

**PROPOSED RE-DEVELOPMENT OF SHOPPING CENTRE
THE MARTLETS SHOPPING CENTRE, BURGESS HILL**

NewRiver Retail Ltd
Non-Residential Framework Travel Plan

May 2025

Proposed Re-Development of Shopping Centre – Section 73 Application
The Martlets Shopping Centre, Burgess Hill

Non-Residential Framework Travel Plan

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1.0 INTRODUCTION

1.1 Background

- 1.1.1 Connect Consultants Limited is a firm of transport planning and highway design consultants that have been instructed by NewRiver REIT Ltd to prepare a Non-Residential Framework Travel Plan (Non-Residential FTP) in support of proposals for a mixed used development, including retail, leisure and residential, on the site of 'The Martlets' Shopping Centre in Burgess Hill Town Centre.
- 1.1.2 This report has been prepared as a Framework Travel Plan (FTP) for review by West Sussex County Council and will form a template for the production of Travel Plans for the sites non-residential units (including the discount foodstore, cinema and hotel) that employ more than 100 people.
- 1.1.3 A separate FTP has been prepared for the proposed residential flats on the site.

1.2 Site Location

- 1.2.1 The proposal site is 'The Martlets' Shopping Centre in Burgess Hill Town Centre, West Sussex.
- 1.2.2 The proposal site is bound to the north by Church Walk and the Burgess Hill Town Council offices, to the east by Church Walk and the remainder of Burgess Hill Town Centre, to the south by the Waitrose Car Park and to the west by Civic Way.
- 1.2.3 The site is located within Burgess Hill Town Centre, as identified in Map 4 of the 'Burgess Hill Neighbourhood Plan 2015-2031'. As with the previous permitted application, the proposals intend to redevelop the town centre into a mixed-use site, including retail units, residential units and leisure units.
- 1.2.4 Figure 1 below shows the site in the context of the local area.

Figure 1 – Site in Local Context



Source: Google Earth N.B. All Areas and Locations approximate.

1.3 Planning Background

- 1.3.1 The site benefits from extant planning permission for a similar mixed-use development on the site (planning reference: DM/19/3331), including many of the same land uses as the proposed development.
- 1.3.2 Connect produced the original Residential and Retail FTPs for the extant permitted development, both of which are dated August 2019.
- 1.3.3 The Residential and Retail FTPs for the proposed development are based on the 2019 FTPs.

1.4 Development Proposals

- 1.4.1 The proposed development is shown on plans provided at Appendix 1.
- 1.4.2 The proposals are for alterations to permission DM/19/3331 (and subsequent minor amendments) to be submitted by Section 73 application.
- 1.4.3 A brief description of the changes (when compared to DM/19/3331) are set out below.
- 1.4.4 The proposals retain the 172 residential apartments, increase the number of hotel bedrooms from 89 to 102, remove the 1,338 sq.m of office space, reduce the retail / café / restaurant space by 3,816 sq.m and reduce the leisure space by 8,374 sq.m when compared to permission DM/19/3331.
- 1.4.5 The number of commercial spaces proposed in the Civic Way car park is 169 (2 more than previously permitted).
- 1.4.6 The access proposals including highway works where shown on Drawing 14091 – 012 – H 'Proposed Highways Layout' within the May 2025TA. A summary of the highway works is provided below: -
 - Alterations to the Waitrose 'left-out' car park egress to provide an all-movements raised table access.
 - Retention of the Waitrose ingress from Station Road. This was included in permission DM/19/3331.
 - Residential traffic will utilise the improved Civic Way / Martlets MSCP Exit junction which will be an all-movement raised table access junction. This was included in permission DM/19/3331.
 - The bus stop on the north side of Civic Way is to be retained as existing, with the bus stop relocated to accommodate the proposed pedestrian paths along the north side of Civic Way. Real time information will be provided at the stop. This was included in permission DM/19/3331.
 - A walkway is to be provided near to the relocated bus stop, leading into the centre of the proposed development. This was included in the permission DM/19/3331.
 - A 3.5m footway is provided on the east side of Civic Way to tie into the Station Road improvements designed by AECOM.
 - Removal of redundant multistorey access junction to the east of Civic Way. This was included in the permission DM/19/3331.
 - The addition of a 40m taxi bay on the east side of Civic Way. This was included in the previous permission. This was included in the permission DM/19/3331.

- The addition of a 12m Loading Only lay-by on the east side of Civic Way. This was included in the previous permission, but is 2m larger in size.
- New tactile paving and an updated refuse island to south of Civic Way / Lower Church Road roundabout.
- Inclusion of a public realm square.
- Inclusion of two car club spaces and vehicles.
- Inclusion of passive and active vehicle charging.
- Inclusion of approximately 75 additional cycle parking spaces as part of the development including Sheffield stands and a cycle hub. The cycle hub will include covered cycle storage, electric bike charging and a cycle repair facility.

1.5 Travel Plan Background

- 1.5.1 Travel Plans are strategies for managing multimodal access to a site or development that focus on maximising the potential for travel by sustainable modes of transport. They set out the objectives of the Plan, a range of measures to be implemented to achieve the objectives, and the means by which the success of the Plan will be monitored.
- 1.5.2 The results of research presented within the document entitled 'Making Travel Plans Work'¹ showed that, with the availability and promotion of alternatives, car use for commuting can be reduced by over 50%. However, this level of reduction was exceptional and the typical reduction in commuter car journeys being made as a car driver was 15%².
- 1.5.3 Research undertaken in 2004³, commissioned by the Department for Transport, which examined the effectiveness of the Travel Plans of 26 organisations (local and national government departments, hospitals, universities and private companies) drew a very similar conclusion of an average 17.8% reduction in traffic. Additional benefits of travel plans were found to be as follows:-
- Increases in walking and cycling, with associated health gains;
 - Improved social inclusion;
 - Better conditions for employees;
 - Improved staff recruitment and retention;
 - The opportunity to contribute to environmental management standards such as ISO 14001;
 - Good PR for businesses;
 - Financial savings;
 - Increases in bus use and associated ticket revenue;
 - Better estate management;
 - Less noise, congestion and pollution, and better conditions for freight distribution associated with reductions in car use; and

¹ Making Travel Plans Work: Lessons From UK Case Studies, Department for Transport, July 2002

² The Essential Guide to Travel Planning, Department for Transport, March 2008

³ Smarter Choices – Changing the Way we Travel, Cairns et al, 2004

- Better security and less fear of crime from better car parking management.

1.6 References

1.6.1 This Framework Travel Plan has been prepared by reference to the following documents:-

- 'The Essential Guide to Travel Planning', Ian Taylor, The Department of Transport, March 2008.
- 'Making Residential Travel Plans Work: Guidelines for New Development', Department for Transport, June 2007.
- 'A Guide on Travel Plans for Developers', Transport Energy, September 2006.
- 'West Sussex County Council Development Travel Plan Policy', West Sussex County Council.

1.6.2 This FTP has been prepared with due regard to the Government's National Planning Practice Guidance note 'Travel Plans, Transport Assessments, and Statements in Decision-Taking'. The guidance note provides advice on when travel plans, transport assessment and transport statements are required and what they should contain.

1.6.3 Under the heading 'What are Travel Plans?' the guidance indicates the following:

"Travel Plans are long-term management strategies for integrating proposals for sustainable travel into the planning process. They are based on evidence of the anticipated transport impacts of development and set measures to promote and encourage sustainable travel (such as promoting walking and cycling). They should not, however, be used as an excuse for unfairly penalising drivers and cutting provision for cars in a way that is unsustainable and could have negative impacts on the surrounding streets."

1.6.4 Under the heading 'How do Travel Plans, Transport Assessment and Statements relate to each other?' the guidance goes on to say the following:

"The primary purpose of a Travel Plan is to identify opportunities for the effective promotion and delivery of sustainable transport initiatives e.g. walking, cycling, public transport and tele-commuting, in connection with both proposed and existing developments and through this to thereby reduce the demand for travel by less sustainable modes. As noted above, though, they should not be used as way of unfairly penalising drivers."

1.7 BREEAM Assessment

1.7.1 BREEAM or Building Research Establishment Environmental Assessment Method is an industry standard sustainability assessment method. Launched in 1990, by the Building Research Establishment it sets standards for the environmental performance of buildings through the design, specification, construction and operation phases and can be applied to new developments or refurbishment schemes.

- 1.7.2 The BREEAM Assessment utilises a system of credit scoring to determine the level of sustainability and environmental impact of a development. Credits are collated from a set of environmental sections and issues outlined in the 'BREEAM UK New Construction Version 6.1 Technical Manual - SD5079' to give an overall BREEAM rating. These sections and issues include Management, Health & Wellbeing, Energy, Transport, Water, Materials, Waste, Land Use Ecology, Pollution and Innovation.
- 1.7.3 The 'Tra 01 Transport Assessment and Travel Plan' section of 'BREEAM UK New Construction Version 6.1 Technical Manual - SD5079' outlines a set of values that aim to raise awareness of the existing local transport network and amenities, and identify ways to improve transport sustainability.
- 1.7.4 A maximum of two credits are awarded if development proposals include a Transport Assessment or Statement and an associated Travel Plan during the feasibility or design stages.
- 1.7.5 Both a Transport Assessment and Travel Plan have been produced for the proposed development, thereby earning two credits for Tra 01. They have been produced in accordance with the following BREEAM guidance set out in the 'BREEAM UK New Construction Version 6.1 Technical Manual - SD5079': -

"No later than Concept Design stage, undertake a site-specific transport assessment (or develop a travel statement) and draft travel plan, which can demonstrably be used to influence the site layout and built form;

The site-specific travel assessment (or statement) shall cover as a minimum:

a If relevant, travel patterns and attitudes of existing building or site users towards cycling, walking and public transport, to identify relevant constraints and opportunities.

b Predicted travel patterns and transport impact of future building or site users.

c Current local environment for pedestrians and cyclists, accounting for any age-related requirements of occupants and visitors.

d Reporting of the number and type of existing accessible amenities within 500m of the site.

e Disabled access accounting for varying levels and types of disability, including visual impairment.

f Calculation of the existing public transport Accessibility Index (AI).

g Current facilities for cyclists.

Following a transport assessment (in accordance with the requirements set out in criteria 2), develop a site-specific travel plan that provides a long-term management strategy which encourages more sustainable travel. The travel plan includes measures to increase or improve more sustainable modes of transport and movement of people and goods during the building's operation.

If the occupier is known, involve them in the development of the travel plan.

Demonstrate that the travel plan will be implemented and supported by the building's management in operation."

1.8 Proposed Development Vision

- 1.8.1 In line with paragraph 109 of the NPPF, the vision of the proposed development is to provide a mixed-use development that has safe and suitable access by sustainable travel modes, and encourages their use, with an emphasis on travel by foot to retail units, and by all non-car modes to the residential units.
- 1.8.2 Car club spaces, electric bike and car chargers will also be provided. Also, that the development provides safe and suitable access by vehicular modes, to achieve reduced travel distances, and also encourage the use of electric vehicles. Furthermore, that the development does not unacceptably impact on the operation of the surrounding road network.

1.9 Status

- 1.9.1 This report has been prepared as a framework Travel Plan. The framework Travel Plan gives an indication of the content of the Full Travel Plan, which will be prepared individually for each unit once the necessary staff surveys have been completed.
- 1.9.2 A staff travel survey will be conducted within six months of occupation of each unit that employs more than 20 members of staff. A period of three months will then be allowed to analyse the survey results and prepare the Full Travel Plan. A copy of the Full Travel Plan will be submitted to West Sussex County Council.

1.10 Objectives

- 1.10.1 This Non-Residential Framework Travel Plan is a strategy for reducing the dependence of employees on travel by the private car. The primary objectives of the strategy are to help and encourage employees to achieve the following: -
- Increase the use of sustainable transport modes of transport, e.g. walking and cycling.
 - Increase the use of public transport.
 - Reduce trips by car, particularly single-occupancy, single-purpose car trips.
- 1.10.2 Secondary objectives are to achieve the following:-
- Minimise the associated impact of traffic by the development through minimising noise and pollution.
 - Create a pleasant environment and maximise road safety within the development by minimising the intrusion of cars.
 - Reduce the cost of travel to employees by promoting alternatives that are both cheaper and more environmentally friendly.
- 1.10.3 The adoption of the Plan will also help the development project a more environmentally friendly image to future residents, occupiers, staff and the local community. Therefore, it will be beneficial for the operators to fully support the adoption of the Travel Plan at the site.

1.11 Implementation

- 1.11.1 The staff that begin working at the proposed non-residential elements will likely be undergoing significant changes to their travel patterns, making it an ideal opportunity for them to review their travel arrangements. Logically, it is more difficult to change travel behaviour once regular travel patterns have been established, hence it is important that as many as possible, if not all, of the Travel Plan measures are in place as early as possible.
- 1.11.2 This Travel Plan will have a five-year lifetime from full occupation of the non-residential units that employ above 20 members of staff.

1.12 Travel Plan Structure

- 1.12.1 This FTP is divided into five further sections. The purpose and content of each section is highlighted below:-
- **Section 2** – describes the site location, local facilities and provides a review of the local transport facilities.
 - **Section 3** – details the administration of the travel plan.
 - **Section 4** – describes the Travel Plan measures.
 - **Section 5** – described how the Travel Plan will be monitored and reviewed.
 - **Section 6** – sets out the Action Plan for implementing the Travel Plan.

2.0 TRANSPORT CONTEXT

2.1 Introduction

- 2.1.1 This section of the report provides details of the transport context for the site, focusing on the accessibility of the site by non-car modes of transport and the existing transport infrastructure.

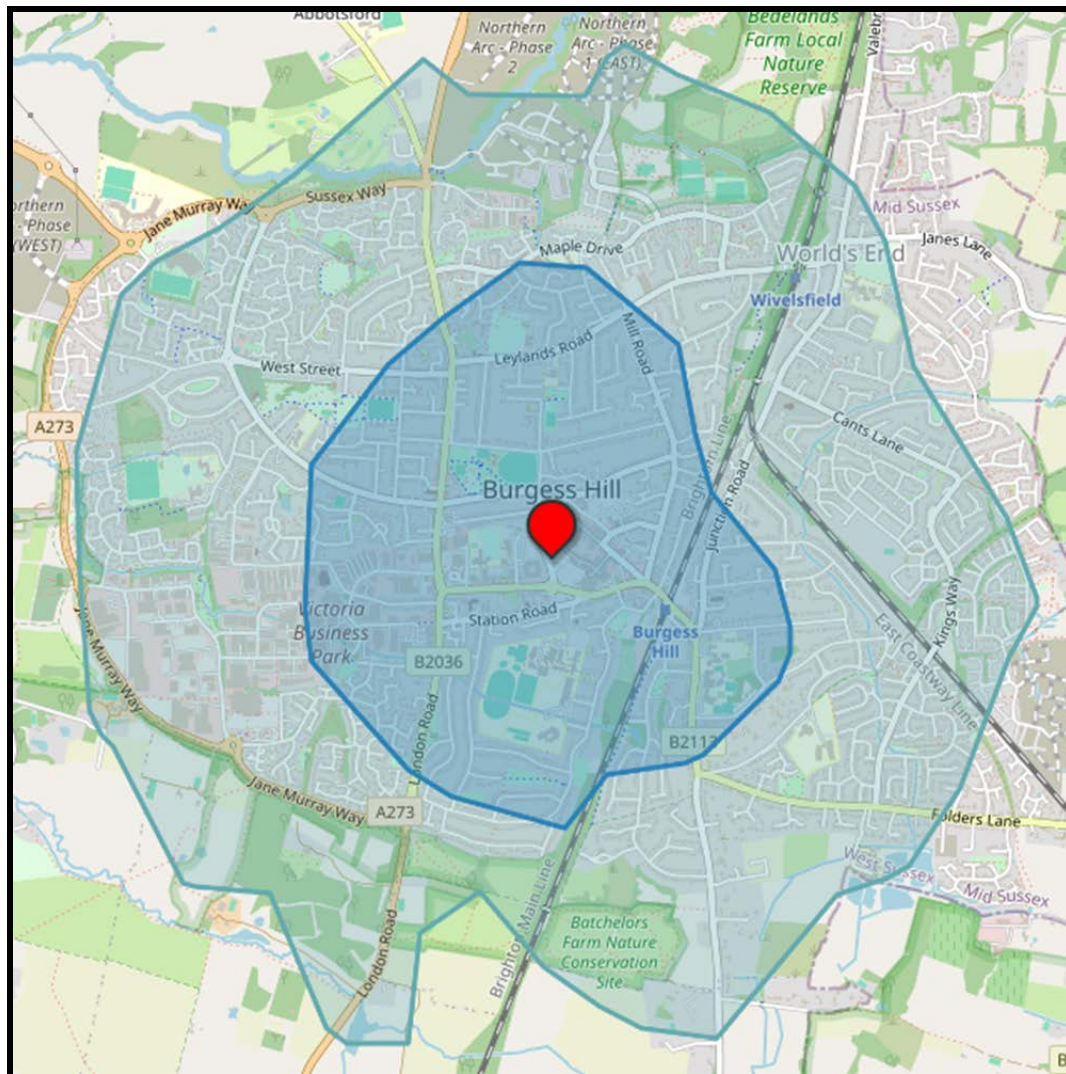
2.2 Pedestrian Access

- 2.2.1 The CIHT document 'Planning for Walking' (April 2019) reiterates the advice presented in 'Manual for Streets', Section 6.4 of 'Planning for Walking' states the following:

"Walking neighbourhoods are typically characterised as having a range of facilities within 10 minutes' walking distance (around 800 metres). 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."

- 2.2.2 Furthermore, 'Planning for Walking' indicates that approximately 80% of journeys shorter than 1 mile (1.6km) are made wholly on foot.
- 2.2.3 Table 3.2 of The Institute of Highways and Transportation (IHT) guidance document titled 'Providing for Journeys on Foot' identifies a maximum walk distance of 2.0km for commuter, school and sightseeing walk trips, 800m for town centre walk trips and 1.2km for trips elsewhere.
- 2.2.4 The actual distance that people will be prepared to walk will vary depending on the trip purpose and other factors such as the presence of road crossings, terrain, and the attractiveness of the environment. For retail trips, the likely maximum walk distance is 800m due to the fact that shoppers will be carrying bags on their return journey, while for work-based / commuting trips, people are likely to be prepared to walk further.
- 2.2.5 Based on walking distances of 800m and 2km, the indicative walking catchments of the Site are shown at Figure 1 below. These have been shown as 1km and 2km isochrones.

Figure 1 – Indicative 1km and 2km Walk Catchments



Source: Open Route Service.

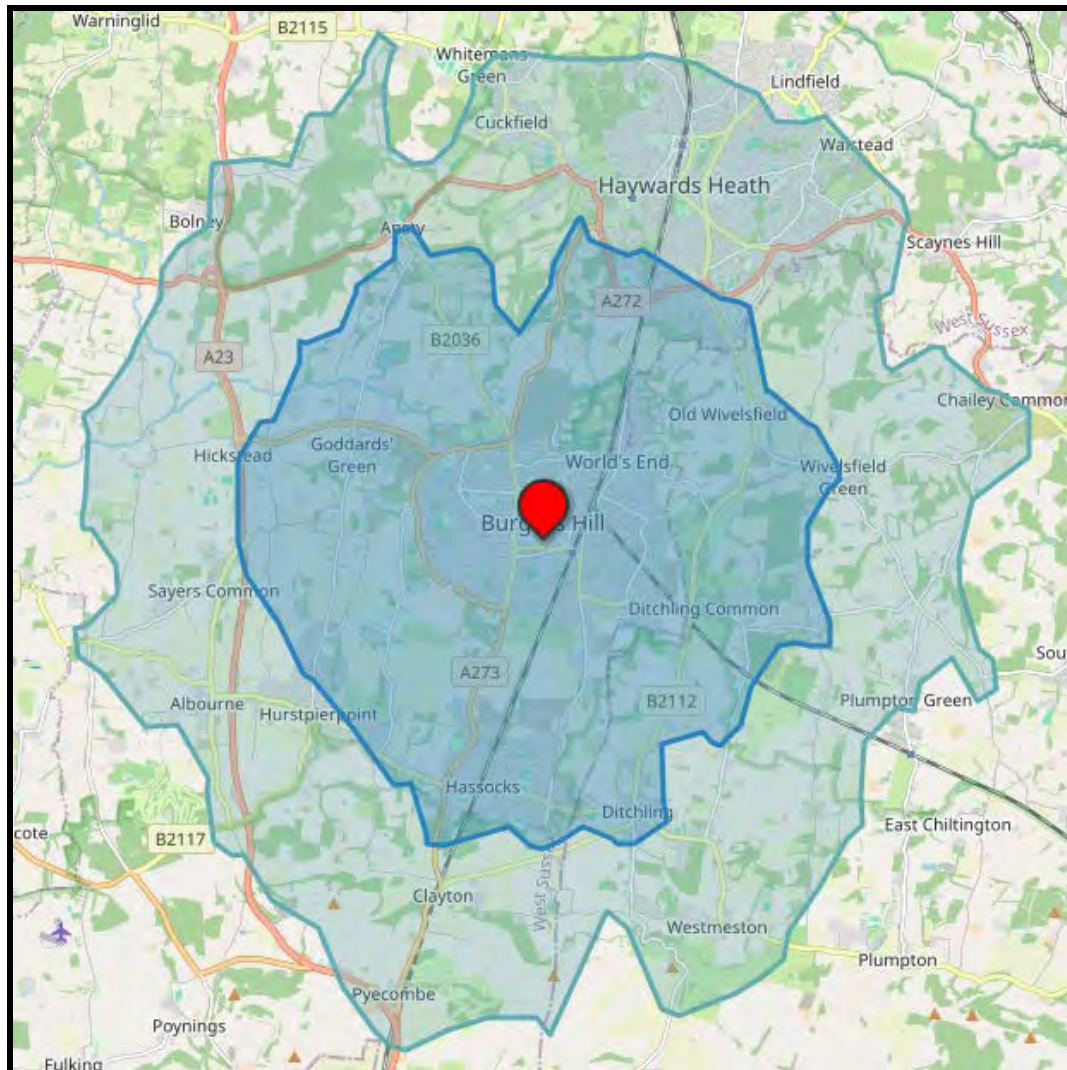
- 2.2.6 In relation to the proposed development, the walk catchments indicate that there are a significant number of residences within the 1km customer walk catchment area and a substantial staff and leisure pool residing within the 2km walk catchment.
- 2.2.7 For the proposed residences, the entirety of Burgess Hill Town Centre is within walk distance of the site, which includes potential employment, leisure facilities, pharmacies, retail, as well as all of the facilities proposed as part of the development, including the gym and cinema.
- 2.2.8 Church Walk to the immediate north of the Martlets is pedestrianised and provides an attractive environment for walking.
- 2.2.9 To the immediate south of the Martlets, there is a signalised pedestrian crossing on Civic Way and to the immediate north a signalised pedestrian crossing on Church Road.

- 2.2.10 Approximately 100m to the southeast of the Martlets there is a signalised pedestrian crossing on B2113 Station Road and approximately 150m to the south a signalised pedestrian crossing on B2113 Queen Elizabeth Avenue.
- 2.2.11 The footways are street-lit, and there are dropped-kerbs with tactile paving at crossings, thereby appropriately providing for age-related requirements of residents, occupants and visitors on foot.
- 2.2.12 In light of the local pedestrian facilities, the Martlets is well connected to the local pedestrian network with opportunities for employees and customers to make trips by foot.

2.3 Cycle Access

- 2.3.1 The 2023 National Travel Survey table NTS0303 identifies average journey lengths by cycle in England of c.4.8km. The CIHT document titled 'Planning for Cycling' (October 2014) indicates that 80% of cycling trips are up to five miles (8km) and 40% are less than two miles (3.2km). This suggests that cycling can offer an alternative to car travel particularly for trips of less than 8km.
- 2.3.2 For the purposes of this assessment, it has been assumed that cycling has the potential to replace short car trips, particularly for journeys of less than 5km in length. Small quantities of shopping can be carried on a cycle rack without impediment and cycling is therefore a viable mode of transport, particularly for staff and customers making 'top-up' shopping trips.
- 2.3.3 Indicative cycle catchments are shown at Figure 2 below, being a 5km catchment (representing the 4.8km NTS average cycling distance) and an 8km catchment (being the distance of 80% of cycle trips).

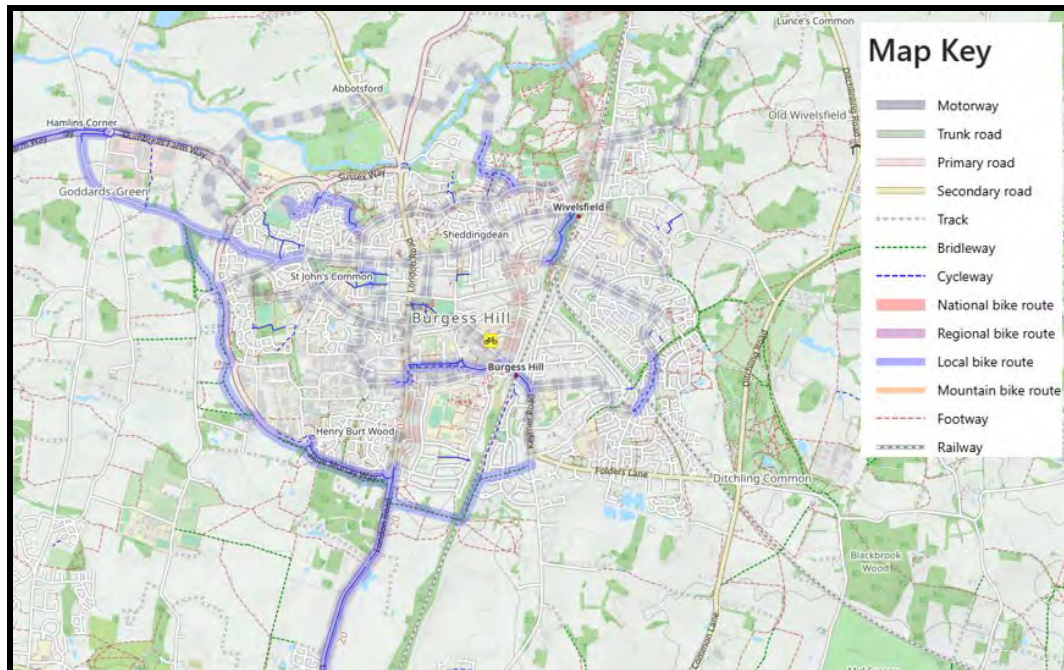
Figure 2 – Cycle Catchment Area



Source: Open Route Service

- 2.3.4 The 5km cycle catchment includes the entirety of Burgess Hill with the 8km catchment including other peripheral towns and communities including Haywards Heath. This includes a significant local population within cycle distance of the site, and for the proposed residences an abundance of facilities.
- 2.3.5 The OpenStreetMap cycle map below shows local cycle routes in the area.
- 2.3.6 Station Road to the south of The Martlets includes footway / cycleways on both sides of the road connecting the site to the local cycle network.
- 2.3.7 The local roads and cycleways are street-lit, and there are dropped-kerbs with tactile paving at crossings, thereby appropriately providing for age-related requirements of occupants and visitors travelling by cycle.

Figure 3 – Cycle Map



Source: OpensStreetMap

- 2.3.8 Considering, the local catchment, that the roads local to the sites are urban in character, and that the local topography is generally gentle, cycling provides the opportunity to travel to/from the site by a sustainable mode of transport.

2.4 Bus Access

- 2.4.1 The publication 'Planning for Public Transport in Developments' produced by the Institution of Highways and Transportation (IHT) specifies that new developments should be located within 400m of the nearest bus stop.
- 2.4.2 The existing bus stops that are located within the recommended 400m walk catchment include the 'Civic Way' bus stop, the 'St Johns Park' bus stop, the 'Church Road' stops, the 'Queen Elizabeth Avenue' bus stops and the 'Railway Station' bus stops.
- 2.4.3 Figure 4 below shows the location and distances of the above bus stops in relation to the proposed development, as well as indicative walk routes to / from the bus stops.

Figure 4 – Bus Stop Locations and Distances



Source: Google Earth. N.B. All Areas, Locations and Distances Approximate.

- 2.4.4 The above stops are served by a number of different services including the 35A, 100, 168, 270, 271, 272 at frequencies of up to every 60 minutes. These services provide connections to Burgess Hill, Brighton, Pulborough and the Royal Sussex County Hospital.
- 2.4.5 The operating times of the services cater for peak period commuter travel as well as retail, leisure and other trip types. The services therefore provide a genuine alternative to the private car and should assist in encouraging modal shift away from the private car. Given the location of existing bus stops and the availability of bus services near the site, the site is in a sustainable location.
- 2.4.6 Having regard to the proximity of the bus stops, the frequency of buses and the areas that the existing local buses serve, the site has good accessibility by bus.

2.5 Rail Access

- 2.5.1 The guidance contained within the IHT's publication titled 'Planning for Public Transport in Developments' identifies that railway stations have an 800m walk catchment.
- 2.5.2 The site is located approximately 600m walk distance northwest of Burgess Hill Rail Station.
- 2.5.3 Rail services connect Burgess Hill with the national rail network linking to major settlements including London and Brighton along with key transport nodes such as ports and airports. Locally, rail services connect Burgess Hill to settlements including Haywards Heath, Crawley and Lewes.
- 2.5.4 Wivelsfield Rail Station is also located within Burgess Hill, approximately 1.2km from the proposed development. Wivelsfield Rail Station provides additional hourly services to and from Eastbourne to the south east of Burgess Hill.

2.5.5 The potential also exists for future customers and staff to travel to Burgess Hill Town Centre by rail.

2.6 Highways Access

2.6.1 The site lies within Burgess Hill Town Centre, and can be accessed via Civic Way to the north, by the B2113 Queen Elizabeth Avenue to the west or by the B2113 Station Road to the east.

2.6.2 Further to the west, the B2113 Queen Elizabeth Avenue connects to the B2036 which provides a key north/south route through the western part of Burgess Hill. Further to the east, the B2113 Station Road connects to the B2113 Keymer Road and Junction Road. The B2113 Keymer Road and Junction Road perform a similar function to that of the B2036, but for the eastern part of Burgess Hill.

2.6.3 The A23 is located approximately 6km west of Burgess Hill, providing a link south into Brighton and north into Crawley, as well as to other Strategic Road Network (SRN) roads, such as the M23 and M25.

2.7 Accessible Amenities within 500m

2.7.1 The proposal site is surrounded by a range of amenities that are accessible via safe pedestrian routes, which includes footways / cycleways and crossing facilities.

2.7.2 This assessment is based on Table 7.6 of the 'BREEAM UK New Construction Version 6.1 Technical Manual - SD5079', which lists the key amenities applicable to this type of development (which is classified as a BREEAM BG1 and BG5 building type).

2.7.3 Table 1 lists the distances to the closest accessible amenities within 500m of the site; Figure 5, below, shows the locations of these amenities.

Table 1 – Accessible Amenities within 500m

Amenity	Location	Distance
Appropriate food outlet (i.e. groceries, convenience)	Waitrose and the proposed food store	On Proposal Site and Adjacent to Proposal Site
Access to cash	Santander ATM	Adjacent to Proposal Site
Access to an outdoor open space (public or private, suitably sized and accessible to building users)	Proposed Public Realm Square	On Proposal Site
	St Johns Park	400m
Access to a recreation or leisure facility for fitness or sports	Proposed Gym and Leisure Facilities	On Proposal Site
	Pure Gym	500m
Publicly available postal facility	Burgess Hill Post Office	Adjacent to Proposal Site
Community facility	Burgess Hill Guide Hall	180m
Over the counter services associated	Boots Pharmacy	Adjacent to Proposal

with a pharmacy		Site
Public sector GP surgery or general medical centre	The Brow Medical Centre	210m
Childcare facility or school	St Wilfrids Nursery Unit	200m

Figure 5 – Accessible Amenities within 500m



Image source: Google Map

2.8 Disabled Access

- 2.8.1 The pedestrian route along the site's Civic Way frontage is street-lit, and there are dropped-kerbs with tactile paving at crossings, thereby providing measures to facilitate access by disabled users.
- 2.8.2 Given the nature of this development, the site has been designed to allow mobility and independence by all users with varying levels and types of disability.

2.9 Public Transport Accessibility Index (AI)

2.9.1 As part of the BREEAM assessment, it is necessary to also calculate the Accessibility Index (AI) of the development site. The AI functions as an indicator for the accessibility and density of the public transport network relevant to the development site.

2.9.2 The AI is described in the 'SD5078: BREEAM UK New Construction 2018' Technical Manual as follows: -

"The index is influenced by the proximity and diversity of the public transport network and the frequency of services at the accessible nodes. The greater the number of compliant nodes, services and their proximity to the building, the higher the AI."

2.9.3 Information on the local public transport network, as detailed above, is inputted into the BREEAM Accessibility Index tool to provide a value of accessibility.

2.9.4 For the proposal site, a score of 8.23 has been calculated.

2.10 Access to Facilities

2.10.1 The Department for Transport (DfT) publishes annual estimates of travel times from where people live to key local services including primary schools, secondary schools, GPs, hospitals, food stores, town centres and employment centres. These are known as the Journey Time Statistics (JTS) series, the latest set were recorded in 2019 (published in November 2021).

2.10.2 The statistics are published at national, regional, local authority and small area (Lower Super Output Area) level, for the seven key local services listed above, and for the following three modes of transport; public transport / walking, cycle and car.

2.10.3 The 2019 JTS "cycle time" has been converted to distance using the assumption that average cycle speed is 16 km/h. This is the most common cycle speed input to the program used when calculating the JTS.

2.10.4 The accessibility distance has been calculated by multiplying the average minimum cycle time (in minutes) presented at Table JTS0101 by 16 (km) and dividing by 60 minutes (1 hour) to give the average distance.

Access to Employment

2.10.5 The 2019 JTS average distance to the nearest employment centre (providing 100-499 jobs) is 2.3 km, based on Table JTS0101.

2.10.6 In addition to the employment opportunities within the proposed development itself and the remainder of Burgess Hill Town Centre, the key employment destinations close to the site include the following:

- Victoria Industrial Estate – 600m walk distance west of the proposal site.
- Marchants Way Business Estate – 1.9km walk distance north of the proposal site.
- Ditchling Common Industrial Estate – 3.5km walk distance east of the proposal site.

2.10.7 Two of the above lie below the JTS average distance, implying that future residents will benefit from being closer to their nearest employment centre than the national average. Note: It is unknown how many staff the above employment destinations employ.

Access to Education

2.10.8 The statutory maximum walking distance for primary school pupils is two miles (3.2km); for secondary school pupils, the distance is 3 miles (4.8km). Data from the National Travel Survey¹ shows that the proportion of primary pupils walking to school decreases sharply for trip lengths in excess of one mile (1.6km). Table 2 contains a summary of National Travel Survey (NTS) Table 0614, *"trips to school by main mode, trip length and age"*

Table 2 – NTS 0614 Summary

Age Group	Mode / Distance	<1 mile (%)	1-2 mile (%)	2-5 miles (%)	5+ miles (%)
5-10 years	Walk	78	26	-	0
	Bicycle	2	1	-	0
	Car/van	20	65	80	84
	Bus	0	6	18	13
	Other	0	1	1	3
11-16 years	Walk	87	57	8	-
	Bicycle	3	5	2	0
	Car/van	8	26	42	22
	Bus	2	11	44	62
	Other	-	1	5	16

2.10.9 The JTS average distance to the nearest primary school is 2.3km, and for the nearest secondary school, the JTS average distance is 3.7km.

2.10.10 The closest primary school to the proposal site is St. Wilfrid's Catholic Primary School, located approximately 550m walk distance from the site. Similarly, the London Meed C.P. is approximately 1km walk distance from the site.

2.10.11 The closest primary school is therefore within the JTS average distance and maximum walking distance for children of primary school age. 80% of trips to schools of less than one-mile walk-distance by 5-10-year olds are made by non-car modes.

2.10.12 The closest secondary school is the Burgess Hill Academy, approximately 500m walk distance from the proposal site. The closest secondary school is therefore under the JTS average walk distance for secondary schools. 92% percent of school journeys less than one mile undertaken by 11-16-year olds are made by non-car modes.

2.10.13 Overall, the closest primary and secondary schools to the site are located under the JTS average distances, meaning future residents of the proposal site will benefit from above average access to local education facilities. The schools are also within the distances where 80% of trips to school by 5-10 year olds and 92% of trips to school by 11-16 year olds are made by non-car modes.

Access to Other Facilities

- 2.10.14 The 2019 JTS average distance to the nearest town centre is 4.6km. The site itself forms part of Burgess Hill Town Centre.
- 2.10.15 The 2019 JTS average distance to the nearest food store is 2.3km. A Waitrose food superstore forms a significant part of Burgess Hill Town Centre, and is therefore within close proximity of the proposal site. A food store is proposed as part of the proposals.
- 2.10.16 The 2019 JTS average distance to the nearest GP surgery is 3.0km. The Burgess Hill Clinic and The Brow Medical Centre are located 290m walk distance from the proposal site.
- 2.10.17 The 2019 JTS average distance to the nearest hospital is 10.0km. The Princess Royal Hospital is located in Haywards Heath and is approximately 7km north of the proposal site.
- 2.10.18 Additionally, 'The Triangle' leisure centre is located approximately 3km from the proposal site, while Burgess Hill Town Football Club is located approximately 2km from the proposal site. Although JTS does not include leisure, NTS Table 405 indicates that the average distance travelled for the purpose "*sport: participate*" was 9.8km in 2019. A gym and leisure facilities are included in the proposals.
- 2.10.19 All of the above facilities are located under the JTS average distance, meaning that future residents will benefit from being closer to a range of opportunities than the national average.

2.11 Initial Travel Patterns

- 2.11.1 In order to establish the initial travel patterns of the future employees, a comprehensive travel survey will be conducted within three months of full occupancy of the non-residential units that employ more than 20 members of staff within the development.
- 2.11.2 One of the key outputs of the surveys will be the modal split for travel in particular the journey to work by future employees. A list of subjects that will be surveyed have been provided below:
- Name, work location, and gender.
 - Mode of travel, travel distance and travel time.
 - Why they travel by the mode they do, and as appropriate, what measures might help them to switch to a more sustainable travel mode.
- 2.11.3 Once the questionnaires have been completed and the results analysed, the modal split information for the development will be summarised within the Full Travel Plans.

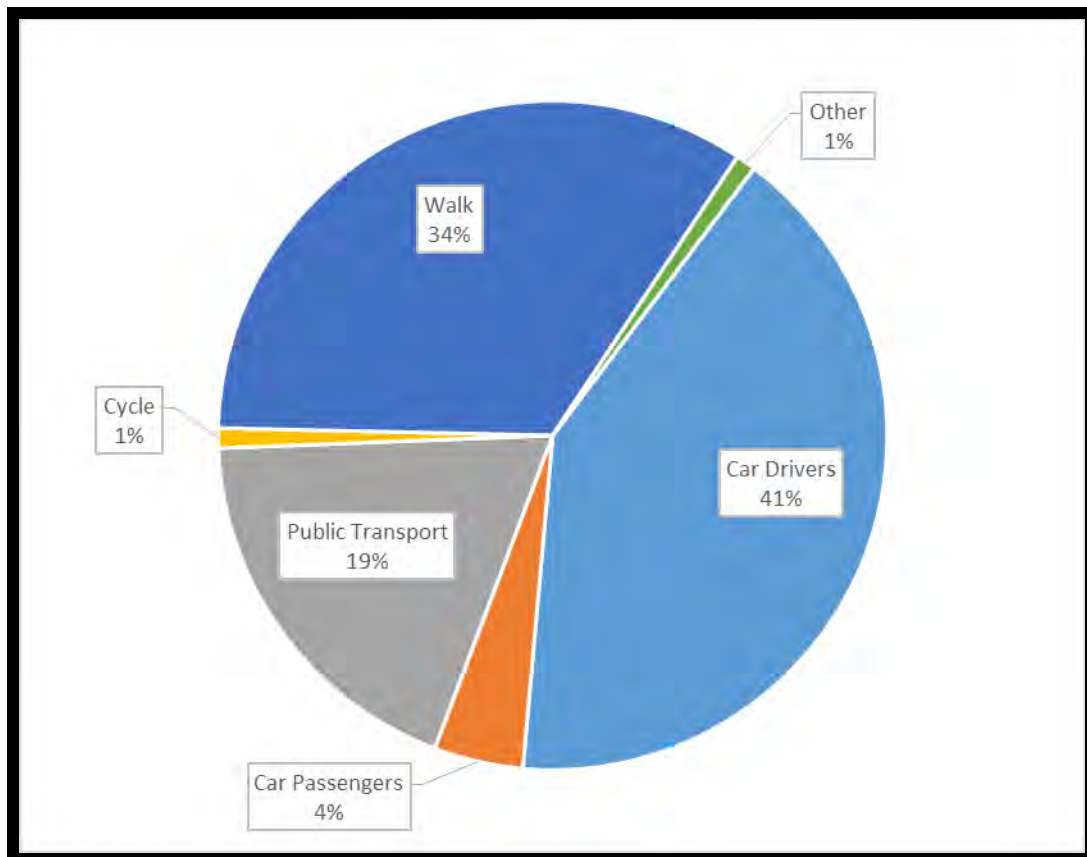
2.12 Census Review and Targets

Census Review

- 2.12.1 The preliminary review of the modal proportions of resident work trips is based on 2011 census data for those that listed their place of work as the Middle Super Output Area of 'Mid Sussex 014' – the area in which the site is located – broken down by method of travel to work (Table WU03EW).

- 2.12.2 It shows the potential travel to work habits of the future employees of the proposed development as well as the basis on which the Travel Plan targets for the non-residential element of the development will be set.
- 2.12.3 The census data shows 61% of work trips are made by private car, either as drivers or passengers, while 8% utilise public transport.
- 2.12.4 The census data also shows 31% of work trips are made by sustainable modes of transport (Walking and Cycling), as would be expected for a Town Centre.
- 2.12.5 The full census results are provided at Figure 6 below.

Figure 6 – 2011 Census Table WU03EW



Source: 2011 Census – Table WU03EW 'Location of Usual Residence and place of work by method of travel to work (MSOA Level)

Targets

- 2.12.6 The Travel Plan targets should be SMART, i.e. Specific, Measurable, Achievable, Realistic and Time-bound.
- 2.12.7 The initial target of the Travel Plan for the residents of the development will be to achieve a modal split of methods of travel to work in line with the average figures at Figure 6 above and to then reduce the proportion of employees travelling to work by single occupancy single purpose private car journeys by 5%, absolute, within five years of the Travel Plan being adopted.

- 2.12.8 The targets of the travel plan will be reviewed yearly, and will take into consideration the modal split established from the yearly travel surveys.
- 2.12.9 Targets for individual mode shares have been set, as shown in Table 3 below, however the minimisation of single occupancy, single purpose, private car journeys, with an associated transfer to *any* non-single occupancy, single purpose car mode of transport (inclusive of car sharing) will contribute towards achieving the main objective of the Travel Plans.

Table 3 – Modal Targets

Mode of Travel	Target – Initial	Target – 5 Years
Car driver alone	55%	50% (-5%)
Car passengers	6%	7% (+1%)
Public transport	8%	9% (+1%)
Cycle	3%	4% (+1%)
Walk	28%	30% (+2%)
Other	1%	1%
Total	100%	100%

3.0 TRAVEL PLAN MEASURES

3.1 Introduction

- 3.1.1 This section of the Travel Plan outlines the management measures that will be utilised to implement the Travel Plan. The developer will be responsible for the production and distribution of the employees travel information pack, which is identified below.
- 3.1.2 All of the measures below will be implemented by a Travel Plan Co-ordinator (TPC), who will be appointed by the developer. The Travel Plan Co-ordinator will act as a site wide Travel Plan Co-ordinator for both the residential and non-residential elements of the site.
- 3.1.3 Each unit that employs over 20 staff members will appoint a 'Travel Plan Champion' with whom the TPC will liaise. The TPC will be allocated sufficient time, resources and management support to perform their role. Details of the TPC will be provided to the relevant persons at West Sussex County Council and to each unit's Travel Plan Champion.
- 3.1.4 The site wide TPC will be provided with a copy of this FTP to encourage research into how to best promote and evolve the Travel Plans over their respective lifetimes.
- 3.1.5 Connect Consultants will act as the interim TPC, up until the appointment of a TPC by the developer shortly prior to first occupation of the site.
- 3.1.6 Should the contact details of the TPC change during the lifetime of the Travel Plan, WSCC will be made aware of the change.
- 3.1.7 The role of the TPC will be active throughout the lifetimes of the Travel Plan.

3.2 Duties

- 3.2.1 As stated, the TPC will be responsible for the operation and implementation of the Travel Plans, which includes the following actions:
- Implementing the Travel Plans.
 - Monitoring the Travel Plans.
 - Liaison with the local highways authority, where appropriate.
 - Liaison with the local bus operators, where appropriate.
 - The preparation of subsequent update Travel Plan reports for submissions to the local highways authority.
 - Collating and responding to information provided by the Travel Plan Champions.

3.3 Measures

- 3.3.1 The Travel Plan measures for the non-residential element of the proposed development are set out below. The measures include the provision of a staff travel information pack for all staff.

Staff Travel Information Pack

3.3.2 Upon commencement of employment, each new employee at the development will be provided with a Staff Travel Information Pack. This pack will contain all the information that will aid individuals in making informed choices on their mode of travel. The pack will include the following:

- A summary page introducing the Travel Plan.
- Copies of local bus timetables and maps.
- Contact details for local taxi companies.
- Promotional material about walking and cycling.
- Promotional material about public transport.
- Promotional material about electric vehicle charging.
- A promotional leaflet about car sharing.
- A list of informative websites which promote sustainable travel.
- Information on personal travel planning options such as the Traveline website.

Walking and Cycling

3.3.3 Walking and cycling will be promoted as healthy and cost efficient methods of transportation. In order to encourage employees to walk and cycle to work the following measures will be implemented: -

- Subject to availability, local cycle and walking maps will be provided in the staff travel information pack.
- The staff travel information pack will include information on the health benefits of walking and cycling.
- Walk to Work Week, Cycle to Work Week and other local and national events will be promoted within the staff travel information pack.
- Inclusion of approximately 75 additional cycle parking spaces as part of the development including Sheffield stands and a cycle hub. The cycle hub will include covered cycle storage, electric bike charging and a cycle repair facility.
- Details of the available cycle storage will be provided within the staff travel information pack.
- Details of electric bike charging.
- The potential to offer cycle maintenance services to employees will be investigated.
- Walking and cycling information contained in the travel information packs will also be displayed in communal areas and notice boards within the development.

Bus

3.3.4 Existing bus services linking the proposed development to key peripheral residential areas will be promoted as part of the implementation of the development. In order to encourage employees to travel by bus the following measures will be implemented:-

- A copy of 'Getting Around West Sussex' public transport map will be provided in the staff travel information pack.
- The staff travel information pack will identify the nearest bus stops and the services that operate from them.
- Timetables, maps and fare information will be provided within the staff travel information pack.
- Public transport information contained in the travel information packs will also be displayed in communal areas and notice boards within the development.

Rail

3.3.5 In order to encourage residents to travel by rail the following measures will be provided:-

- Travel by rail will be promoted by providing rail timetables in the resident welcome pack.
- The staff travel information pack will outline the locations of Burgess Hill Railway Station and Wivelsfield Railway Station and potential routes to the station by walk, cycle and public transport.

Car and Taxi

3.3.6 The implementation of policies that discourage unnecessary vehicle ownership can lead to an increase in sustainable modes of travel.

3.3.7 The following promotional measures will be implemented in order to help promote sustainable travel.

- Information on the regional car share scheme will be provided in the staff travel information pack.
- Information on electric vehicle charging.
- Information on local taxi companies will be provided in the staff travel information pack.
- Taxi information contained in the travel information packs will also be displayed in communal areas and notice boards within the development.

3.4 BREEAM Travel Plan Measures

3.4.1 The BREEAM guidance requires that a specified range measures should be considered, as a minimum, when developing the travel plan. Those measures are set out below, alongside commentary relating to this specific Travel Plan.

BREEAM Travel Plan Measure	Site Specific Commentary
Negotiation with local bus, train or tram companies an increase in the local service provision for the development.	No negotiations have taken place to date, however if needed the client will reach out to the local bus and train companies to review service provision.
Provision of a public transport information system in a publicly accessible area	Bus service information will be provided to staff as part of the welcome pack (Section 4.5 above). A real time information board is proposed at the bus stop on the eastern side of Civic Way. It will be investigated if a public transport notice board could be provided in the public realm courtyard.
Provision of electric recharging stations	10 active electric vehicle charging points will be provided. 25% of spaces will provide passive provision for future use.
Provision of parking priority spaces for car sharers	Car-sharing will be promoted to staff (Section 4.7). Two car club spaces / vehicles will also be promoted. The location of these spaces is yet to be determined.
Consultation with the local authority on the state of the local cycling network and on improvements	Improvements to the local non-car infrastructure have already been provide on Station Road, to the south of the proposed development site. As part of the development, the footway on the east side of Civic Way will also be improved to provide a width of 3.5m with attractive connections into the proposed development site. Improvements to the refuse island crossing on Civic Way to the south of the Lower Church Road crossing are also proposed.
Provision of dedicated and convenient cycle storage	Approximately 75 additional cycle parking spaces are proposed for the commercial elements of the development. These include Sheffield cycle spaces near to the units and a dedicated cycle hub. The hub will provide bike repair facilities and electric bike charging. Level access is provided to the cycle storage.
Provision of cyclists' facilities	Approximately 75 additional cycle parking spaces are proposed for the commercial elements of the development. These include Sheffield cycle spaces near to the units and a dedicated cycle hub.

BREEAM Travel Plan Measure	Site Specific Commentary
	The hub will provide bike repair facilities and electric bike charging. Level access is provided to the cycle storage.
Lighting, landscaping and shelter to create pleasant pedestrian and public transport waiting areas	The development and its landscaping have been designed to create a pleasant environment for pedestrians. A dedicated landscaping scheme has been designed by LDA Design. This includes a range of planting, paving and a central public realm area. Planting is provided near to the Civic Way bus stops to create a pleasant waiting environment.
Restrictions or charging for car parking	The following parking charges are applicable to the existing Market Place car parks. It is envisaged that something similar will apply to the proposed spaces: - 1 Hour: £1.10 2 Hours: £1.60 3 Hours: £2.60 4 Hours: £5.20 10 Hours: £7.50
Pedestrian and cyclist friendly (for all types of user regardless of the level of mobility or visual impairment) with the provision of cycle lanes, safe crossing points, direct routes, appropriate tactile surfaces, good lighting and signposting to other amenities, public transport nodes and adjoining off-site pedestrian and cycle routes	The site has been designed to allow mobility and independence by all users with varying levels and types of disability. Level access is provided to the commercial units and cycle parking. Dedicated crossings including uncontrolled and controlled are provided on Civic Way. These include tactile paving. The scheme has a comprehensive lighting design.
Provision of suitable taxi drop-off or waiting areas.	A 40m taxi drop off bay is proposed to the east of Civic Way.

4.0 PLAN MONITORING AND REVIEW

4.1.1 A programme of monitoring and review has been designed to generate information by which the success of the Plan can be evaluated. Monitoring and review will be the responsibility of the TPC.

4.2 Monitoring

4.2.1 The outputs of an on-going monitoring programme will be used to inform the content of subsequent Travel Plan updates and will include the following:

- Monitoring the use of the cycle parking.
- Monitoring the demand for additional cycle parking.
- Monitoring the number of employees of the development registered with car share groups/websites.
- Monitoring of the number of staff vehicles parked in the customer car park.
- Monitoring of the demand for electric vehicle charging.
- Recording of comments received from employees on transport and travel to the development.

4.3 Process and Review

4.3.1 As mentioned previously, at full occupancy of all non-residential units that employ above 20 members of staff, the TPC will organise travel surveys to assess the initial travel patterns of residents. Targets will be compared to census data at this point and an update-report submitted to WSCC.

4.3.2 An annual monitoring report will be prepared by the TPC and submitted to WSCC, as well as being disseminated to employees of the site. This monitoring report will include the following:

- Analysis of the latest questionnaire responses and traffic surveys.
- The latest targets (existing targets will need evaluation and refinement in light of the updated travel survey results. Success in achieving existing targets will also be considered).
- Any additional measures and any changes or refinements to existing measures.
- Evaluation of the success of the various measures implemented to date.

4.3.3 Should the TP not be meeting its prescribed targets, then remedial measures will be considered, including the extension of the lifetime of the travel plan and an evaluation of existing measures.

5.0 ACTION PLAN

5.1 Introduction

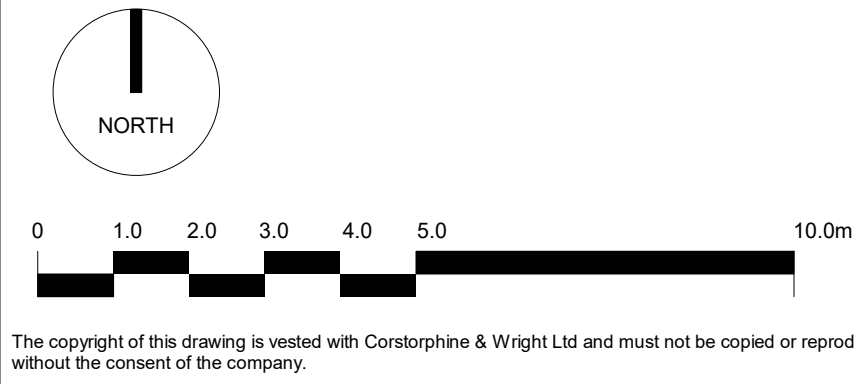
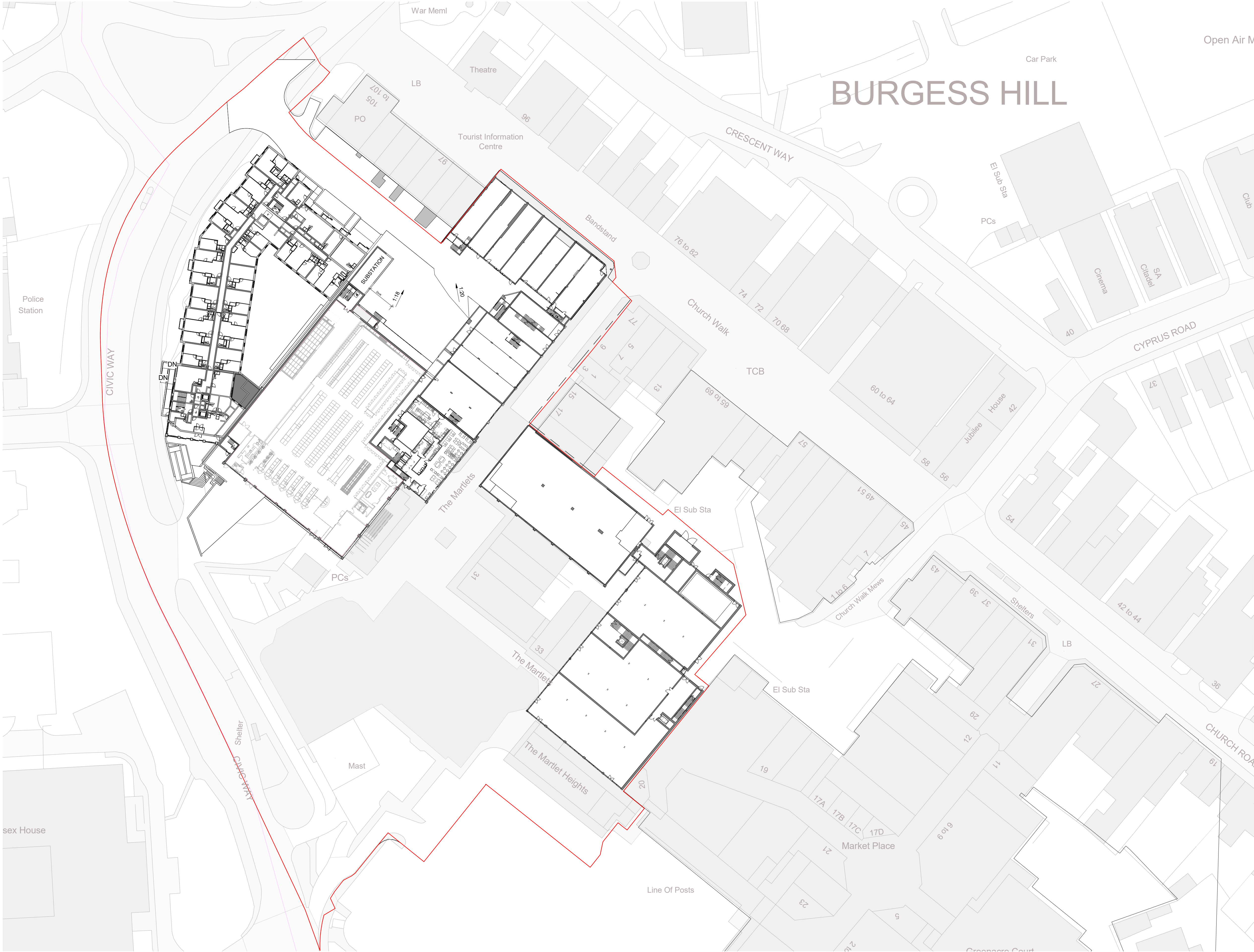
- 5.1.1 This section of the Travel Plan outlines the procedures that will be utilised to implement the Travel Plan. The developer will be responsible for the production and distribution of the material, which is identified at Section 3.0.

5.2 Action Plan

- 5.2.1 A tabular plan setting out the actions required to implement the Travel Plan is provided at Table 4 below.

Table 4 – Action Plan

When	Responsibility	Action
Before Launch of Travel Plan	Developer	Obtain up to date information on local walk routes
	Developer	Obtain up to date information on local cycle routes and cycle maps
	Developer	Obtain up to date information on bus stops, maps, and bus services
	Developer	Obtain up to date information on rail and tram services
	Developer	Obtain up to date information on local taxi services
	Developer	Assemble Travel Information Pack
	Developer	Obtain information on regional and local car share databases
	Developer	Discuss Travel Pack with West Sussex County Council
Prior to Occupation of Site	Developer	Check information remains current in Travel Information Packs
	Developer	Appoint Travel Plan Co-ordinator
Upon Occupation of Units with 20+ staff	Travel Plan Co-ordinator	Distribute Travel Information Packs to Staff
Upon Occupation of Units with 20+ staff	Travel Plan Co-ordinator	Organise Initial Travel Survey within three months
After Initial Travel Surveys	Travel Plan Co-ordinator	Analyse survey data and update Travel Plan targets
Ongoing	Travel Plan Co-ordinator	Carry out ongoing monitoring and reviews
	Travel Plan Co-ordinator	Arrange 1, 3 and 5 year surveys
	Travel Plan Co-ordinator	Analyse survey data, alter targets, alter measures and re-issue travel plan
	Travel Plan Co-ordinator	Consider remedial measures if targets are not met



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P06	Blocks updated	07.05.25	PH	RP
P05	Blocks updated. Site Boundary shown	22.04.25	PH	RP
P04	Service entrance revised. Travelodge dock moved. Block plans updated	14.04.25	PH	RP
P03	B2 & B4 updated.	03.04.25	PH	RP
P02	Existing buildings hatched grey, gradients added to B2 Service Yard.	25.03.27	PH	RP
P01	Initial Issue	25.03.25	PH	RP
Rev.	Description	Date	Drw.	CHK.

Client:
New River REIT

Project:
The Martlets, Burgess Hill

Drawing Title:
GENERAL ARRANGEMENT SITE
PLAN - GROUND FLOOR

Drawing Status:
PRELIMINARY

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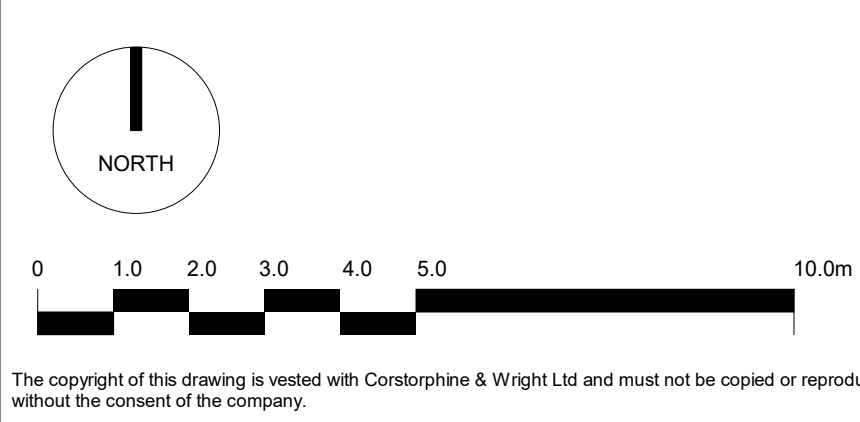
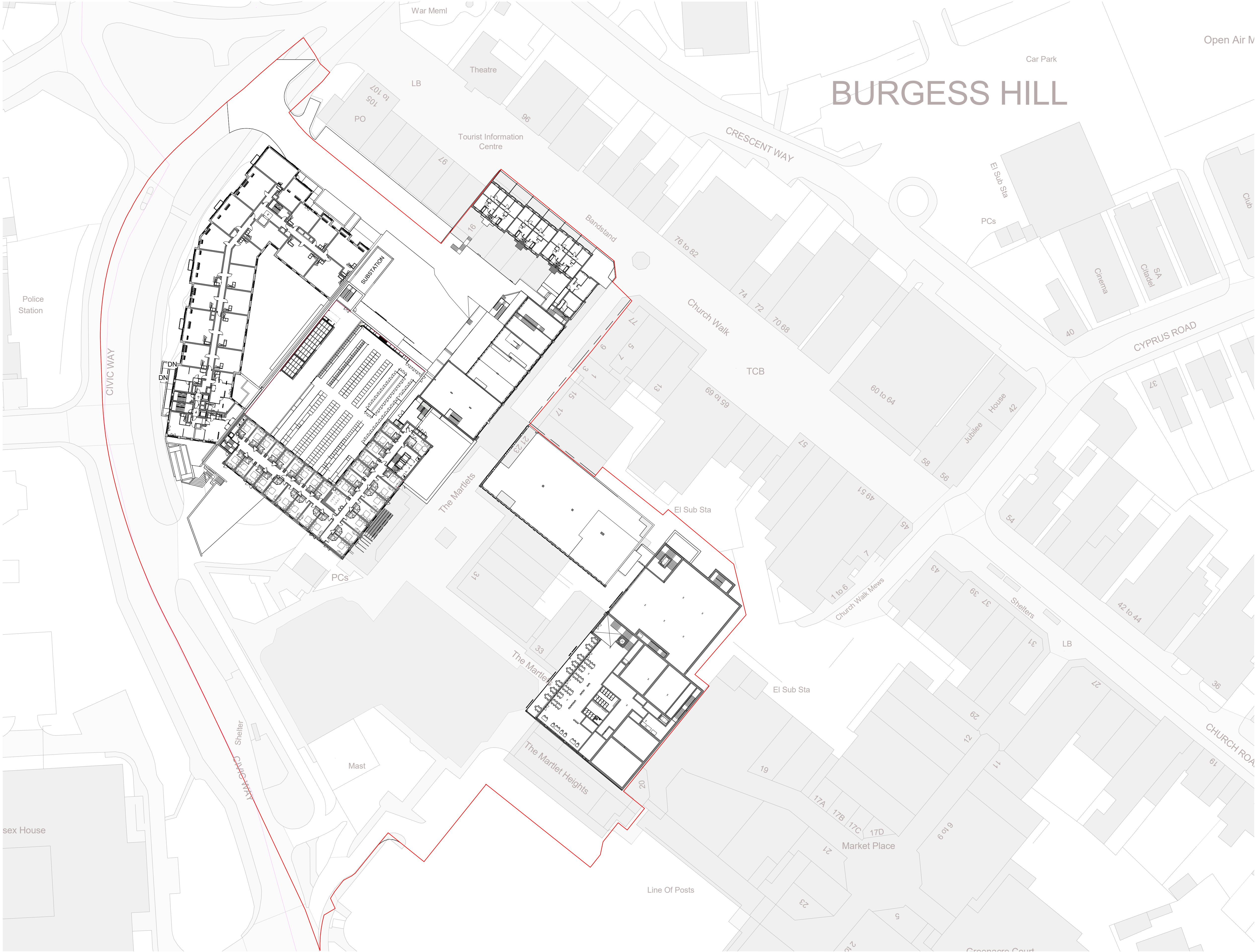
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Project No.	Drawn	Checked	Size	Scale	Date
250180	PH	RP	A1	1 : 500	03/25/25



Revision
P06



P03	Blocks updated	07.05.25	PH	RP
P02	Blocks updated. Site Boundary shown	22.04.25	PH	RP
P01	First Issue	04.04.25	PH	RP
Rev.	Description	Date	Drw.	Chk.

Client:
New River REIT

Project:
The Martlets, Burgess Hill

Drawing Title:
GENERAL ARRANGEMENT SITE
PLAN - LEVEL 02

Drawing Status:
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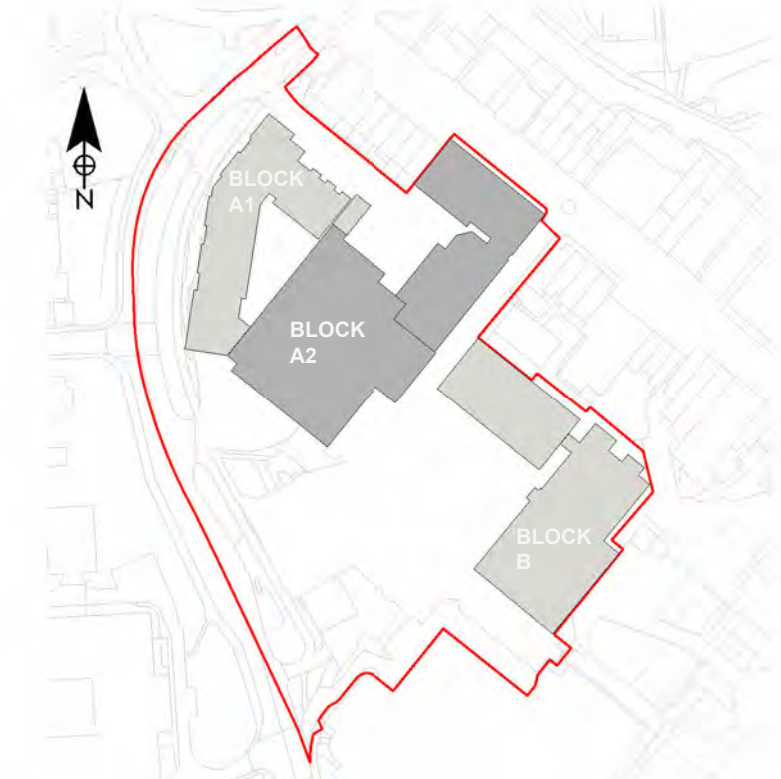
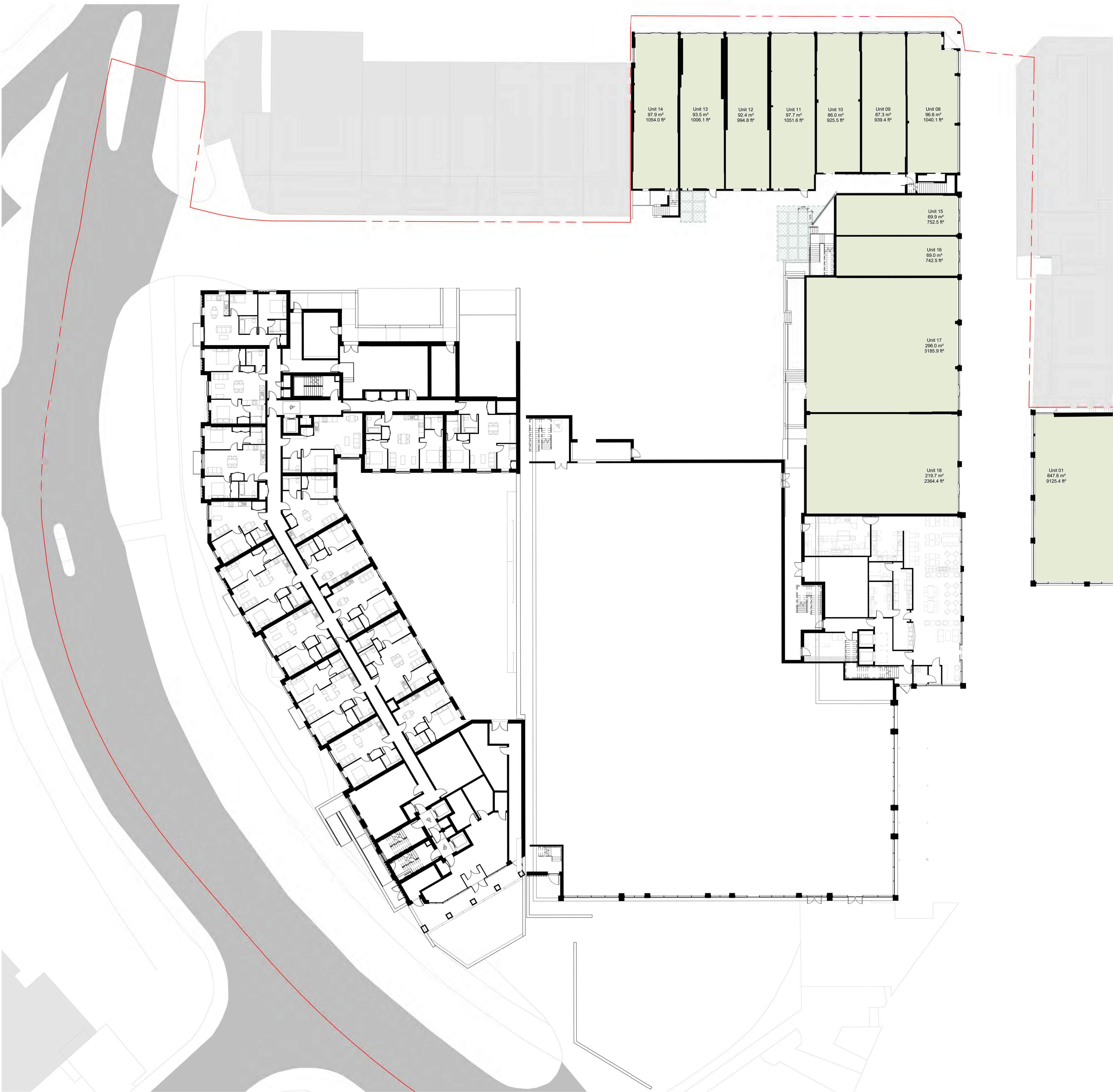
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250180	PH	RP	A1	1 : 500	03/25/25



Revision

P03



Key Plan 01
1 : 2500

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- LEGEND
- S73 Planning Application Boundary
 - Existing building
 - Proposed building
 - Paving type P1
Clay Pavers
to Central Square
 - Paving type P2
Concrete block paving
To primary pedestrian routes
 - Paving type P3
Self bound gravel
to Landscape 'Rooms' within The Common
 - Paving type P4
Resin bound gravel
To The Common park area
 - Paving type P7
Macadam
To Vehicular movement spaces & main car park
 - Paving type P8
Concrete block paving
To crossings and The Common Car Park
 - Paving type P9
Decorative 'Tapestry Paving'
To The Lane
 - Paving type P10
Grasscrete paving system
To The Common Car Park / Sq
 - Paving type P11
Tactile paving
To pedestrian crossings
 - Proposed multistem tree
(For Seasonal Interest)
 - Proposed standard tree
(Native species)
 - Amenity lawn
400mm topsoil
400mm subsoil
 - Planting Type P1
Rain Garden Planting
400mm topsoil
400mm subsoil
 - Planting Type P2
Woodland understorey planting
400mm topsoil
400mm subsoil
 - Planting Type P3
Ornamental Meadow Planting
400mm topsoil
400mm subsoil
 - Proposed species rich native hedgerow
 - Proposed Catenary Lighting
 - Proposed Drop Bollard
 - Proposed natural stone clamber
boulder play on the way feature
 - Proposed bike stands
 - Proposed Litter bin
 - Proposed Timber Seat
 - Proposed Timber Topped Seating Bench
 - Proposed natural stone faced gabion Wall
 - Proposed timber seating steps
 - Proposed Long Outdoor Dining Benches
 - Proposed Lighting Column
 - Proposed Lighting Bollard
 - Proposed Pop Up Power
 - Proposed Public Water Point
 - Proposed Food & Beverage Unit
Outdoor Licensed Area

P01	S73 Application	AD	16.05.2025
REV.	DESCRIPTION	APP.	DATE

LDĀDESIGN

PROJECT TITLE
The Martlets, Burgess Hill

DRAWING TITLE
Landscape Masterplan

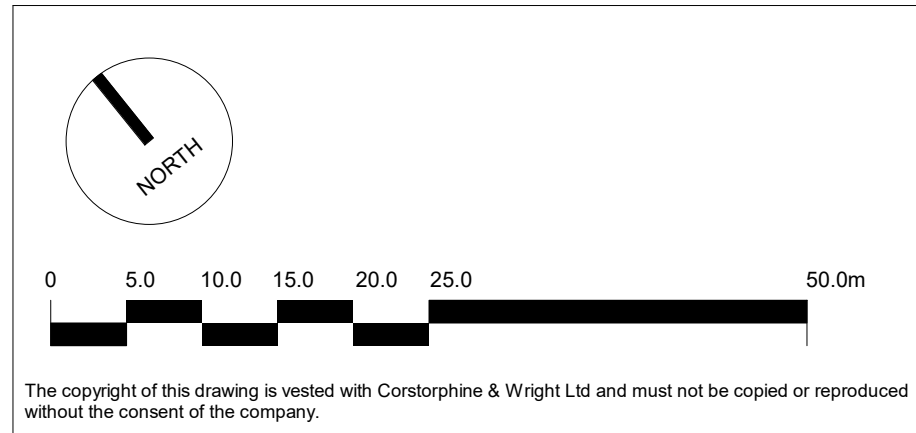
ISSUED BY	Manchester	T: 0161 359 5684	
DATE	25.04.2025	DRAWN	ADA
SCALE@A1	1:500	CHECKED	MNO
STATUS	Planning	APPROVED	JSIM

DWG. NO 10152-LDA-00-XX-M2-LA-1001

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Sources Ordnance Survey



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P01	Preliminary Planning	28.04.25	PH	RP
Rev.	Description	Date	Draw.	Chk.

Client:
New River REIT

Project:
The Martlets, Burgess Hill

Drawing Title:
Block B Level 01

Drawing Status:
PLANNING

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Revision
P01



NORTH

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Client:
New River REIT

Project:
The Martlets, Burgess Hill

Drawing Title:
Block B Level 02

Drawing Status:
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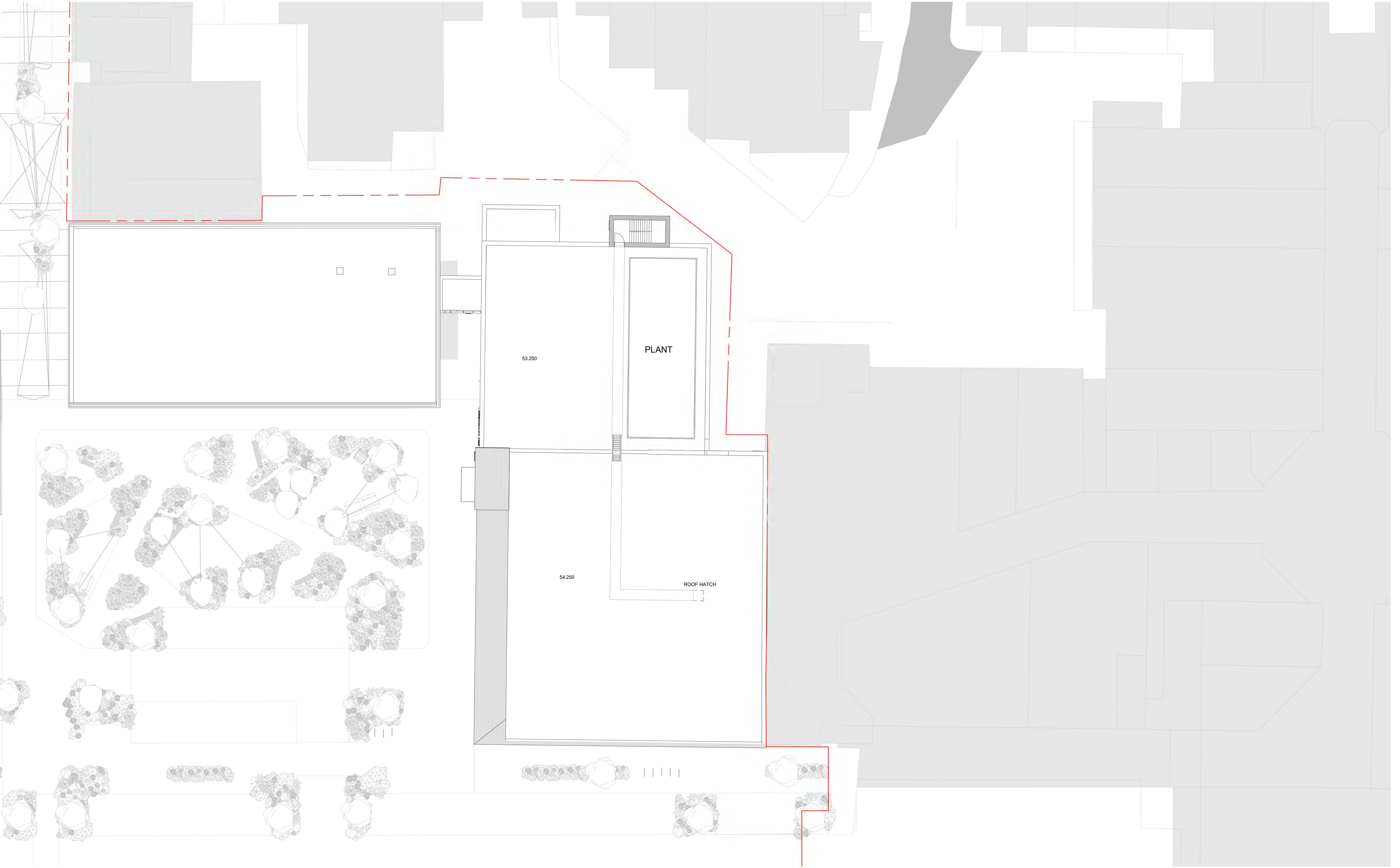
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P01



NORTH

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Client:
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Project:
The Martlets, Burgess Hill

Drawing Title:
Block B Level 03

Drawing Status:
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