



Land at LVS Hassocks, London Road, Sayers Common  
School Travel Plan

Client: Wates Developments and the Licensed Trade  
Charity

i-Transport Ref: DGo/ITS19984-013B

Date: 22 January 2026

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## Quality Management

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## SECTION 1 Introduction

### 1.1 Overview

1.1.1 i-Transport LLP has been appointed by Wates Development and the Licensed Trade Charity to prepare a School Travel Plan (STP) in respect of the proposed development on Land at LVS Hassocks. This STP has been prepared in relation to the replacement of LVS Hassocks SEN (Special Educational Needs) School to the north of its current location, and which is accessed via the B2118, London Road, Sayers Common.

### 1.2 Compliance with Planning Policy DPSC7

1.2.1 The site is a draft allocation in the Submission Draft Mid Sussex District Council Local Plan (2021 – 2039). The site (ref: *DPSC7: Land at LVS Hassocks*) has been identified for the relocation of the existing SEN school and to provide 200 new homes on the site.

1.2.2 The Submission Local Plan identifies the following site-specific transport policies:

- i Demonstrate a coordinated approach and collaboration with other housing allocations in the Plan within Sayers Common to deliver high quality placemaking, which supports the 20-minute neighbourhood principles, with direct enhanced active/ sustainable travel connections, and includes enabling the viability of new public transport services.
- ii Prioritise pedestrian and cycle access throughout the development and integrate and enhance the existing PRow which crosses the site.
- iii Provide any necessary upgrades to the existing access onto B2118.
- iv Provide financial contributions towards the provision of sustainable transport including improvements at Hassocks Station.

1.2.3 The development proposes off-site active travel infrastructure upgrades to the B2218 to ensure sustainable modes of travel are prioritised as well as providing financial contributions in adherence with Policy DPSC7 to support wider sustainable transport initiatives. This will not only benefit the staff / pupils of the development but will also support a coordinated approach with other housing allocations within Sayers Common.

1.2.4 Additionally, in collaboration with the other allocated sites, the applicant will provide a proportionate contribution towards facilitating an off-carriageway cycle route between the B2218 and the A2300, improving off-carriageway cycling between Sayers Common and Burgess Hill, as well as other schemes of improvement identified by the MSDC Transport Study and ongoing work to develop a Infrastructure Delivery Plan. The contributions are to be agreed through a Section 106 Agreement associated with the development proposals.

### 1.3 **Travel Plan Requirement, Role and Scope**

1.3.1 As part of the proposals at LVS Hassocks, it has been agreed with WSCC through pre-application discussions that a School Travel Plan will be produced and be implemented.

1.3.2 Travel Plans are an important management tool and, when implemented as part of a comprehensive transport strategy, an effective Travel Plan can achieve modal shift away from private car use towards more environmentally sustainable forms of travel. Where private car use remains, a Travel Plan can also encourage more sustainable use of this mode through car sharing.

1.3.3 The National Planning Policy Framework (NPPF) and National Planning Practice Guidance (NPPG) both require a Travel Plan to be submitted alongside proposals for developments generating a significant travel demand.

1.3.4 Whilst the SEN school is existing and as part of the proposal is to be re-sited to the north from its current location, in line with policy requirements and to ensure that opportunities for sustainable travel are taken up, this Travel Plan has been produced and will be implemented in association with the submitted planning application.

1.3.5 The primary purpose of this Travel Plan is to identify opportunities for the effective promotion and delivery of sustainable transport initiatives e.g., walking, cycling, public transport and where car use is necessary, to facilitate a switch to electric vehicles or to increase car sharing.

1.3.6 The aim is to reduce the demand for travel by less sustainable modes (i.e. private motor vehicles), and to identify a management strategy to ensure these opportunities are taken up.

1.3.7 The Travel Plan will also correspond with sustainable transport incentives and aims set out in the Residential Travel Plan (*Report ref: ITS19984-009*) and should be read in conjunction with the Transport Assessment (TA) that accompanied the planning application (*Report ref: ITS19984-007*).

## 1.4 Scope of the Travel Plan

1.4.1 The Travel Plan has been prepared in line with national and local guidance and is structured as follows:

- **Section 2** – Relevant Transport Policy
- **Section 3** – Context and Site Assessment
- **Section 4** – Aims and Objectives
- **Section 5** – Travel Plan Targets
- **Section 6** – Travel Plan Measures
- **Section 7** – Travel Plan Management
- **Section 8** – Monitoring and Review
- **Section 9** – Action Plan

## SECTION 2 Relevant Transport Policy

### 2.1 National Policy

2.1.1 The NPPF (updated in December 2024) sets out the relevant policy background for the development of Travel Plans.

2.1.2 Section 9 of the NPPF outlines that development proposals prioritise and promote sustainable modes of transport (taking account of the type of development and its location). A key tool to facilitate this will be a Travel Plan; Paragraph 118 of the NPPF sets out that all developments which generate significant amounts of movement are required to provide a Travel Plan. Sustainable travel objectives include the need to reduce the use of the private car (particularly for single occupancy journeys) and measures to promote walking, cycling and public transport use as alternatives to private car journeys.

2.1.3 The web-based National Planning Practice Guidance (NPPG), which was released on 6 March 2014, brings together planning guidance for England across all disciplines in an accessible way. It also provides a clear link between guidance and the aims and objectives of the NPPF. The NPPG sets out the importance and requirements for Travel Plans and states:

***“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.”***

### 2.2 Local Policy

#### West Sussex County Council (WSCC)

2.2.1 The WSCC Local Transport Plan 4 was published in April 2022 and sets out a long-term strategy and implementation plan for making improvements to the transport system throughout the county over the next 20 years.

2.2.2 The strategy is to provide improvements to the transport system to tackle the identified transport issues as and when funding becomes available. To ensure that the regeneration aspirations of the plan are delivered, and the identified transport issues are addressed, they will ensure that all new schemes and developments contribute, and support, in some way to the following:

- ***Increasing use of sustainable modes of transport***

- **Improving network efficiency in order to improve journey times and air quality**
- **Improving safety for all road users**
- **Facilitating the introduction of on-street electric vehicle charging infrastructure**
- **Improving active travel facilities within existing communities and between towns**

2.2.3 The LTP4 acknowledges that across rural areas within the district there are currently inequalities in communities accessing educational services. While the nature of the education provision at LVS provides constraints to the operation of a standard School Travel Plan, given that the specific travel needs of the pupils cannot be undertaken by active modes of travel / public transport, measures can be focussed on school staff.

2.2.4 This STP has been prepared in accordance with the strategies set out in the Local Transport Plan.

#### **Mid-Sussex District Plan 2014-2031 (March 2018)**

2.2.5 The Mid Sussex District Plan (MSDP) covers the period between 2014 and 2031 and was adopted in March 2018.

2.2.6 Policy DP21 of the Mid Sussex District Local Plan (2014-2031) states:

***“Development which generates significant amounts of movements is supported by a Transport Assessment / Statement and a Travel Plan that is effective and demonstrably deliverable including setting out how schemes will be funded...”***

2.2.7 Policy DP21 also states that the Plan aims to :

***“create sustainable communities, which includes a sustainable local transport network and ease of access to local services and facilities.”***

#### **Mid Sussex District Plan (2021 – 2039) Submission Draft (Regulation)**

2.2.8 Policy DPT1 of the Submission plan requires development to meet a series of objectives in relation to Placemaking and Connectivity. Objective 1 requires that development likely to generate significant amounts of movement and / or have a significant impact on the transport network shall provide a Transport Assessment, Sustainable Travel Strategy and a Travel Plan to identify appropriate mitigation and demonstrate how development will be accompanied by the necessary sustainable infrastructure to support it and to accord with the requirements of the NPPF.

2.2.9 Similarly, Objective 3 requires that developments generating significant amounts of movement must provide a Travel Plan and undertake and report regular monitoring of travel movements by all modes to enable enforcement of agreed travel plan actions and targets.

2.2.10 While the replacement school itself will not generate a significant amount of traffic – indeed, it will replace what is already present – it offers an opportunity to develop a Travel Plan to encourage the uptake of sustainable modes of transport amongst staff consistent with overarching sustainable travel objectives.

#### **Mid Sussex Position Statement (December 2025)**

2.2.11 Principle 5 – Transport requires any developments which create a significant amount of traffic to be supported by a travel plan. Approved developments will be required to undertake and promptly report their monitoring to achieve success of the vision-led approach to spatial planning.

#### **Hurstpierpoint and Sayers Common Neighbourhood Plan**

2.2.12 There are no specific policies within the Neighbourhood Plan in relation School Travel Plans, however, reference is made to use of Travel Plans to support residential development.

### **2.3 Travel Plan Benefits**

2.3.1 A Travel Plan can bring a number of benefits to a new development for future users of the site, as well as the wider community. Benefits are expected to include:

- Improved health and fitness through increased levels of walking and cycling.
- Increased flexibility offered through wider travel choices.
- The social aspects of sharing transport with others.
- Reduced traffic impacts.

### **2.4 Proposed Development**

2.4.1 The site is located in the village of Sayers Common, within the administrative boundary of Mid Sussex, circa 8km west of Burgess Hill. The site is accessed from the B2118 London Road.

2.4.2 Access onto the B2118 London Road will be via a simple priority junction. Further details of the access arrangements are set out in the associated Transport Assessment (*Ref: ITS19984-007*) and in drawing **ITS19984-GA-009D**. The internal development carriageway will provide two-way access to both the residential and LVS Hassocks elements of the scheme.

2.4.3 At the site access, 2.0m footways will provide a pedestrian connection onto existing footways along the B2118 London Road alongside dropped kerbs and tactile paving.

- 2.4.4 The internal layout of the site has been designed to encourage low vehicle speeds to promote and facilitate cycling within the site.
- 2.4.5 A number of off-site improvements are included as part of the development proposal to facilitate increased walking and cycling alongside the improvement of bus stops. The off-site improvements are set out in Section 5 and on drawing **ITS19984-GA-034A**.
- 2.4.6 The replacement LVS Hassocks School will provide a car park within the site layout which will include a taxi dropping off facility for pupils, therefore removing the requirement for taxis to queue along the bridleway as occurs at present. This will result in the reduction of vehicular movements along the bridleway's length, making the bridleway more attractive for walking and cycling uses.

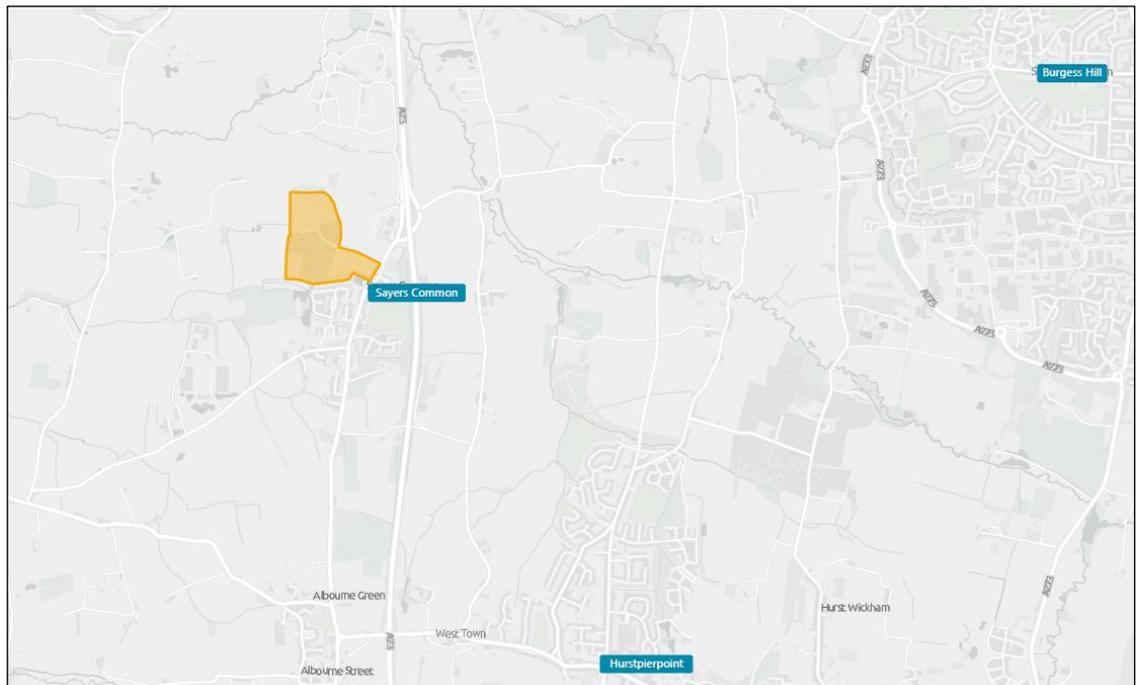
## SECTION 3 Context and Site Assessment

3.1 This section provides an overview of existing transport conditions including the provision for walking, cycling and public transport and the existing characteristics of the local highway network. An assessment of the development proposals and proposed operation of the school is provided.

### 3.2 Site Location

3.2.1 LVS Hassocks is located to the northwest of Sayers Common off the B2118 London Road. The location of the land the school is situated on is illustrated below in **Image 3.1**. The proposal seeks to relocate the school to the north within the site's boundary.

**Image 3.1: Site Location Plan**



### 3.3 School Operation

#### Site Access Arrangement and Staff and Visitor Parking

3.3.1 As part of the wider development, the existing vehicular access which serves LVS Hassocks will be relocated further north on the B2118, London Road and retain its simple priority junction form. A spine road will serve LVS Hassocks as well as the residential development of up to 210 dwellings.

3.3.2 Vehicles associated with staff, visitor and pupil travel will all enter and exit the school along the spine road, travel through the development and onto the B2118 London Road via the simple priority junction. The spine road replaces the use of Bridleway 9hU, which currently accommodates the movements as part of the existing operation.

3.3.3 A car park within the school site will be used for staff and visitor parking and accessed by a two-way section of road. The car park layout will provide disabled and EV parking bays. Secure and covered cycle parking will also be provided. The proposed access strategy is shown below at **Image 3.2**.

**Image 3.2: Proposed Access Strategy**



Source: OSP Architecture

### **Pupil Drop Off and Collection**

3.3.4 LVS Hassocks is currently permitted to accommodate up to 100 pupils attend the school. It is understood that the school has peaked at 95 pupils during its operation. The relocation of the school is expected to accommodate the same level of pupils in line with the Department for Education’s threshold on attendees at the site.

- 3.3.5 Children attending the school are dropped off individually. These movements occur one at a time to manage the care needs of the pupils. As part of the current operation, vehicles are held on the existing access road, which also accommodates Bridleway 9hU, until they are called forward to undertake the drop off or collection.
- 3.3.6 The proposed school layout introduces a one-way route around the outside of the car park to be used for vehicles dropping off / collecting pupils, culminating in a drop off point to the south of the school building. The drop off route widens on its approach to the drop off point, to enable vehicles to pass any taxis where the pupil may not yet be ready for collection.
- 3.3.7 The road layout of the school drop off and parking area is shown in **Image 3.3**

**Image 3.3: School Road Layout**



### 3.4 Walking and Cycling Opportunities

#### Walking

- 3.4.1 There are footways along either side of the B2118 that provide the main walking route between the site and Sayers Common. They are street-lit and connect the B2118 with Reeds Lane, Berrylands Lane and Mill Lane.
- 3.4.2 There are walking opportunities from the site into the village centre where Sayers Common Village Shop is located, providing staff with access to everyday facilities whilst at work.

#### Cycling

- 3.4.3 Cycle travel is appropriate on many of the surrounding roads surrounding the site, given the sign posted speed limits and road characteristics.
- 3.4.4 The development proposal seeks to deliver an enhancement to the existing footways north of the site to provide a 3.0m wide shared use footway / cycleway (ref: *ITS19984-GA-034A*) to encourage travel by cycling.
- 3.4.5 The bridleway that serves as the current access road into the site will be retained as part of the development proposals and enhanced through the removal of vehicular traffic. This will create an attractive route for walking and cycling trips.

### 3.5 Public Transport Opportunities

#### Rail

- 3.5.1 The closest railway station to the site is Burgess Hill, located c.6km east of the development. There are 64 cycle storage spaces and 141 car parking spaces, with the station providing frequent services to key destinations including Central London, Brighton and Gatwick Airport.
- 3.5.2 Hassocks Railway Station is located 6.3km south east of the development. The station can be accessed via a 22-minute cycle, with 154 stands and racks for cycle storage at the station. Bus route 273 serves Hassocks railway station with an average journey time of 13-minutes. The station providing frequent services to key destinations including Central London, Brighton, and Gatwick Airport.

### **Bus**

- 3.5.3 The nearest bus stops to the site are located along the B2118. The southbound stop is located adjacent to Sayers Common Village Hall, a 2-minute walk from the site. Northbound services can be accessed from the stop located adjacent to the southeastern corner of the site. Both stops provide a wooden seated shelter with a flagpole and timetabled information.
- 3.5.4 The development proposals seek to upgrade these bus stops to provide border kerbs for ease of access / egress from the bus as well as Real Time Passenger Information (RTPI).

## SECTION 4 Aims, Objectives and Outcomes

### 4.1 Aims

- 4.1.1 The overarching purpose of a Travel Plan is to influence behaviour change towards sustainable modes of travel and active travel, taking account of the opportunities for sustainable travel in the area.
- 4.1.2 In this context, the primary aim is to encourage, support and promote the use of active modes of travel for staff and visitors, such as walking and cycling and to promote car sharing and the use of low emission vehicles.
- 4.1.3 This Travel Plan sets out a sustainable transport strategy for LVS Hassocks. In line with national and local government guidance, the headline aims for the plan will be as follows:
- 1 To reduce the number of single occupancy car journeys to LVS Hassocks amongst staff
  - 2 To improve the take up of sustainable modes of transport, including use of public transport and car sharing amongst staff and visitors.

### 4.2 Objectives

- 4.2.1 This Travel Plan aims to deliver the following objectives:
- 1 Implement a range of measures that will encourage and support the use of more sustainable modes of travel to school, including the school minibus and increased car sharing.
  - 2 Inform staff, parents / guardians, and visitors of the travel options available to them.
  - 3 Monitor the effectiveness of the Travel Plan through regular travel surveys of parents and staff.
  - 4 Ensure that the parking and drop off spaces are efficiently managed in support of the Travel Plan objectives.

### 4.3 Outcomes

- 4.3.1 The anticipated outcomes that will result from the successful delivery of the above objectives include the following:
- Improved travel choices.
  - Less congestion on local roads and new spine road.

- Local environmental improvements from reduced congestion, pollution and noise.
- Individuals benefitting from the social aspects of car sharing with others.

#### 4.4 **Travel Plan Benefits**

4.4.1 A Travel Plan can bring a number of benefits to a development for future users of the site, as well as the wider community. Benefits are expected to include:

- Improved health and fitness through increased walking and cycling.
- Increased flexibility offered through wider travel choices.
- The social aspects of sharing transport with others.
- Reduced local traffic impacts.

## SECTION 5 Targets

### 5.1 Baseline Travel Patterns

5.1.1 For the purpose of this Travel Plan, the baseline travel patterns align with those set out in the accompanying Residential Travel Plan (*Ref: ITS19984-009*). A travel survey in the form of a questionnaire will be distributed amongst staff upon the re-opening of the school and will inform the baseline travel patterns for the Travel Plan's monitoring period.

5.2 The Method of Travel to Work data from the 2011 Census for the *MSOA Mid Sussex 016* has been used to identify the current mode share in the local area to the development.

5.3 Whilst data from the 2021 Census is available, it is acknowledged that this dataset has been impacted by the COVID-19 Pandemic and therefore recorded travel habits at the time of the survey are not representative

5.4 **Table 5.1** summarises the existing methods of travel to work, excluding those who are unemployed and those who work from home.

**Table 5.1: Method of Travel to Work – Mid Sussex 016**

Method of Travel	Proportion of Trips (Census 2011)
Driving a car or van	73%
Train	11%
On foot	6%
Passenger in car or van	5%
Bus, minibus or coach	2%
Bicycle	2%
Motorcycle, scooter or moped	1%
Other method of travel to work	0%
<b>Total</b>	<b>100%</b>

Source Census– MSOA Mid Sussex 016

5.4.1 Therefore, key target of the Travel Plan is to reduce the number of single occupancy vehicular trips generated by the site by 10%. Interim targets have been presented using 2011 Census Travel to Work data.

5.4.2 Prior to the opening of the replacement school, staff and visitor travel surveys will be undertaken at the current school. Results of the travel survey can help inform baseline targets to provide a more reflective target for staff and visitors at LVS Hassocks.

5.4.3 An example of the travel survey that could be sent amongst staff is set out below to ascertain the baseline for target setting is provided below in **Table 5.2**. A simple registration book can be used at reception including a column for 'mode of travel' to capture data for visitors to the site.

**Table 5.2: Staff Main Mode of Travel to Work Survey Example**

How do you usually travel to work? Please select your most frequently used mode of travel.	No	%
Car - not sharing with another person		
Car - sharing with another person		
Walk		
Cycle / Scooter		
Bus		
Taxi		
Train		
<b>Total</b>		

Source: Consultant's Creation

## 5.5 First Phase Targets

5.5.1 In addition to the mode share targets, it is important to identify a number of action targets which will ensure that the Travel Plan is delivered.

5.5.2 The first phase of targets is as follows:

- Appoint Travel Plan Coordinator upon commencement of development of the replacement LVS Hassocks.
- Travel Plan Coordinator to become familiarised with the agreed monitoring process.
- Undertake first phase of monitoring phase after one year of operation.
- Review measures to ensure that they remain appropriate.
- Once agreed with West Sussex County Council, update Travel Plan with any necessary revisions to measures and reissue the Travel Plan.

## 5.6 Targets

5.6.1 A mix of aim and action-based targets have been set and are provided below:

**Target 1 – To reduce single occupancy vehicle trips to / from the school amongst staff**

5.6.2 To reduce the proportion of staff travelling by single occupancy car by 10% from a baseline mode split. This will be finalised once the school has relocated and the baseline travel survey has been completed.

**Target 2 – To promote cycling for shorter journeys to work**

5.6.3 Install cycle parking and offer a cycle to work scheme to encourage staff to cycle to work (within a reasonable distance).

## SECTION 6 Travel Plan Measures

### 6.1 Overview

6.1.1 This Section details the on-site infrastructure and 'soft measures' that will be implemented to support and promote the TP and its targets.

### 6.2 Travel Plan Co-Ordinator

6.2.1 The Headteacher will undertake the role of Travel Plan Co-ordinator (TPC). The TPC will act as the point of contact between WSCC and the school. Contact details will be supplied to WSCC before occupation of the replacement SEN school. Further detail of the TPC role is provided at **Section 7** of this Travel Plan.

### 6.3 Site Infrastructure and Management Measures

#### Cycle Parking Facilities

6.3.1 Secured and sheltered cycle parking is to be provided for staff and visitors to the site. A total of 10 spaces will be provided at the outset, with the availability of parking monitored – when typical usage is at 90% of total capacity (i.e. 9 spaces out of 10 occupied) then additional cycle parking will be introduced within the site to accommodate cycle demand.

#### Car Parking

6.3.2 Parking provision for LVS has been determined based upon the operational requirements of the end users. This includes the provision of 69 car parking spaces on site to accommodate staff parking demand.

6.3.3 Additionally, a one-way looped arrangement is provided around the outside of the car parking area. This is to provide capacity for taxis dropping off and collecting pupils to wait within the confines of the site, replacing the need for the use of Bridleway 9hU to provide for this function.

6.3.4 Parking spaces measure 4.8m x 2.4m and with a 6.0m aisle width to safely accommodate vehicle turning movements.

6.3.5 Electric Vehicle (EV) charging will be provided within the LVS Hassocks site layout, alongside disabled parking bays.

### Drop-Off

- 6.3.6 The parking proposals on-site provides a waiting area / car park for taxis within LVS which will remove existing parking that occurs along the PRoW, enhancing its use for walking, cycling and equestrian trips.
- 6.3.7 Taxis will drop off / collect pupils via the car park removing the previous arrangement of waiting along the bridleway. Drop off and collection will now alleviate any congestion along the highway.

### Walking and Cycling Improvements

- 6.3.8 The residential element of the development will deliver a range of off-site sustainable transport improvements to facilitate and prioritise sustainable transport journeys to and from the site. The improvements are summarised below:

- 1 Provision of RTPI and bus border kerbs at the northbound and southbound bus stops within proximity of the site on the B2118 – illustrated on drawing **ITS19984-GA-034A**.
- 2 Widening of the existing footway on the B2118 north of the site access to the B2118 / Mill Lane Roundabout to provide a 3.0m wide shared use pedestrian / cycle route - illustrated on drawing **ITS19984-GA-034A**.
- 3 Provision of an uncontrolled crossing on the B2118 and a new footway / cycleway on the western section of the B2118 to tie into an existing footway adjacent to the southbound bus stop - illustrated on drawing **ITS19984-GA-034A**.
- 4 Provision of tactile paving at the junction between B2118 / Oakhurst - illustrated on drawing **ITS19984-GA-034A**.

## 6.4 **Soft Measures for Staff**

- 6.4.1 The following measures will be implemented by the school to encourage staff to travel to work by sustainable means.

### Walking and Cycling

- 6.4.2 Information will be made available to staff on walking and cycling routes from LVS Hassocks and the local area.
- 6.4.3 The school provide covered and secure staff cycle storage within the school for staff.
- 6.4.4 A secure area will be provided for staff to store possessions including outdoor wear and cycle equipment such as cycle helmets.

### **Car Sharing**

- 6.4.5 To ensure the most efficient use of cars travelling to the site, staff will be encouraged to car share. Car sharing can have a significant effect on reducing the number of vehicular trips to and from a site and is considered to be one of the more important opportunities available to staff. The Travel Plan Co-ordinator will review staff home postcodes and working hours, identify potential matches, and provide information to staff who may be able to car share.

### **EV Charging and Low Emissions Vehicles**

- 6.4.6 As set out above, the TPC will provide information on the EV charging facilities available within the school car park.

### **Public Transport Initiatives**

- 6.4.7 Information about the local bus services and the walking route and times to the bus stop will be made available to staff.

### **Travel Information Pack**

- 6.4.8 The TPC will put together an electronic travel information pack for distribution to staff containing the information listed above.

### **Local Recruitment**

- 6.4.9 Where feasible and for non-specialist roles, local recruitment will be considered in order to maximise opportunities for sustainable travel.

## **6.5 Soft Measures for Visitors**

- 6.5.1 Measures for visitors will focus on providing information about travel options.
- 6.5.2 A travel information page including information about sustainable travel modes will be added to the school website.
- 6.5.3 The TPC will develop an electronic travel information sheet that can be sent to visitors setting out options for travel to the site.

## **SECTION 7      Travel Plan Management**

### **7.1      Travel Plan Co-ordinator**

7.1.1 The Headteacher will act as the Travel Plan Co-Ordinator (TPC) to manage the implementation of the plan. Contact details will be supplied to WSCC.

7.1.2 The responsibilities of the TPC will include the following:

- Implement the measures set out in Section 6 of this Travel Plan.
- Provide a point of contact for staff in relation to the Travel Plan.
- Carry out marketing and promotion of the Travel Plan as set out in Section 6.
- Organise travel surveys as set out in Section 8.
- Oversee the monitoring and review procedure for the Travel Plan – Section 8.
- Report the results of the progress of the Travel Plan to WSCC as required.

### **7.2      Travel Plan Awareness and Engagement**

7.2.1 The TP will be made available for staff to read. Future engagement will occur through monitoring surveys.

7.2.2 The TPC will engage with WSCC's Travel Plan team as part of the annual review and monitoring process.

## SECTION 8      **Monitoring and Review**

### 8.1      **Overview**

8.1.1      The Travel Plan is a continuous process requiring monitoring, review and revision to ensure it remains relevant. This section sets out the strategy for monitoring and review over a five-year period from first occupation.

### 8.2      **Monitoring**

8.2.1      Monitoring will be undertaken through the distribution of staff travel questionnaire surveys as shown in **Table 5.2**.

8.2.2      The surveys will be undertaken annually as follows:

- Year 1 – Baseline Travel Survey within three months of occupation.
- Year 2 – Staff travel survey to be undertaken.
- Year 3 – Staff travel survey to be undertaken.
- Year 4 – Staff travel survey to be undertaken.
- Year 5 – Final staff travel survey to be undertaken.

### 8.3      **Reporting and Reviewing**

8.3.1      LVS Hassocks will review the progress of the Travel Plan following each survey and will prepare a monitoring report on receipt of the survey results. The monitoring report will compare travel survey data with targets and, if necessary, will identify new targets and measures to ensure the on-going success of the Travel Plan. The monitoring report will be provided to WSCC.

## SECTION 9 Action Plan

- 9.1.1 The Applicant is committed to promoting sustainable travel and endorses this Travel Plan which aims to minimise the use of single occupancy vehicles by staff and visitors at the site.
- 9.1.2 **Table 9.1** summarises the overall Action Plan and identifies the timescales for implementing the measures described in this document and the responsibilities for delivery.

**Table 9.1: Action Plan**

Measures	Summary of Measures	Responsibility	Timescale
<b>Management</b>			
Travel Plan Co-ordinator	Travel Plan Co-ordinator	Headteacher (TPC)	Upon First Commencement
WSCC Liaison / Co-ordination	Liaison with WSCC	Headteacher (TPC)	Ongoing
<b>Site Infrastructure and Management Measures</b>			
Cycle Facilities	Provision of secure and covered cycle parking on site for staff.	Headteacher (TPC)	Prior to occupation of LVS
Disabled Car Parking	Allocate one disabled parking space	During construction phase	Prior to occupation of LVS
Car parks	Provision of additional car parking spaces with new building	During construction phase	Prior to occupation of LVS
Drop Off	Active management of drop off and collections of pupils	Headteacher (TPC) / Management Team	Ongoing from occupation of LVS
<b>Staff Travel Plan Measures</b>			
Walking and Cycling	Provision of walking and cycling information to staff	Headteacher (TPC)	Within 3 months of occupation of LVS and review annually
	Facilities for staff changing and storage of outdoor clothes/equipment	Headteacher (TPC)	Ongoing from occupation of LVS
Public Transport	Information on public transport routes to be made available to staff	Headteacher (TPC)	Within 3 months of occupation of LVS and review annually
Car Sharing	Promote Car Sharing to appropriate staff members	Headteacher (TPC)	Within 3 months of occupation of LVS and review annually
<b>Visitor Travel Plan Measures</b>			

Measures	Summary of Measures	Responsibility	Timescale
Promote sustainable travel options to/from the site on the LVS Hassocks website and update as necessary.		Headteacher (TPC)	Prior to occupation / ongoing
Develop electronic travel information sheets for visitors		Headteacher (TPC)	Ongoing
<b>Off-site Improvements</b>			
Off-site pedestrian / cycle improvements	Walking and cycling infrastructure improvements along B2118, London Road including pedestrian crossings	Developer – as part of wider development	During residential construction phase
Bus stop improvements	Improvements to bus stops in vicinity of site access on B2118, London Road	Developer – as part of wider development	During residential construction phase
<b>Travel Plan Promotion / Marketing</b>			
Travel Plan Promotion	Electronic copies of the Travel Plan available to staff	Headteacher (TPC)	On occupation of LVS and review annually
	Pack of travel info for staff	Headteacher (TPC)	Within 3 months of occupation of LVS and review annually
<b>Monitoring</b>			
Travel Plan Monitoring and Review	Undertake monitoring surveys of staff travel patterns (to be undertaken using questionnaire surveys)	Headteacher (TPC)	Surveys undertaken on a yearly basis
	Prepare a monitoring report considering survey results	Headteacher (TPC)	Within 2 months of undertaking each travel survey
	Report the results of the surveys and the review of the Travel Plan to WSCC as appropriate	Headteacher (TPC)	Annually, to be produced and submitted within 2 months of undertaking each travel survey

## FIGURES



Figure 1: Site Location Plan

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Key

Site Boundary

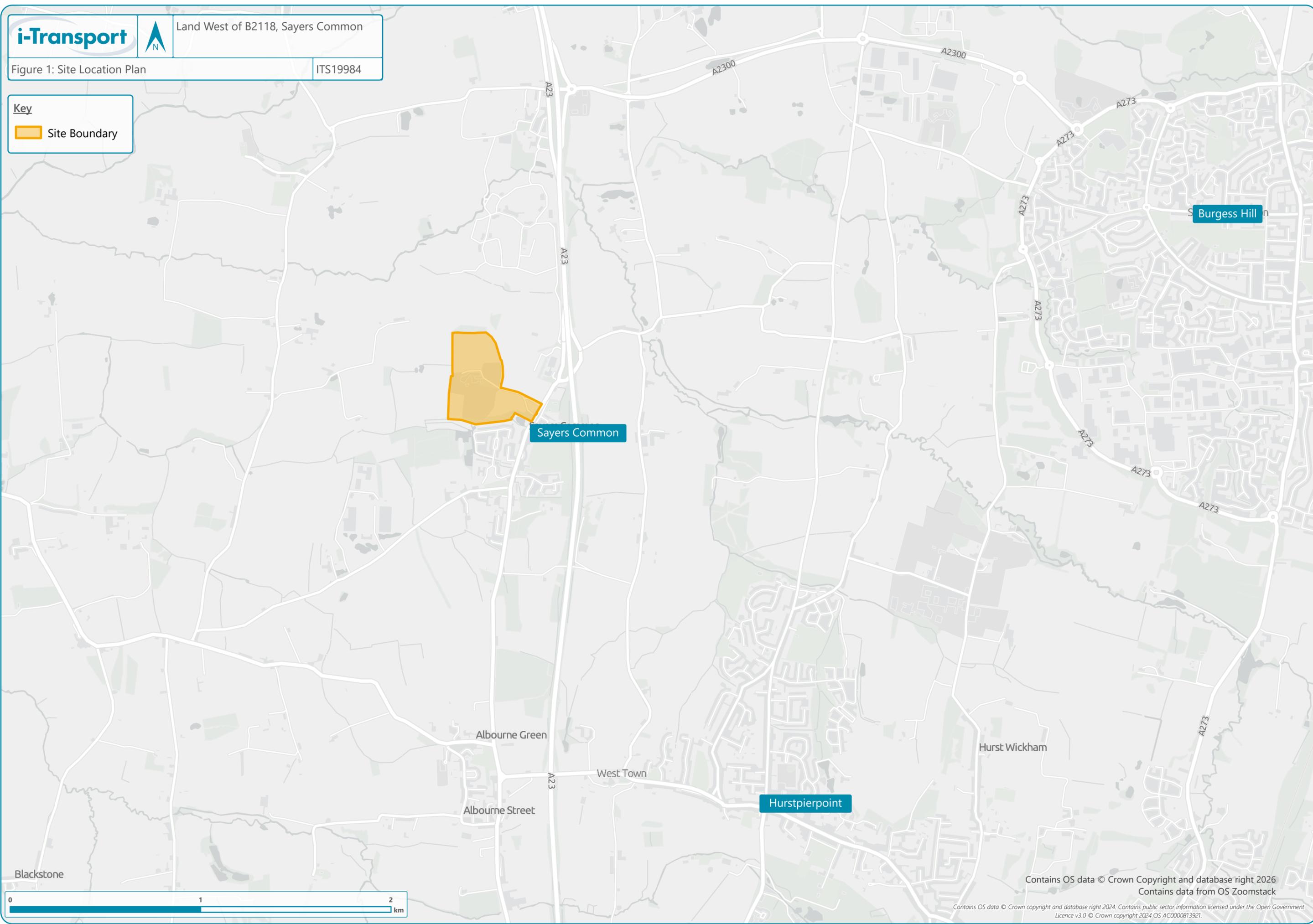


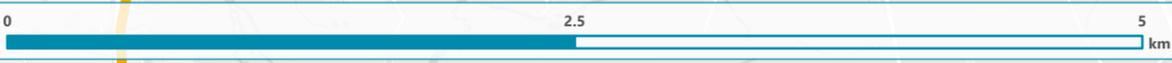
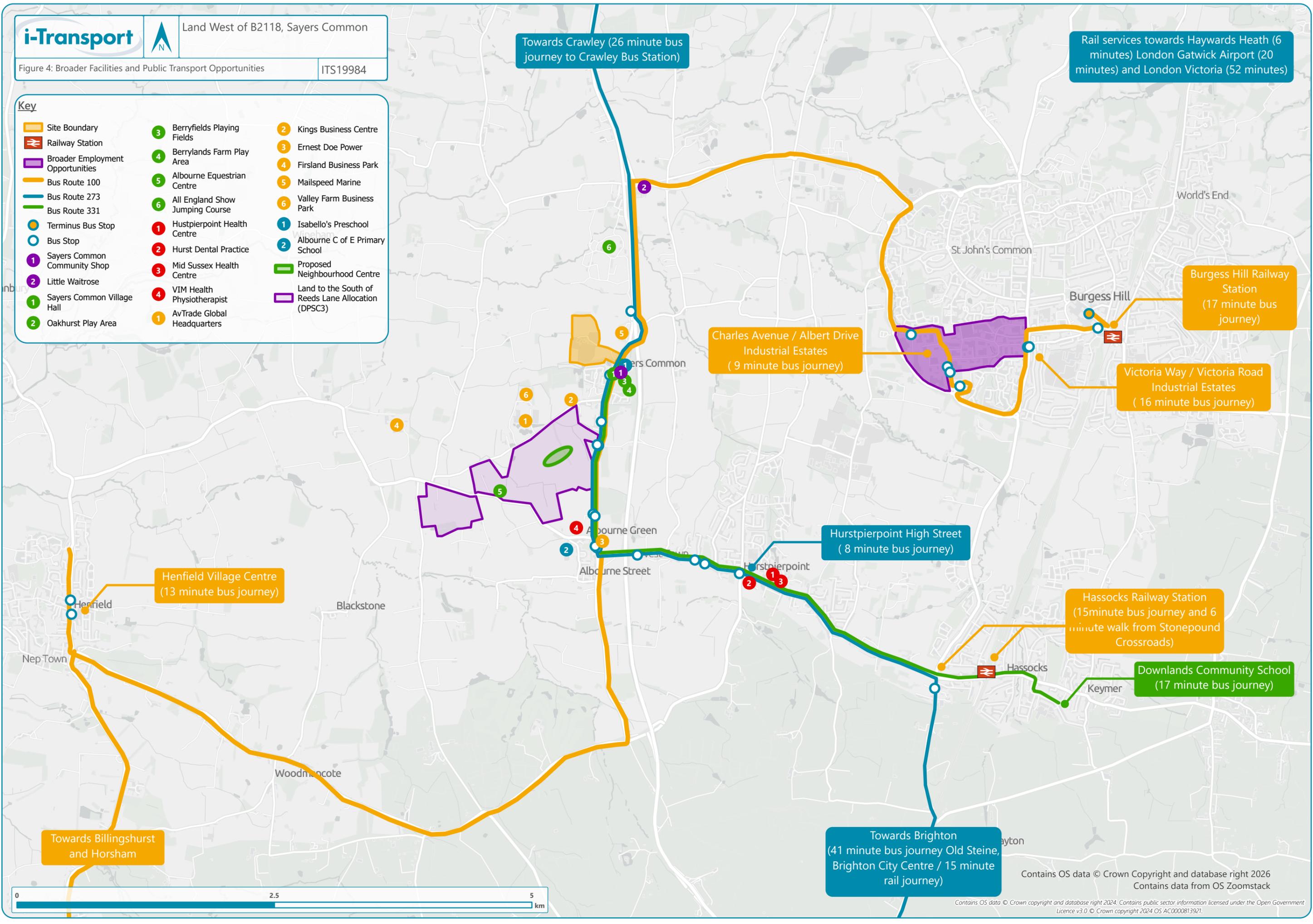


Figure 4: Broader Facilities and Public Transport Opportunities

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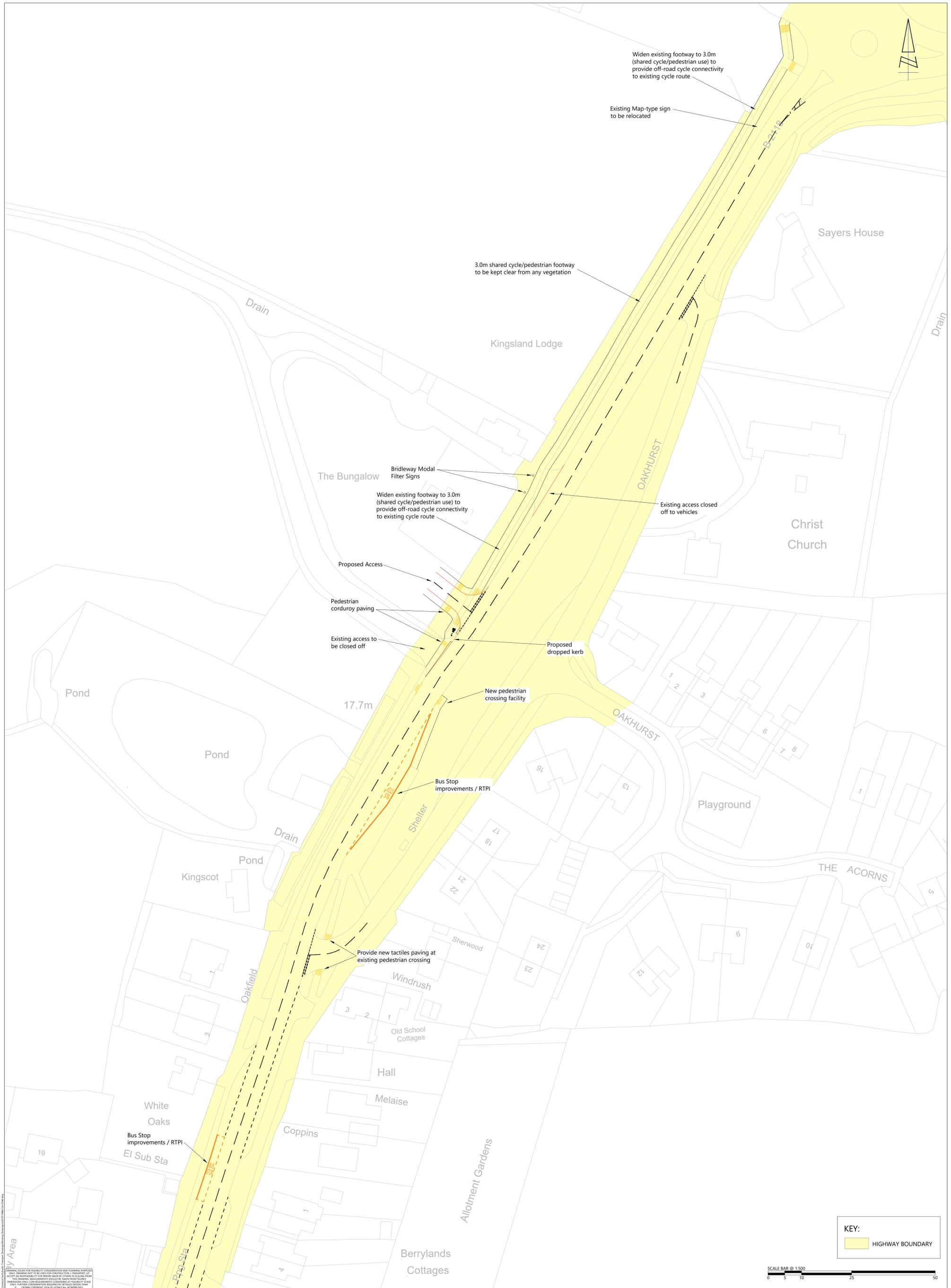
Key

- Site Boundary
- Railway Station
- Broader Employment Opportunities
- Bus Route 100
- Bus Route 273
- Bus Route 331
- Terminus Bus Stop
- Bus Stop
- Sayers Common Community Shop
- Little Waitrose
- Sayers Common Village Hall
- Oakhurst Play Area
- Berryfields Playing Fields
- Berrylands Farm Play Area
- Albourne Equestrian Centre
- All England Show Jumping Course
- Hustpierpoint Health Centre
- Hurst Dental Practice
- Mid Sussex Health Centre
- VIM Health Physiotherapist
- AvTrade Global Headquarters
- Kings Business Centre
- Ernest Doe Power
- Firsland Business Park
- Mailspeed Marine
- Valley Farm Business Park
- Isabello's Preschool
- Albourne C of E Primary School
- Proposed Neighbourhood Centre
- Land to the South of Reeds Lane Allocation (DPSC3)



# DRAWINGS





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REV	DATE	BY	DESCRIPTION	CHK	APP	PROJECT
A	25.11.25	TA	DRAWING UPDATES			

TITLE	CLIENT
OFF-SITE HIGHWAY IMPROVEMENTS	WATES DEVELOPMENTS LIMITED
LAND WEST OF B2118, SAYERS COMMON	

DRAWN	CHECKED	APPROVED
JCB	OT	OT
PROJECT NO:	SCALE @ A1:	DATE:
ITS19984	1500	18.11.25
DRAWING NO:	REV:	
ITS19984-GA-034	A	

SCALE BAR @ 1:500  
 0 5 10 25 50

KEY:  
 HIGHWAY BOUNDARY

