cycle further where their surroundings are more attractive, safe, and stimulating. Developers should consider the safety of the routes (adequacy of surveillance, sight lines and appropriate lighting) as well as landscaping factors (indigenous planting, habitat creation) in their design"*⁹

- 2.6 The Institution of Highway and Transportation also advise that:

*"New developments should be located so that public transport trips involving a walking distance of less than 400m from the nearest bus stop or 800m from the nearest railway station"*¹⁰

- 2.7 More recently, WYG undertook research into the distances that people walk as a main mode of travel, to a bus stop, and to a railway station as presented in their document '*How far do people walk?*'¹¹. A summary of their findings is presented in Table 2.2.

⁹ *Planning for Walking* (CIHT, 2015, para 6.4)

¹⁰ *Planning for Public Transport in New Development* (IHT, 1999, para 5.21)

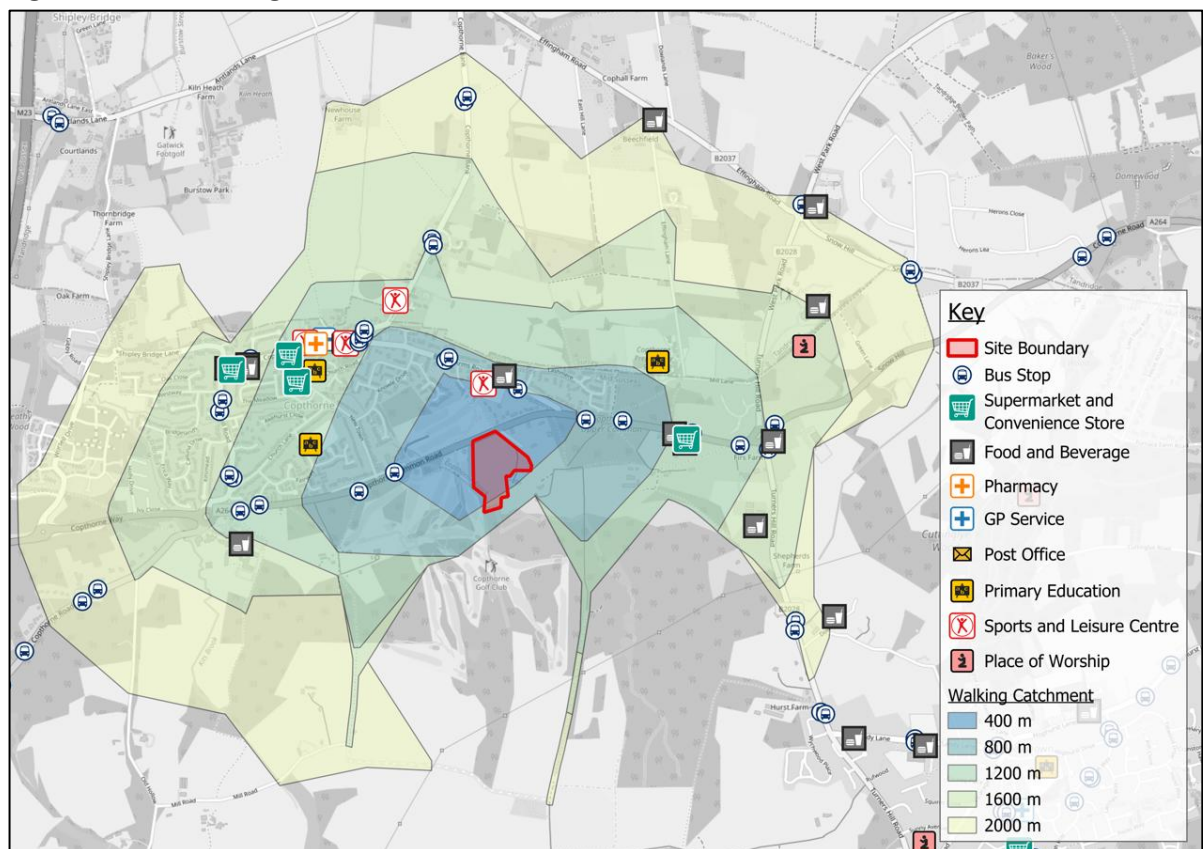
¹¹ https://rapleys.com/wp-content/uploads/2020/10/CD3.38-WYG_how-far-do-people-walk.pdf

Table 2.2 How Far Do People Walk – Walking Distances

	Mean Walking Distance (m)	85 th percentile walking distance (m)
Walk – As main mode of travel	1,150	1,950
Walk to a bus stop	580	800
Walk to a railway station	1,010	1,610

Source: Abstract of How far do people walk?¹¹

2.8 **Figure 2.2** illustrates the pedestrian catchment of the site in 400m increments up to 2,000m walking distance together with the local services and amenities available.

Figure 2.2 Walking Catchment

Source: © OpenStreetMap Contributor

2.9 The walking distance to services and amenities identified within **Figure 2.2** are set out in Table 2.3 together with the walking time based on a walking speed of 80 metres per minute.

Table 2.3 Services and Amenities within Walking Distance

	Service/ Amenity	Distance	Walking Time (minutes)
Closest Bus Stop	Newtown (Eastbound)	350m	5
	Abergavenny Gardens	450m	6
	Newtown (Westbound)	550m	7
	Lashmere (Westbound)	550m	7
	Lashmere (Eastbound)	600m	8
	Abergavenny Gardens	600m	8
Supermarket and Convenience Store	Asda Express	900m	12
	Morrisons Daily	1km	13
	Copthorne Village Store	1.1km	14
	Kwik Mart	1.3km	17
Food and Beverage	Olivers Coffee and Wine	550m	7
	Subway	900m	12
	Greggs	900m	12
	Dukes Head Crawley	1.2km	15
	Library Bar	1.3km	17
	Café Hub	1.3km	17
	The Real Pizza Company	1.3km	17
	The Prince Albert	1.4km	18
	Shout Out Lounge	1.6km	20
	Terrace, Copthorne Hotel	1.9km	24
	Curious Pig in the Parlour	2km	25
	Haskins Garden Centre	2km	25
Pharmacy	Rivermead - Copthorne	1km	13
GP Service	Copthorne Surgery	900m	12
Post Office	Copthorne Bank Post	1.3km	17
Sports and Leisure Centre	Copthorne Sports and	1.1km	14
	Copthorne Village Golf	400m	5
	Copthorne Church Hall	1.1km	14
	Copthorne Village Hall	1.2km	15
Place of Worship	St John the Evangelist	1.1km	14
	Copthorne Chapel	1.7km	22

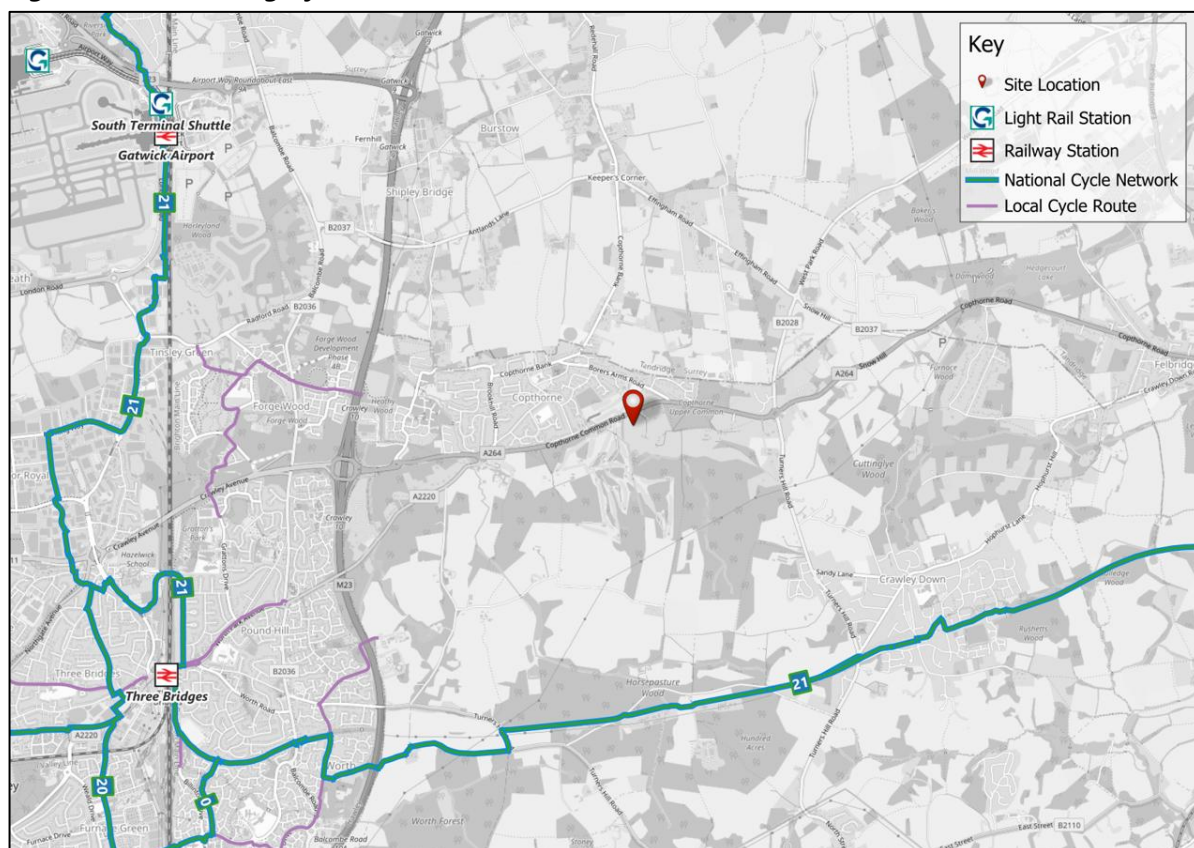
Source: Based on Figure 2.2

- 2.10 As shown, the site has access to a variety of services and amenities within a reasonable walking distance. The closest set of bus stops are provided on Copthorne Common Road between circa 350m and 550m from the proposed site access.

Cycle Accessibility

- 2.11 The existing cycle routes in the vicinity of the site are shown in **Figure 2.3**. As shown, National Cycle Network Route 21 runs circa 2.7km south of the site, connecting to Crawley and East Grinstead town centres and railway stations. The route then extends to Greenwich in London and Eastbourne.

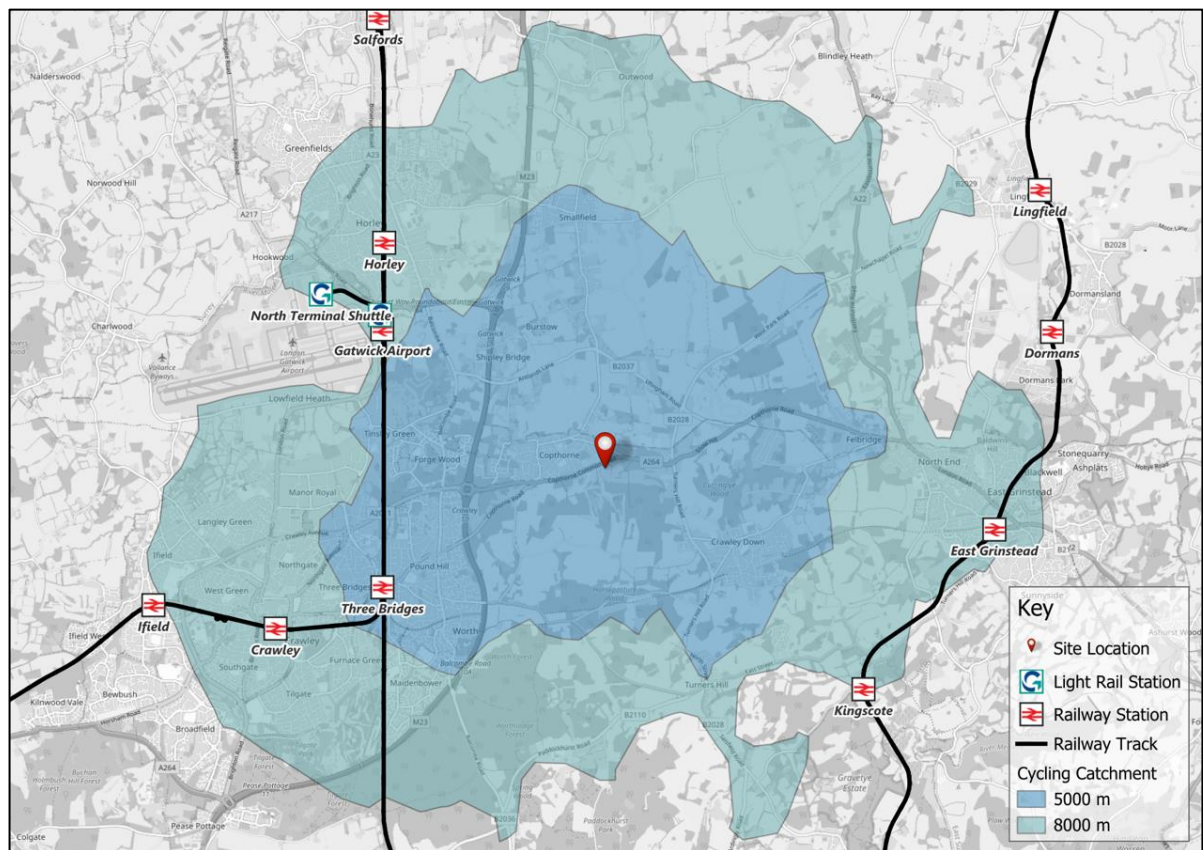
Figure 2.3 Existing Cycle Routes



Source: © OpenStreetMap Contributors

- 2.12 With regards to cycle catchment, the bicycle is considered an effective mode of transport for short trips of up to 5-8km (20-35 minutes respectively)¹². **Figure 2.4** outlines the sites accessibility to/from a wide area surrounding the site with respect to 5-8km catchments.

¹² *Changing Journeys to Work, An Employers Guide to Green Commuter Plans, Transport (2000)*

Figure 2.4 Cycle Catchment

Source: © OpenStreetMap Contributors

- 2.13 As shown, numerous settlements including East Grinstead, Gatwick Airport and Crawley are located within an 8km cycle of the site, but it is acknowledged that there is limited cycle infrastructure in the vicinity of the site assisting the less proficient cyclists.

Public Transport

Bus Services

- 2.14 The closest set of bus stops to the site are located on Copthorne Common Road (Newtown, Copthorne stops), situated by its junction with Newtown. Both stops comprise lay-by arrangements and are equipped with bus flags while the westbound stop is also provided with a bus shelter. Alternatively, other sets of stops are located to the east of the site on Borers Arms Road (Lashmere, Copthorne stops), circa 550m and 600m away, or also on Copthorne Common Road (Abergavenny Gardens stops), approximately 450m and 600m from the site access.
- 2.15 Three stops identified above provide access to a variety of bus services as summarised in Table 2.4. On the basis of the below we consider the site to be accessible by bus from numerous locations due to the number of different routes identified.

Table 2.4 Summary of Local Bus Services

No.	Route	Frequency		
		Mon-Fri	Sat	Sun
272	Newtown, Copthorne – Three Bridges - Crawley	1 / two hours	1 / two hours	N/A
	Newtown, Copthorne – Crawley Down – Haywards Heath – Burgess Hill - Brighton	1 / two hours	1 / two hours	N/A
281	Lashmere, Copthorne – Three Bridges - Crawley	1 / hr	1 / hr	N/A
	Lashmere, Copthorne – Crawley Down – Felbridge – East Grinstead - Lingfield	1 / hr	1 / hr	N/A
291	Lashmere, Copthorne – Three Bridges - Crawley	1 / hr	1 / hr	1 / two hours
	Lashmere, Copthorne – East Grinstead – Forest Row – Royal Tunbridge Wells	1 / hr	1 / hr	1 / two hours
400	Newtown, Copthorne – Three Bridges – Crawley – Redhill - Caterham	1 / hr	1 / hr	1 / hr
	Newtown, Copthorne – Felbridge - East Grinstead	1 / hr	1 / hr	1 / hr
324*	Lashmere, Copthorne – Horley - Redhill	1 / day	N/A	N/A
	Lashmere, Copthorne – Copthorne	1 / day	N/A	N/A
624*	Lashmere, Copthorne – Smallfield - Horley	1 / day	N/A	N/A
	Lashmere, Copthorne – Crawley Down – East Grinstead	1 / day	N/A	N/A
638*	Lashmere, Copthorne – Copthorne	1 / day	N/A	N/A
	Lashmere, Copthorne – Felbridge – East Grinstead	1 / day	N/A	N/A

Source: <https://www.metrobus.co.uk/>

Note: * = School service

Rail Services

- 2.16 The closest rail station is Three Bridges Station, as illustrated above in **Figure 2.1**. It is approximately 4.3km from the site and is accessible from the site via a circa 16-minute bike ride or via a circa 13-minute bus ride utilising 4 routes 272, 281, 291, or 400.

- 2.17 Three Bridges Station provides access to Southern Railway and Thameslink services on the Arun Valley Line and Brighton Main Line. Frequent train services are available to destinations such as London Victoria, Bedford, Brighton, Cambridge, Horsham, Peterborough and Portsmouth-Harbour¹³.

Local Highway Network

- 2.18 As previously set out, the site is accessed from Copthorne Common Road which is subject to a 50mph speed limit and unlit in the vicinity of the site. Copthorne Common Road provides access to the trunk road network at junction 10 of the M23 circa 2.2km west of the site.

¹³ <https://www.thameslinkrailway.com/>; <https://www.southernrailway.com/>

3 Aims & Objectives

Aims and Approach

- 3.1 The principal aim of this FTP is to help reduce car usage by encouraging an increase in the use by students of sustainable travel methods, such as public transport, walking and cycling.
- 3.2 It will be based around two main phases; firstly, to take into consideration the initial transport conditions relevant to the existing site and the surrounding environment; and secondly, to propose a range of measures designed to increase travel awareness.

Aims

- 3.3 The aim of this FTP and of the future Travel Plans is to:
- promote sustainable methods of travel;
 - prioritise cycle and pedestrian movements;
 - create a safer, more sustainable, community driven environment; and
 - encourage the use of sustainable transport modes to reduce the need for trips to be undertaken to/ from the development by private car.
- 3.4 In order to achieve these aims, this FTP promotes a range of travel choices to reduce reliance on the car.

Objectives

- 3.5 Objectives are the high-level aims of the FTP, giving the document direction, and a clear focus. They include to:
- raise awareness of sustainable, active and healthy modes of travel (e.g. walking and cycling) available to staff and visitors;
 - reduce congestion in the neighbouring area by discouraging car use;
 - educate staff and visitors on road safety and alternative means of travel;
 - increase the number of staff using sustainable modes of travel; and
 - regularly monitor and review the post-occupation Travel Plans targets and initiatives with a view to increasing sustainable transport mode share on a year-by-year basis.

4 Targets

- 4.1 This section of the FTP identifies targets that may be defined within the post-occupation Travel Plan, which will be agreed with WSCC in writing. At this point, baseline mode share data has been derived from Census data and proposed target changes have been based on this.

Mode Share

- 4.2 Targets are measurable goals by which the progress of the TP will be assessed. Targets are essential for monitoring the progress and success of a TP. Targets should be “SMART” – specific, measurable, achievable, realistic and time-bound; as described below.
- **Specific** – A specific overall reduction in vehicular travel associated with the site has been defined which will be achieved through the development of realistic TP measures.
 - **Measurable** – The number of trips by mode will be monitored against the targets on a regular basis. Further initiatives and measures will be investigated and pursued should the development fail to meet these targets.
 - **Achievable** – TP measures will be implemented, and their effectiveness monitored in order to ensure they are achievable by all site users.
 - **Realistic** – Realistic targets have been based upon a reduction of the trips as shown later in this TP.
 - **Time-bound** – The targets will be reviewed at least biennially in order to clarify whether they are being achieved.

Initial Mode Share

- 4.3 Until baseline staff travel surveys can be undertaken post-occupation, an interim baseline mode share for the site has been derived using mode split found within the Census data. The 2011 Census data was used rather than the 2021 one due to the influence of travel restrictions associated with the COVID-19 pandemic. With increased home working¹⁴, the travel behaviour is unlikely to be typical at the time of the 2021 Census. We note that the baseline modal split set out below is only used as a placeholder until a baseline survey can be undertaken and the resultant targets will be amended and agreed with the Council in writing accordingly.

¹⁴ https://assets.publishing.service.gov.uk/media/6037c40ee90e0705568501fa/COVID-19_Response_-_Spring_2021___Summary_-_Easy_Read_.pdf

- 4.4 As such, the 2011 Census modal split has been calculated based on the *WU03EW - Location of usual residence and place of work by method of travel to work (MSOA level) for the E02006605 : Mid Sussex 002 (2011 super output area - middle layer)*, drawn from the NOMIS¹⁵ website.
- 4.5 Table 4.1 includes the anticipated mode splits from the '*WU03EW - Location of usual residence and place of work by method of travel to work (MSOA level)*' search for staff travel, as well as the future mode split targets. The table also supplies realistic challenging and indicative mode share targets for the first, third and fifth years of developments occupation.

Table 4.1 Staff Travel Mode Share Targets

Mode	Baseline Modal Split	Target Mode Share		
		Year 1	Year 3	Year 5
Single Occupancy Vehicle	75%	72%	69%	66%

- 4.6 The above mode share proportions will be revised as a baseline mode share and final targets will be determined following an initial travel survey. The Travel Plan Co-ordinator (**TPC**) will undertake the first (baseline) survey at 50% occupancy, or six months after first occupation (whichever occurs first).

Monitoring

- 4.7 Following completion of the baseline survey and agreement of the post-occupation Travel Plan targets, biennial travel surveys will be conducted in years 1, 3, and 5 to monitor the success of the post-occupation Travel Plan. **Chapter 7.1** outlines the monitoring strategy.

¹⁵ <https://www.nomisweb.co.uk/>

5 Travel Plan Co-Ordinator

- 5.1 A TPC will be appointed before first occupation of the site. The TPC will be responsible for the implementation of the post-occupation Travel Plan and leading the strategy for meeting the objectives.
- 5.2 The role of the TPC will include, but not limited to, the following activities:
- lead the post-occupation Travel Plan objective strategy;
 - coordinate data collection to further develop the measures identified within the Travel Plan;
 - function as point of contact for staff, visitors and the local highway authority;
 - submit the monitoring reports in years 1, 3, and 5;
 - keep all information on cycle routes and bus service timetables up to date and available; and
 - manage the maintenance of the Travel Information Pack (**TIP**).
- 5.3 The initiatives identified within this FTP will continually evolve and will be actively monitored and reviewed on a regular basis by the TPC.
- 5.4 In the absence of a TPC at this pre-planning stage, contact details for a member of the project team can be found below. These details will be updated once a TPC has been appointed, with contact details being supplied to WSCC as appropriate.
- **Stephen Kemp**
 - **E-mail:** Stephen.Kemp@TPA.UK.COM
 - **Phone:** 020 7119 1155
- 5.5 In the event that the existing TPC can no longer maintain the role, it will be transferred to another suitable person and WSCC will be informed in writing.

6 Influencing Behavioural Change

The '4i' Approach

- 6.1 The initiatives presented within this FTP have focused on increasing the awareness and use of sustainable travel modes through the use of the 4i approach. The 4i approach considers the need to:
- **Supply Information** – The provision of accurate sustainable travel information through a variety of means;
 - **Pursue Initiatives** - Instigating new or linking up with existing schemes to promote sustainable travel options, guidance or advice;
 - **Provide Incentives** - Encouraging participation in initiatives. For example, the provision of discounts or gifts to raise awareness of sustainable transport or providing external incentives such as tax benefits; and
 - **Continue to Influence** – Influence modal choice in favour of sustainable travel.
- 6.2 The development of a community spirit to influence fellow employees to switch to, or maintain use of, sustainable travel will enhance the value of the initiatives undertaken.

The Five Stages of Change

- 6.3 The 'Five Stages of Change' relate to different people differently, at different stages and at different times. The challenge is to ensure initiatives are introduced at the appropriate time for individuals or groups that will enable them to achieve the most appropriate but least environmentally damaging travel option. The five stages are:
- **Pre contemplation** – There is no contemplation for change. Initiatives employed at this stage would be based around awareness raising. As there are no existing occupants this could be targeted towards people who may not be fully aware of the range of travel options available to them;
 - **Contemplation** – Acknowledgement has been made of a problem, but no plans are in place to overcome it. This is the key stage to seek to influence the mode travel for people travelling to and from the site. They will have established the need to travel to / from the site but will then contemplate how to travel. Providing high quality advice on travel options at this stage in their thought process would have optimal impact. This information could be presented in the TIP;
 - **Preparation** – There is intention to act. The active role of the TPC is highly important at this stage. People will be preparing to travel to the site but the ability to influence decisions is much reduced;
 - **Action** – Modification of behaviour to overcome the problem. For many, the opportunity to affect their mode of travel has passed at the point of "action". If they have chosen to arrive by

car, there could be encouraged to shift travel behaviour through the provision of information relating to public transport and other local options; and

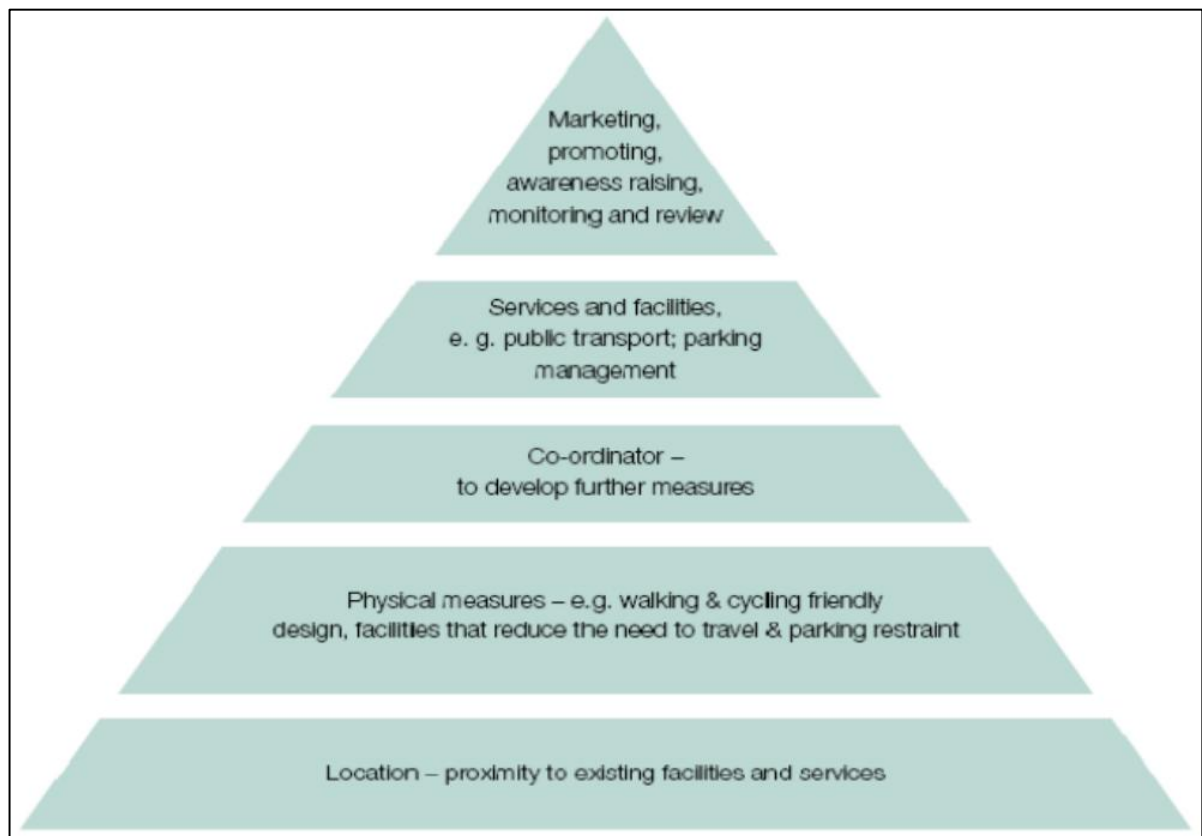
- **Maintenance** – Working to consolidate gains attained during other stages and prevent a relapse. The continued use of incentives for all site users is important to continue to motivate them in their choice of sustainable travel. It is equally as important to ensure those that travel sustainably continue to do so as it is to “convert” others to sustainable travel. For many visitors to the site, their visit will be too short to consider maintaining sustainable travel options. It is likely, however, that the staff/ visitor will travel to and from the site on a regular basis and the TPC could seek to ensure they are able to continue to travel sustainably.

6.4 It is important that consideration is given to the timing of the initiatives in order to achieve the best possible result. In particular, travel behaviour ideally needs to be guided from the outset before an unsustainable travel pattern has had chance to form. Once this occurs, it is difficult to persuade people to switch to more sustainable modes of transport.

6.5 Therefore, if initiatives are implemented prior or upon occupation, a high level of sustainable travel should be achieved.

Travel Plan Pyramid Approach

6.6 When considering the appropriateness of travel initiatives to promote sustainable travel a hierarchical approach can be adopted that reviews the complementary benefits of sustainable travel with things such as health and environmental benefits that might further influence people’s attitude to change. The hierarchical pyramid can be seen below.

Figure 6.1 Travel Plan Pyramid

Source: Central Bedfordshire guidance on Travel Plans & Transport Assessments

- 6.7 The Pyramid approach uses the benefits of a good site location and builds tiers of physical measures, management initiatives, public transport services and marketing methods to create a robust and fully integrated Travel Plan.
- 6.8 The 'Co-ordinator' tier relates to the introduction of a TPC who is appointed to manage transport facilities in an integrated and responsive way.
- 6.9 The 'Services and Facilities' tier relates to any services and facilities available on site or in the vicinity. As set out previously, the site has access to a variety of services both within Copthorne and in the wider area.
- 6.10 The upper most tier of the pyramid relates to sustainable travel marketing, promotion, awareness-raising, monitoring and review. This could involve personal travel advice for the staff promotional campaigns and other incentives. Transport information should be easily accessible and available at locations such as TIP.
- 6.11 In summary, the Pyramid Approach is intended to help organise the measures needed to deliver the FTP objectives, making the Travel Plan robust, integrated and having an impact on mode shift.

7 Initiatives

- 7.1 This Chapter of the FTP sets out some potential measures that could be considered for the future post-occupation Travel Plan.

Travel Information Pack

- 7.2 A TIP is a useful implement in providing information on local sustainable transport links. It will focus on the range of access to the site by active and sustainable modes of travel. Information will also be provided on local car share schemes and cycle routes. Local maps will be provided to show the location of local services and bus stops.

- 7.3 More specifically this TIP will provide information on:

- **Walking:** information regarding pedestrian safety, information on local footpaths;
- **Cycling:** details of cycle routes in the area, details of the onsite facilities for those who cycle (i.e. cycle parking), and information about national cycling events (i.e. Cycle to Work Week);
- **Public Transport:** information outlining local bus and rail services and frequency patterns. Including information on local park and ride facilities;
- **Car Clubs and Car Sharing:** information regarding car clubs and Car Sharing including the location of local car clubs spaces and car sharing services; and
- **Health:** Promotion of free health apps.

Initiative 1: Develop a TIP that can be provided to all employees at the site prior to first occupation.

Travel Plan Co-Ordinator

Initiative 2: A TPC will be appointed, and they will be responsible for the implementation of the TP, adhering to the overall principles included in this FTP.

Walking

- 7.4 Walking is the most sustainable way to travel. It is free, enjoyable and can help you lead an active and healthy lifestyle, therefore also providing a range of health benefits.

Initiative 3: Provision of high-quality internal footways, footpaths and crossing points and which link with the existing network to provide access throughout the site. Details will be provided as part of future Reserved Matters applications.

Initiative 4: The provision of a new pedestrian footway connection to the existing signal-controlled crossing on Copthorne Common Road and a new uncontrolled pedestrian crossing with a refuge island adjacent to the proposed site access.

Initiative 5: Advertise and provide plans showing the local walking routes within the TIP.

Cycling

7.5 Cycling is one of the most sustainable modes of transport and studies have shown it can offer many health benefits such as improving the immune system, reducing the risk of heart attacks and contributing to healthy weight loss.

7.6 Good quality facilities and secure parking are the most persuasive way to encourage cycling. Therefore, in a bid to encourage people to cycle to and from the site, secure cycle parking spaces are to be provided for future occupiers within their plots.

7.7 The TPC will contact local cycle stores to investigate potential discount schemes for the future occupiers.

Initiative 6: Provide details and plans showing the routes of the local cycle network, including any key services along the routes within the TIP.

Initiative 7: Provide cycle parking in accordance with the relevant standards (details to be provided as part of future Reserved Matters application(s)).

Public Transport

7.8 The use of Public Transport in the form of bus, rail or coach will be encouraged by providing:

- information on service frequency and destinations;
- service operating times; and
- maps showing the location of local bus stop / rail stations.

7.9 The TPC will be familiar with public transport services and will be able to assist staff in their use. They will regularly check public transport services and inform employees if any changes have taken place.

Initiative 8: Provide plans within the TIP showing the location of, and distance to the nearest bus stops and railway stations in relation to the site and the services that are provided at each.

Initiative 9: Staff/ visitors will be provided with links to public transport websites and applications so that they can easily access up to date travel information. This information will be provided within the TIP.

Car Club

- 7.10 Car Clubs work by giving members access to a car on short-term rentals, charging by the hour or day. Car Clubs can provide a great alternative to car ownership as you get all the convenience of a car without the hassle. Membership includes fuel, servicing, MOTs and more, meaning you only ever pay for a vehicle when you need it.
- 7.11 It is generally acknowledged that one car club vehicle can replace several private vehicle parking spaces¹⁶. The reduction has a significant benefit to the environment, air quality, carbon footprint, congestion, and parking.

Initiative 10: The developer will consider the inclusion of car clubs as part of future Reserved Matters applications, with details of any scheme provided to staff within the future TIP.

easitMID SUSSEX

- 7.12 easitMID SUSSEX is a travel plan network under easitNETWORK, which aims to promote sustainable commuting and business travel, and reduce parking pressures at workplaces. Through collaborative working, travel plan networks can also help secure travel discounts and other employee benefits, including discounts on Southern Rail network, bus tickets, bike loans and travel planning.

Initiative 11: TPC will investigate the potential of joining the easitMID SUSSEX network.

Summary

- 7.13 The 11 initiatives outlined above will form the basis of the future post-occupation Travel Plan. These will be reviewed and amended after each review period to ensure they continue to meet the requirements of the development.

¹⁶ CoMoUK Car Club Annual Report for Great Britain 2020

8 Promotion, Monitoring & Delivery

Promotion

- 8.1 As noted in the Introduction, this site wide FTP was prepared as a starting point to inform the future post-occupation Travel Plan.
- 8.2 Details of the promotion and marketing of the Travel Plan will be provided as part of the future documents.

Monitoring Programme

- 8.3 The TPC will commission the initial TRICS SAM Survey at 50% occupation, or 6 months after first occupation (whichever comes first). Following this, the TPC will monitor and repeat the SAM Survey at the first, third and fifth years after the Initial Monitoring Survey, in line with the Action Plan, set out in Table 9.1.
- 8.4 The resultant travel survey programme is summarised below:
- Baseline Travel Survey = at 50% occupation, or 6 months after first occupation (whichever comes first);
 - Year 1 Travel Survey = one year following the baseline travel survey;
 - Year 3 Travel Survey = three years following the baseline travel survey; and
 - Year 5 Travel Survey = five years following the baseline travel survey.
- 8.5 Following the year one, three, and five Travel Surveys a Monitoring Report will be prepared that will contain the following:
- Analysis of the travel survey data;
 - A comparison of the latest travel survey data compared to targets set within the TP and the previous surveys; and
 - Details of any revised or additional measures identified as a result of the survey data obtained.
- 8.6 The Monitoring Report should be distributed to WSCC and advertised to staff to inform them about the progress that has been made towards achieving the targets.

- 8.7 It is recognised that the post-occupation Travel Plan needs to remain a living document and will therefore be subject to regular monitoring and review. This means the Travel Plan can reflect changing circumstances and ensure there is a reduction in single occupancy vehicle trips.
- 8.8 The TPC will maintain the future post-occupation Travel Plan as living documents.

Delivery and Enforcement

- 8.9 A Travel Plan will be secured through a suitably worded condition or obligation associated with any planning permission, with this FTP forming the basis of the future documents. The cost of implementing and monitoring the Travel Plan will be covered by the developer.

9 Action Plan

- 9.1 The anticipated timescales for the future post-occupation Travel Plan are set out below in Table 9.1. However, these will be subject to change dependent on the build out of the development. Similarly, the lifespan of the FTP will be dependent on what the Travel Plan is expected to cover, should this occur then the biennially monitoring strategy will be extended accordingly.

Table 9.1 Timescales

Action	Timeframe
Appoint a TPC	Prior to first occupation
Develop and maintain a TIP. This should provide information on Walking, Cycling, Public Transport.	Prior to first occupation
Promote the health benefits of walking through the TIP	Prior to first occupation
Provide details of local cycle routes, safe cycling corridors and local events such as 'bike week' through information provided in the TIP	Prior to first occupation
Provide cycle parking in line with policy	Prior to first occupation
Provide plans within the TIP showing the location of, and distance to, the nearest bus stops and services	Prior to first occupation
Promote the use of public transport in the TIP	At first occupation
Undertake Initial Baseline surveys	At 50% occupation, or 6 months after first occupation (whichever occurs first)
Undertake monitoring surveys and reports	1, 3 and 5 years following the Baseline Survey

APPENDIX A



NOTE
This drawing is copyright.
Do not scale, use figured dimensions only.
The contractor is to check all dimensions on site before commencement
of the works.
Discrepancies must be reported immediately to the architect before
proceeding.

Proposed Accommodation Houses				
Occupancy	Area per Type	Total Unit Count	Total Area	Comments
1B2P	60.8 m ²	4	243.4 m ²	2 Storey Apps
1B2P	62.7 m ²	2	125.4 m ²	2 Storey Apps
1B2P	63.8 m ²	2	127.7 m ²	2 Storey Apps
1B2P	69.4 m ²	6	416.6 m ²	2 Storey Apps
1B2P	71.1 m ²	2	142.2 m ²	2 Storey Apps
2B3P-Terrace	58.6 m ²	14	820.9 m ²	
2B4P	88.3 m ²	2	176.7 m ²	2 Storey Apps
2B4P	89.6 m ²	6	537.7 m ²	2 Storey Apps
2B4P	89.8 m ²	24	2155.1 m ²	2 Storey Apps
2B4P	91.5 m ²	2	182.9 m ²	2 Storey Apps
2B4P	92.3 m ²	4	369.0 m ²	2 Storey Apps
2B4P	92.8 m ²	6	556.9 m ²	2 Storey Apps
2B4P	95.8 m ²	2	191.6 m ²	2 Storey Apps
2B4P	97.2 m ²	2	194.4 m ²	2 Storey Apps
2B4P-Above Pavilion	136.6 m ²	9	1229.1 m ²	Above Pavilion
3B6P	109.2 m ²	2	218.3 m ²	2 Storey Apps
3B6P	110.8 m ²	2	221.7 m ²	2 Storey Apps
3B6P	113.1 m ²	4	452.5 m ²	2 Storey Apps
3B6P	113.8 m ²	4	454.2 m ²	2 Storey Apps
3B6P	114.4 m ²	2	228.8 m ²	2 Storey Apps
Grand total		101	9045.2 m ²	

Parking Schedule-Master	
Comments	Parking-Quat
	0
Private	61
Service Parking	2
Visitors	11
	74

REV	DATE	DESCRIPTION	CHK
I	01.08.25	Parking area amended to avoid T28	PT
H	25.07.25	Plots around Badger Sett omitted and re-arranged	PT
G	10.07.25	Adjustments made to observe critical tree protection area	PT
F	19.06.25	RPA comments assessed. Pumping Stations re-positioned	PT
E	16.06.25	Pumping Station and Delivery access reconfigured	PT
D	12.06.25	Pumping Station added	PT
C	10.06.25	Works in progress	PT
B	16.05.25	Revised Scheme	PT
A	02.05.25	First Issue	PT

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PROJECT
Court House Farm, Cophorne

DRAWING TITLE
Option C - Retirement Village

DRAWING NO. REV
ECF485_110 I

SCALE DATE DRAWN CHECKED
1:500 02.05.25 BB PT

0m 10m 20m 30m 40m 50m

Drawing Scale 1:500