



LAND AT HANLYE LANE, CUCKFIELD

TRAVEL PLAN

June 2024

Sigma Homes Ltd

RESIDENTIAL DEVELOPMENT
LAND AT HANLYE LANE
CUCKFIELD

TRAVEL PLAN

CONTROLLED DOCUMENT

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1. INTRODUCTION

- 1.1 This Travel Plan (TP) has been prepared by Paul Basham Associates on behalf of Sigma Homes to support the development of 50 dwellings with vehicular and pedestrian access; car parking; open space, play space; landscaping and all other associated works at land to the south of Hanlye Lane on the edge of Cuckfield in West Sussex.
- 1.2 The site is bordered to the north partially by residential development and by fields, to the east sits a mixed-use development, the south is entirely bordered by fields and the west is bordered by residential development as well as a pond to the northwest. The site location can be seen in **Figure 1**, with the site layout included in **Appendix A**.

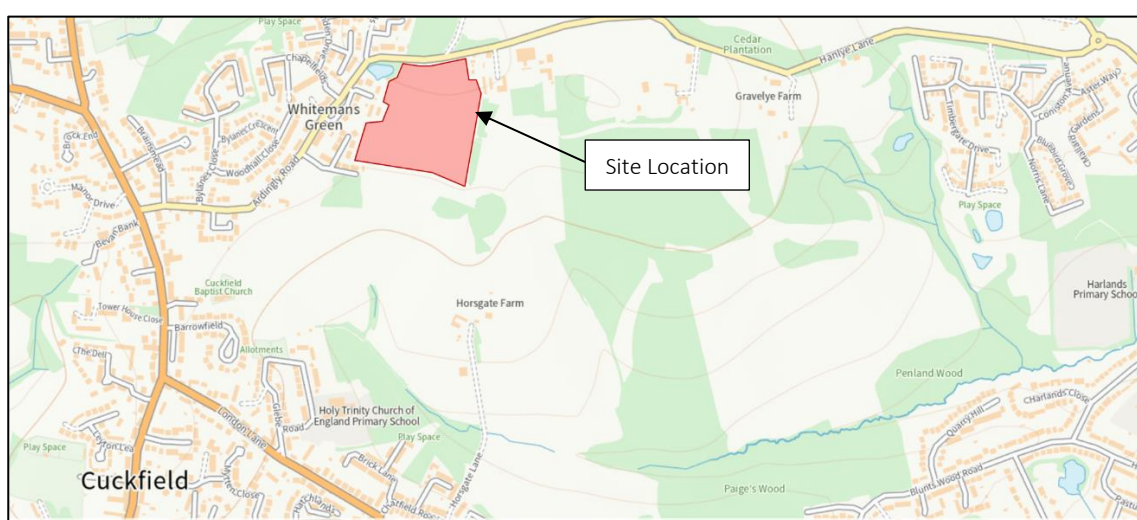


Figure 1: Site Location

- 1.3 The development proposal is for 50 residential units for housing and formal and informal open space. The current use of the site is as greenfield/pasture.
- 1.4 In addition to this Travel Plan, a Transport Statement has been prepared, outlining the anticipated highway impacts of the development in relation to transportation and highways. Therefore, this Travel Plan should be read in conjunction with that document.
- 1.5 The site is in an allocated site (SA23) within the Mid Sussex Local Plan (2014 – 2031). Mid Sussex District Council adopted its Site Allocations Development Plan Document on 29th June 2022. The Site Allocations DPD identifies sufficient housing sites to provide a five-year housing land supply to 2031 and also makes sure that enough land is allocated to meet identified employment needs.

Purpose of the Travel Plan

- 1.6 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.
- 1.7 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 (Sigma Homes) and the Local Authorities (Mid Sussex District Council and West Sussex County Council). 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

- 1.8 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). 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

- 1.9 This TP will follow the following structure:
- Chapter 2 – Travel Plan Policy
 - Chapter 3 – Existing Site 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) (December 2023);
- WSCC Transport Plan (2022 – 2036)
- West Sussex Travel Plan Guidance
- Mid Sussex District Plan (2014 – 2031)
- Cuckfield Neighbourhood Plan (2011 – 2031)

National Planning Policy Framework (NPPF)

2.2 The NPPF (December 2023) acts as the central guidance for development planning. As defined in NPPF Annex 2: Glossary, a Travel Plan is '*a long-term management strategy for an organisation or site that seeks to deliver sustainable transport objectives and is regularly reviewed*' and is a requirement for developments which generate a significant amount of movement. 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, so that:

- 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;*
- d) *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*
- e) *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.108)

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.109)

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 transport statement or transport assessment so that the likely impacts of the proposal can be assessed.

(NPPF Para. 117)

West Sussex Transport Plan (2022 – 2036)

2.3 The West Sussex Transport Plan (2022 – 2036) sets out West Sussex’s transport strategy and identifies a range of key issues, which are:

- Climate change
- Local environmental impacts
- Spatially variable economic performance
- Development and regeneration pressures and opportunities
- Growing and ageing population
- Public health and well-being
- Access to services
- Transport network performance issues

2.4 West Sussex’s Transport Plan also identifies an implementation plan for the Mid Sussex District, of which the key aims which relate to this TP are:

Facilitate provision of on-street electric vehicle charging infrastructure, initially in East Grinstead, Lindfield, Ardingly and Balcombe followed by other areas
Prioritise active travel modes in the towns as development takes place
Increase space for active travel through infrastructure improvements on priority routes such as between Haywards Heath and Burgess Hill;
Deliver improvements largely within existing highway land to provide bus priority where possible and viable including priority at signal-controlled junctions;
Use on-street parking and traffic management techniques to manage demand, particularly in Burgess Hill, East Grinstead and Haywards Heath;
Use behavioural initiatives to tackle inappropriate speed and use of unsuitable rural routes;

2.5 This TP has also been informed by the WSCC Development Travel Plan Policy document.

Mid Sussex District Plan (2014 – 2031)

2.6 The Mid Sussex District Plan (2014 – 2031) provides a framework for new development, employment growth, infrastructure, and measures to ensure the protection of the countryside. The District Plan also guides other documents such as Neighbourhood Plans and Site Allocation Plans. The policies from the plan most relevant to this TP are:

DP20: Securing Infrastructure – To ensure that development is accompanied by the necessary infrastructure in the right place at the right time that supports development and sustainable communities. This includes the provision of efficient and sustainable transport networks.
DP21: Transport – To ensure that development is accompanied by the necessary infrastructure in the right place at the right time that supports development and sustainable communities. This includes the provision of efficient and sustainable transport networks. And to create places that encourage a healthy and enjoyable lifestyle by the provision of first class cultural and sporting facilities, informal leisure space and the opportunity to walk, cycle or ride to common destinations.
DP22: Rights of Way and other Recreational Routes – To create and maintain easily accessible green infrastructure, green

corridors and spaces around and within the towns and villages to act as wildlife corridors, sustainable transport links and leisure and recreational routes and to create places that encourage a healthy and enjoyable lifestyle by the provision of first class cultural and sporting facilities, informal leisure space and the opportunity to walk, cycle or ride to common destinations.

DP28: Accessibility – To support sustainable communities which are safe, healthy and inclusive. To provide the amount and type of housing that meets the needs of all sectors of the community. To create environments that are accessible to all members of the community.

Cuckfield Neighbourhood Plan

- 2.7 The Cuckfield Neighbourhood Plan contains a vision for the future of Cuckfield Parish and sets out clear planning policies to realise this vision. The most relevant of those policies to the TP are:

Policy CNP 16 – Transport Impact of Development

Proposals will be permitted where they meet the following criteria:

- a) Safely located vehicular and pedestrian access with adequate visibility exists or could be created
- b) Development proposals would ensure sustainable transport links to the principal village facilities including the village centre, the primary and secondary schools and recreation open space are provided
- c) Where adequate transport infrastructure is not available to serve the development, the development would provide, or contribute towards, appropriate measures which will address the identified inadequacy and assist walking, cycling, public transport and other highway improvements; and
- d) Where development would add to traffic congestion in the village or inappropriate traffic on rural lanes, proposals should be brought forward to mitigate any traffic impact or contribute funding towards local transport schemes
- e) Development proposals for new developments should include secure cycle storage and ideally storage for children's buggies and mobility scooters where appropriate
- f) Development proposals would maintain or enhance the existing routes of the twittens (public rights of way).

Policy CNP21 – Securing Infrastructure

Any development permitted will be expected to ensure provision of the necessary social, physical and green infrastructure needed to support the proposed development, or the additional infrastructure identified in the Neighbourhood Plan which can be provided in a timely manner, through developer contributions subject to an appropriate assessment of viability.

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

3. EXISTING SITE CONDITIONS AND LOCAL ACCESSIBILITY

Site Location

- 3.1 The site is located in Cuckfield, 1.1km northeast of Cuckfield Village Centre south of Hanlye Lane. The site is bound by Hanlye Lane to the north, mixed development to the east, fields to the south, and residential development, including a pond, to the west.

Local Road Network

- 3.2 The site access lies on Hanlye Lane, a tertiary road with a speed limit of 60mph until the edge of Cuckfield where it slows down to 30 mph. Hanlye Lane runs east/west from Cuckfield to Haywards Heath. Existing conditions along Hanlye Lane are shown in **Photographs 1 and 2**.



Photograph 1: Hanlye Lane eastbound



Photograph 2: Hanlye Lane westbound

- 3.3 To the north of the site a service road named Lullings Farm runs off of Hanlye Lane running northeast/southwest. The road is also designated as public bridleway.
- 3.4 Hanlye Lane leads on to Ardingly Road, another tertiary road with a speed limit of 30mph which runs northeast/southwest onto the B2036.

- 3.5 The B2036 is a secondary road with a speed limit of 30mph. The road runs north/south through the centre of Cuckfield and is split into three roads as it passes through the village. At the southern end of Cuckfield the Road becomes High Street, in the centre it becomes London Road and then at the north it becomes Whitemans Green.

Local Facilities

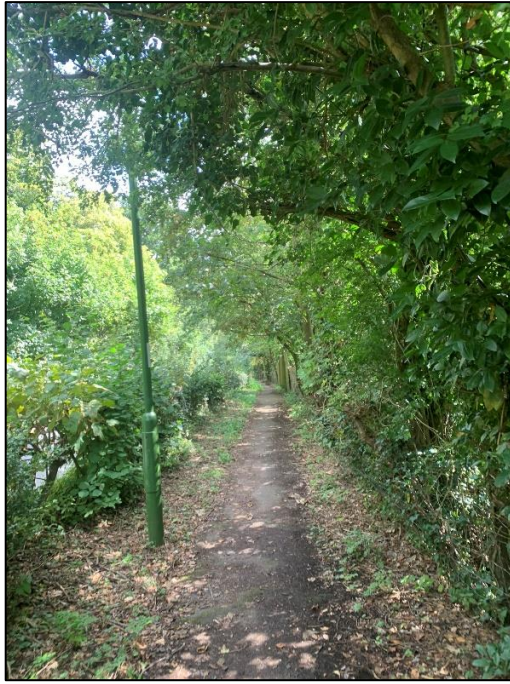
- 3.6 The site offers a range of facilities and amenities, as summarised in **Table 1**, with an 'Accessibility Map' included in **Appendix B**.

Amenity	Distance from Site Access	Walking Time (80m per minute)	Cycle Time (250m per minute)
Longacre Crescent (Bus Stop)	170m	2 minutes	1 minute
Cuckfield Baptist Church	640m	8 minutes	3 minutes
Co-Op Food	700m	9 minutes	3 minutes
ESSO MG Cuckfield (Petrol Station)	750m	9 minutes	3 minutes
Holy Trinity CoFE Primary School	770m	10 minutes	3 minutes
Rose & Crown Cuckfield	820m	10 minutes	3 minutes
Queen's Hall (Village Hall)	1.1km	14minutes	5 minutes
Brook Street Community Library	1.1km	14 minutes	5 minutes
Cuckfield Corner House Cafe	1.2km	15 minutes	5 minutes
Warden Park Academy	1.2km	15 minutes	5 minutes
Lloyds Pharmacy	1.2km	15 minutes	5 minutes
Borde Hill Garden	1.4km	18 minutes	6 minutes
Nuffield Health Haywards Heath Hospital	2.1km	26 minutes	8 minutes
Sainsbury's Supermarket	2.1km	26 minutes	8 minutes
Haywards Heath Station	2.2km	28 minutes	9 minutes

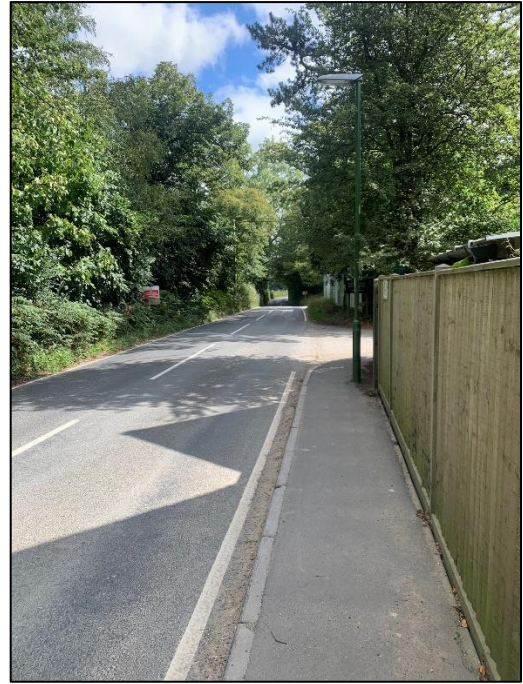
Table 1: Local Amenities and Facilities

Pedestrian Network

- 3.7 A number of footways are provided within the vicinity of the site, providing access to Cuckfield Village Centre. These also provide connections to PRoW further onward journeys.
- 3.8 The existing conditions include a c.1m wide footway on the southern side of Hanlye Lane. This footway sits behind the hedge on the south side of Hanlye Lane and is named Horsgate Twitten. This ends with a stretch of footway directly adjacent to Hanlye Lane which leads to Horsgate House which forms part of the mixed-use development on the site's eastern boundary. There is no footway on the northern side of Hanlye Lane. The existing conditions of the footway are shown in **Photographs 3 and 4**.



Photograph 3: Horsgate Twitten along the southern side of Hanlye Lane



Photograph 4: Horsgate Twitten footway directly adjacent to Hanlye Lane

- 3.9 There is an opening in the hedge by Hanlye Lane to cross the road onto the bridleway on Lullings Farm but there is no crossing or dropped kerb. Lullings Farm is illustrated in **Photograph 5**.



Photograph 5: Crossing from Horsgate Twitten across Hanlye Lane to bridleway

- 3.10 Ardingly Road has a footway on both sides of the road c.2m in width with multiple zebra crossings with dropped kerbs and tactile paving. All crossings along Ardingly Road junctions have dropped kerbs with the majority having tactile paving as seen in **Photographs 6 and 7**.



Photograph 6: Zebra crossing along Ardingly Road



Photograph 7: Junction crossing along Ardingly Road

Public Rights of Way (PROW)

- 3.11 The site is located on the northeastern edge of Cuckfield and has a number of PROW routes, and footways which are shown in **Figure 2**.

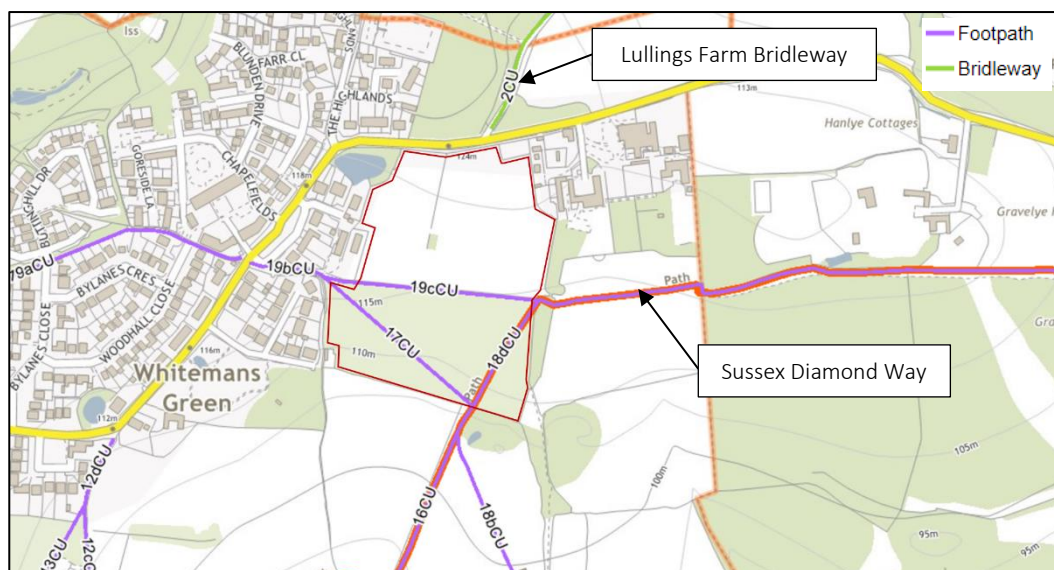


Figure 2: Public Rights of Way (PROW) in the vicinity of the site

3.12 The main Public Right of Way is the Sussex Diamond Way which runs east/west from Midhurst to Heathfield and cuts through the southeast of the proposed site area as seen in **Figure 2**. As part of the proposed development, the site will provide connectivity for residents into the existing PRoW network.

3.13 The PRoW network provides a great opportunity for the development to enhance and tie into to provide residents greater options for travelling and permeability through the proposed development site.

Cycle Network

3.14 The site is not located nearby to any National Cycle Routes but there are still a number of ways travel by bike. there is a bridleway north of the site along Lullings Farm which leads northeast and connects with the High Weald Landscape Trail c. 1.2km from the site. The bridleway can be seen in **Figure 2**.

Public Transport Provision

Bus Network

3.15 The closest bus stop to the site is the Longacre Crescent bus stop about 170m from the site which is served by the 31 bus service. However, the 62 and 271 services run from the High Street stop in the centre of Cuckfield which is only 1.1km away from the site in Cuckfield Village Centre. These services are summarised below in **Table 2**.

Service	Route	Timetable		
		Mon-Fri	Sat	Sun
Compass Travel 31	Cuckfield – Haywards Heath – Swaynes Hill – North Chailey – Newick – Maresfield - Uckfield	Every Hour 06:34 – 17:47	Every Hour 07:49 – 17:34	Not in service
Compass Travel 62	ASDA – Crawley – Balcombe – Cuckfield – Haywards Heath	Every 2 Hours 08:10 – 14:40	Not in Service	Not in Service
Metrobus 271	Brighton – Burgess Hill – Haywards Heath - Crawley	Every 2 Hours 05:58 – 22:25	Every 2 Hours 09:50 – 17:50	Every 2 Hours 10:44 – 17:18

Table 2: Bus services

3.16 The 31 service runs from Cuckfield to Uckfield from 06:34 every hour until 13:34 where it does not run a service until 17:47 where it runs one service and stops. On Saturdays, the 31 service runs from 07:49 approximately every 2 hours until 17:34 where the service finishes. The 31 service does not run on Sundays.

- 3.17 The 62 service from the High Street Bus Stop runs from 08:10 until 14:40 serving ASDA every day. Some of the services only operate on Tuesday and Thursday meaning a reduced service runs on the other weekdays.
- 3.18 The Metrobus 271 service runs every 2 hours from Cuckfield High Street with additional AM services on weekdays. On Saturdays the service just runs from 09:50 approximately every 2 hours until 17:50. The 271 service is the only service that runs on a Sunday and runs from 10:44 every 2 hours until 17:18.
- 3.19 Compass Travel buses operate accessible buses which have a low entrance step to allow for easy access onto the bus with pushchairs and wheelchairs and a ramp if further assistance is required. All Compass Travel buses have a wheelchair space suitable for a 'standard reference wheelchair' which has a maximum width of 700mm and length of 1200mm. Electric wheelchairs are suitable but some types of wheelchairs such as mobility scooter are deemed unsafe for carriage on Compass Travel vehicles.
- 3.20 All Metrobus buses are low floor with step-free entrances and equipped with ramps. Wheelchairs and some class 2 scooters are able to board Metrobus buses with scooters up to 1000mm length x 600mm wide and wheelchairs 700mm wide both with a turning circle no greater than 1200mm accepted. If a wheelchair is unable to board a bus a complementary taxi can be provided.
- 3.21 Both Compass Travel and Metrobus are taking part in the Helping Hand Scheme which is a free card for any passenger which may require extra assistance or require the driver to be made aware of something discreetly without having to verbally communicate it. In addition, assistance dogs, guide dogs and hearing dogs are permitted to travel at no extra charge on both Compass Travel and Metrobus services.

Rail Network

- 3.22 The closest train station to the site is Haywards Heath Station (HHE) located c. 3km from the site in Haywards Heath. The station is operated by Southern Rail and offers services to Bedford, Brighton, London Victoria, Cambridge, Littlehampton, Eastbourne and Ore. Services to Brighton and Cambridge run circa every 15 minutes and services to Cambridge run half hourly. Therefore, it is considered that rail travel to destinations further afield could provide a realistic opportunity for residents of the development.

- 3.23 Haywards Heath Train Station has step-free access to all platforms, accessible ticket machines, waiting rooms, wheelchairs, toilets and a sheltered, CCTV monitored cycle storage with 312 spaces.
- 3.24 Whilst the rail station is above the 2km walking distance as set out in CIHT 'Providing Journeys on Foot', it is considered suitable for cycling from the site and would take circa 13 minutes (250 m/s) to cycle from the site access. All of the aforementioned bus services in **Table 2** all stop outside of Haywards Heath Station.

Summary

- 3.25 The site is in an accessible location with a number of PRow and cycle routes within the vicinity of the site enabling access to local amenities and facilities. A bus stop is located 170m from the site and provides regular services into Cuckfield and Haywards Heath, which allows for connections to further amenities and longer journeys.

4. PROPOSED DEVELOPMENT

- 4.1 The proposed residential development comprises 50 units at land south of Hanlye Lane, Cuckfield. The proposed development's accommodation schedule is summarised in **Table 3**.

Unit Type	No. of units
Affordable Dwellings	
1-Bedroom Flats	6
2-Bedroom Flats	3
2-Bedroom Houses	3
3-Bedroom Houses	3
Open Market Dwellings	
1-Bedroom Bungalow	3
2-Bedroom Houses	3
3-Bedroom Houses	19
4-Bedroom Houses	6
5-Bedroom Houses	4
Total	50

Table 3: Accommodation Schedule

Car Parking

- 4.2 To understand the parking requirements for the site, the West Sussex Parking Calculator has been reviewed (attached as **Appendix D**) which identifies 91 allocated parking spaces should be provided on site with 38 unallocated bays, or a total of 129 car parking spaces. The proposed development will provide 91 allocated spaces with 19 unallocated visitor spaces, resulting in a total of 110 parking spaces. This is 19 spaces below the guidance.
- 4.3 Within the WSCC Guidance on Parking at New Developments (September 2020), it states that consideration could also be given to reducing the expected level of parking demand by 10% through the promotion of sustainable travel modes and choices. This would account for a reduction of 13 spaces.
- 4.4 In addition, when looking at 2011 census data for car and van availability for Mid Sussex 011 mid-layer (where the site is located) data suggests that 12.5% of households do not own a car. In terms of this 50-unit development, this would mean that 6 households would not own a car or van.
- 4.5 Therefore, based on the evidence provided and the 10% reduction in spaces allowed within WSCC Guidance on Parking at New Developments (September 2020), a total reduction of 19 spaces at the development and a total provision of 110 spaces is anticipated to be sufficient to accommodate the proposed development.

- 4.6 EV charging will be provided in line with Building Regulations.

Cycle Parking

- 4.7 The proposed development will provide 2 cycle parking spaces per house in rear garden stores or garages and one space per flat/apartment which will be provided in an internal communal cycle parking area. Cycle parking will be communal within the flats. This satisfies the cycle parking standards set by WSCC as they require 2 spaces for units with 3 bedrooms and above and only 1 space for units with 1-2 bedrooms.

Access Arrangements

- 4.8 The access to the site will take the form of a simple priority bellmouth access onto Hanlye Lane. The proposed access junction would measure 6m wide with a 10m radii and a 1:10 taper, in line with DMRB CD123, on the western radii to allow for larger vehicles to travel into the site and along Hanlye Lane without conflicting with opposing vehicles.
- 4.9 To facilitate pedestrian access, there will be a 2m footway on either side of the proposed site access which will tie into the existing pedestrian provision on Hanlye Lane.

Internal Site Layout

- 4.10 The internal layout has been designed using a 20mph design speed. The access road has a width of 6m for the initial phase of the site, which then narrows to a 4.8m wide carriageway with 2m wide footway on at least one side of the road throughout the site. The layout also provides 1.2m wide leisure routes through the site to connect with the existing Public Rights of Way network and proposed open space at the southern section of the development site. The internal road network will not be put forward for adoption by Sigma Homes.
- 4.11 The site has been designed in such a way that it gives priority to pedestrians and is a landscape led scheme, as was considered a requirement within the Mid Sussex Local Plan Policy SA23 given the location of the site within the village and the surrounding High Weald AONB. Similarly, the highway design of the scheme has been considered against guidance such as Manual for Streets (MfS) and the West Sussex County Council (WSCC) Local Design Guide.

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 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 to:

- 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 In accordance with WSCC Travel Plan policy, a review of 12-hour weekday vehicle trip rates will be demonstrated, with targets set to reduce the weekday vehicle trip rate. To obtain a 12-hour weekday trip rate the TRICS database has been used with the following parameters:

- Houses privately owned
- Trip parameter range: 19-195 units
- Survey date range: 01/01/15 – 01/03/23
- Number of weekdays (Monday-Friday): 29
- No weekend dates selected.
- 4 surveys removed from selection due to being completed during Covid-19

5.5 The TRICS data is attached as **Appendix C** which demonstrated a 12-hour weekday trip rate of 4.636 which equates to 232 vehicle trips. Further analysis of the data can be found in the accompanying TS.

5.6 It is proposed that to determine the 'actual' travel patterns surveys would be completed within 3 months of 75% occupation. This would enable a sufficient sample size whilst also providing the

opportunity to embed the residential TP before too many units are occupied. It is also proposed that this initial survey is used to determine the targets for the TP as the current baseline splits show an already sustainable split which could make achieving any targets based on that data quite difficult.

- 5.7 Once the 'actual' baseline modal splits have been established, the Travel Plan Coordinator (TPC) and WSCC Travel Plan Officer (TPO) should discuss the acceptability of the indicative modal share targets presented in **Table 4**.

Travel Plan Targets

- 5.8 This TP proposes the above targets which are in accordance with WSCC SMART principle (Specific, Measurable, Adjustable, Realistic, Time Based).
- 5.9 The targets for the site are:
"To achieve a 10% reduction on the 12-hour (07:00-19:00) weekday vehicle trip rate for the site over a 5-year period."
- 5.10 A 10% reduction in the 12-hour weekday vehicle trip rate has been set through the implementation of this Travel Plan which is to be met over a 5-year period. The proposed targets (based on the trip rates within the TA) are demonstrated within **Table 4** below.
- 5.11 These targets would be reviewed and confirmed with WSCC following completion of a Resident Survey at 50% occupation.

Mode	Vehicle Trips	Interim Target (End of Year 1)		Interim Target (End of Year 3)		End of Year 5 Target	Trips at End of TP
Vehicle Trips	232	-3%	225	-6%	218	-10%	209

Table 4: Indicative Baseline Targets

- 5.12 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 cycle parking and good pedestrian permeability 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.

Key Stages: Preliminary

- 6.3 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 (**Appendix D**). These include:
- Appoint a Travel Plan Coordinator (developer)
 - Produce Resident Welcome Pack (TPC) including:
 - A map of the local area highlighting local schools, shops, any areas of major employment, hospitals, doctor's surgeries, dentists, bus and rail stations, bus stops, and leisure facilities
 - Information about how to access the above by bus, including approximate journey times, route numbers etc and a cost comparison with car travel + parking
 - Information about how to access the above on foot or by bicycle, including approximate journey times, route information etc, and a cost comparison with car travel + parking
 - Additional Walking and cycling routes and groups in the area;
 - Information about areas served by any local rail station, including approximate journey times and a cost comparison with car travel + parking
 - Details about grocery home delivery services operated by local shops and supermarkets, including the benefits such services offer compared to private car travel, such as reduced CO2 and greater convenience.
 - Information about local bike shops offering discounts to residents living on developments where a Travel Plan is operating.
 - The West Sussex Cycle Journey planner
 - Personalised travel planning
 - Home delivery services

- Electric charging information;
- Car sharing information and benefits, along with information about West Sussex Car Sharing Scheme; and
- Details of the TPC.

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

- 6.4 It is proposed that the TP period would become fully active upon 50% occupation 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.
- 6.5 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 **Appendix D**.

Modal Measures: Walking and Cycling

- 6.6 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).
- 6.7 The accessibility review indicates that walking can be a key travel mode for residents in the area due to well-lit, wide footways and a number of facilities and amenities within reasonable proximity to the proposed development. This provides an opportunity to promote walking and cycling as valid transport options when travelling.
- 6.8 The TPC would work with walking and cycling campaigns and support local and national campaigns and events (i.e. Cycle to Work Day, Walk to School Week, Cycle September, National Bike Week, International Walk to School Month 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.
- 6.9 Cycle Voucher: Residents will be provided with the opportunity to receive a FREE sustainable travel voucher (one per household) to the value of £150, which could be used for a local cycle retailer, towards cycle training with WSCC (or towards public transport). This will help to promote cycling for residents as it will give a financial incentive towards purchasing a bike/equipment or servicing/repair

costs. The TPC will also promote any discounted cycle accessories or events in the local area to help encourage people to take up cycling.

Modal Measures: Public Transport

- 6.10 The local bus routes stops and proximity to Haywards Heath Station offer an opportunity to promote sustainable travel via public transport. The closest bus stop is 170m west of the site with Haywards Heath Station being 2.2km southeast of the site and accessible via all the local bus services.
- 6.11 The attractiveness of the bus services, particularly those from Longacre Crescent would be supported and promoted through tailored promotions.
- 6.12 Maximising resident 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.
- 6.13 The TPC will promote rail services from Haywards Heath station as well as the potential link-trip afforded by the 31 bus service which operates between the Perrymount Road (which is adjacent to the station) and Longacre Crescent.
- 6.14 Travel Vouchers: Residents will be provided with the opportunity to receive a FREE sustainable travel voucher (one per household) to the value of £150 which could be used towards bus travel or a rail season ticket (or a cycle voucher). This will help incentivise the use of the local bus and rail services.
- 6.15 In addition, the TPC would liaise with Metrobus to see if they are able to provide welcome packs for people moving in, with bespoke travel info and a free trial smartcard.

Modal Measures: Car Sharing

- 6.16 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.
- 6.17 Liftshare is a well-established scheme and would be promoted to residents through newsletters and welcome packs, 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

- 6.18 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.
- 6.19 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.
- 6.20 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.
- 6.21 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.

Modal Measures: Home/ Remote Working and Other Modes

- 6.22 Following the COVID-19 pandemic working from home and utilising technology to enable remote working in public locations such as cafes, and teleconferencing, have become a feature for many people's routines.
- 6.23 The TPC would continue to remind residents of the benefits of this type of work, particularly now that many individuals are spending at least one day a week at home, rather than in the office.
- 6.24 Should monitoring exercises and communication with residents identify a strong interest in other travel modes (such as motorcycle/taxi), measures (and associated targets) will be explored by the TPC through dialogue with the relevant groups/individuals such as operators and the WSCC Travel Plan Officer.

Personalised Travel Planning

- 6.25 Upon moving into their new home, all 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

- 6.26 To ensure the ongoing promotion of the Travel Plan to residents, over its lifetime a number of marketing and communication elements would be implemented.
- 6.27 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.
- 6.28 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

- 6.29 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

- 6.30 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.

7. IMPLEMENTATION AND MONITORING

Implementation

- 7.1 The Travel Plan would be secured through a Section 106 agreement, which would confirm the proposed measures as well as any monitoring costs, required by WSCC.
- 7.2 As a full Travel Plan has been provided, the applicant is required to pay a Travel Plan monitoring fee of £3,500 (fee to be secured via S106 and paid prior to occupation).

Travel Plan Coordinator

- 7.3 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 50% occupation.
- 7.4 The TPC role and contact details will be finalised with WSCC prior to occupation of the first dwelling (and before the first dwelling is on sale) 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.
- 7.5 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:
 - Co-ordinating the monitoring and evaluation programme for the TP including organisation of surveys (TRICS SAM and resident surveys); and
 - Annual monitoring report (reporting the sites progress towards the sites 10% reduction in vehicle trips).

Surveys and Feedback

- 7.6 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 beyond the TP's active period: and
- The successful delivery of the TP in co-ordination with other local developments and communities.

Monitoring

- 7.7 This TP's approach to monitoring acknowledges the above requirements and is based on our experience of being TPC's on a number of sites within West Sussex.
- 7.8 The resultant monitoring structure for the TP is therefore set out within **Table 5** 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 (50% occupation)	TRICS SAM	Resident Questionnaire	TRICS SAM	Resident Questionnaire	TRICS SAM

Table 5: Monitoring Strategy

- 7.9 A resident questionnaire is proposed to be undertaken within 3 months of the occupation of the 27thth dwelling, and at the end of Years 2, 4. It is proposed that the survey will be posted to residents however it will be available electronically to increase response rates.
- 7.10 In line with WSCC guidance and highways comments, a TRICS SAM survey will be undertaken to monitor development site and would be completed the end of Years 1, 3 and 5. By the end of year 1, a large proportion of the development will be occupied and by year 5 the site will be fully occupied. The developer/Travel Plan Coordinator will commission these directly with the TRICS organisation and the requirement will be secured through a Section 106 agreement.
- 7.11 The results of the survey will be available for residents to view on the development's dedicated Travel Plan website and also included within newsletters, when appropriate.
- 7.12 An annual monitoring/progress report will be produced and submitted to WSCC within 3 months of surveys taking place. This report will outline how the TP has been implemented for the year, along with a presentation of any survey results, analysis of the responses and information of measures implemented. The report will then conclude with an outline of the future monitoring strategy and a confirmation of targets and revisions where necessary/applicable.

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.

Enforcement

- 7.16 The Travel Plan should include provision for enforcement action that would be taken in the event that the 5-year target is not met. If the target is not met, a second round of travel vouchers to be offered to each dwelling should the trip rate reduction target not be achieved by year 5 to further encourage the uptake of sustainable travel.

Community Embedding and Handover

- 7.17 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.
- 7.18 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.