



West Barn, Norton

Transport Statement

i-Transport Ref: ITB200091-002D R

Date: 20 October 2025

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Date: 20 October 2025

i-Transport LLP

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Quality Management

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ITB200091-002B	Issue	02/10/25	LJ	EP
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SECTION 1 Introduction

1.1 Overview

1.1.1 i-Transport have been appointed to provide highways and transport advice in relation to their proposed expansion of the existing employment site located at West Barn, Norton Lane, Chichester to provide a further building for employment use.

1.1.2 The site location is shown in **Image 1.1**.

Image 1.1: Site Location



1.2 Existing Site and Development Proposal

1.2.1 The site has an existing employment use, based in a single building with a gross internal floor area (GIA) of 1,080sqm. It is split into three units, as follows:

- Unit 1: Occupied by Biodot, a research and development (R&D) operation;
- Unit 2: Occupied by five small businesses (office use)
- Unit 3: Provides an office use for a single business.

1.2.2 Existing vehicular access is taken via a private road from Norton Lane leading into a car park with 40 spaces.

1.2.3 The proposal will provide an additional building for employment use, providing 1,080sqm floor area over two floors in a new building replacing the redundant tennis court to the east of the existing building, along with some additional car parking. The proposed building is intended to enable Biodot to remain on site, close to existing staff who have been recruited from the local area. Further detail of the development proposal is given in Section 4.

1.3 Planning History

1.3.1 In October 2014, a planning application for six new low rise, live work studios was submitted to Arun District Council (ADC) (reference: AL/79/14/PL). The site was refused at Appeal, with the main issues being 'the effect of the proposed development on the character and appearance of the area' and 'whether the proposal would constitute sustainable development'. West Sussex County Council (WSCC) Highways raised no highway safety concerns in their consultation response and confirmed that the inclusion of cycle spaces would promote sustainable transport.

1.3.2 Further, in September 2020, a planning application for six new homes was submitted to ADC (reference: AL/70/20/PL). The site was refused at Appeal, with the main issues being 'Whether the proposal would be suitably located, having regard to national and local planning policies, which seek to restrict residential development in the countryside', and 'The effect of the proposal on heritage assets'. However, WSCC's consultation response to the application confirmed no objection to the new dwellings. The response set out that although there is a lack of pedestrian infrastructure, cycling on-road is acceptable and benefits from the flat terrain.

1.3.3 WSCC stated through the consultation responses to these applications that the existing access to Norton Lane does not pose any safety issues, and that visibility is well within the required standards.

1.4 Pre-Application Discussions

1.4.1 WSCC was consulted on the new proposal in April 2025. A transport scoping note was submitted to officers for consideration, with written advice received, along with discussion at a meeting. WSCC's written advice and the meeting minutes are provided in **Appendix A**. Access, sustainability matters and traffic impact were all agreed at the pre-application stage with the main points noted by WSCC being as follows:

- The existing access point is operating safely at present and affords suitable visibility in both directions. No modifications would be warranted for an application of this scale.
- The proposal would result in a negligible increase in vehicular trip generation. There are capacity concerns associated with the proposal.

- Car and cycle parking should be provided in line with ADC's current standard. 9 secure and covered cycle parking spaces and 11 EV parking spaces are required.
- Vehicle tracking for a fire appliance, refuse vehicle and private car should be provided with the planning application.
- The proposals represent options for sustainable travel. A Travel Plan Statement should be submitted alongside the planning application.

1.5 Scope

1.5.1 Against this background this Transport Statement has been prepared to consider the transport aspects of the development proposal. It considers the following matters:

- Transport sustainability – Demonstrating that the site is an existing employment use, attracting existing journeys to work. The proposal will provide further employment space to allow the expansion of an existing on-site business, with appropriate options for non-car mode travel.
- Access – demonstrating that the existing site access is safe and suitable for the development proposal.
- Site design – demonstrating how the site layout meets design standards for car and cycle parking, servicing and emergency vehicle access.
- Traffic impact – identification of the trip generation of the proposal, which will not have a material or noticeable impact on either the operation of the site or the wider highway network.

1.6 Structure

1.6.1 The remainder of this Transport Statement (TS) is structured as follows:

- Section 2: Transport Policy Review.
- Section 3: Existing Conditions and Sustainability.
- Section 4: Development Proposal.
- Section 5: Trip Generation and Traffic Impact.
- Section 6: Summary and Conclusion.

SECTION 2 Transport Policy Review

2.1.1 This section of the TS sets out the policy context for assessment of the development proposal.

2.2 National Policy Context

National Planning Policy Framework (December 2024)

2.2.1 The National Planning Policy Framework (NPPF) published in December 2024 sets out the Government's planning policies for England and how these are expected to be applied. It also constitutes as guidance for local planning authorities and decision makers in drawing up plans and as material considerations in determining applications.

2.2.2 The specific transport policies are contained within Section 9 of the NPPF, and paragraph 115 sets the following 'key tests' in relation to transport and highways matters:

"In assessing sites that may be allocated for development in plans, or specific applications for development, it should be ensured that:

- a) Sustainable transport modes are prioritised taking account of the vision for the site, the type of development and its location;***
- b) Safe and suitable access can be achieved for all users;***
- c) The design of streets, parking areas, other transport elements and the content of associated standards reflects current national guidance, including the National Design Guide and the National Model Design Code; and***
- d) Any significant impacts from the development on transport network (in terms of capacity and congestion), or on highway safety, can be cost effectively mitigated to an acceptable degree through a vision-led approach."***

2.2.3 Paragraph 116 of the NPPF states that:

"Development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network, following mitigation, would be severe, taking into account all reasonable future scenarios."

2.2.4 Development should therefore provide opportunities for sustainable travel; achieve safe access; be designed in accordance with national design guidance and should only be prevented where the residual cumulative impact is '**severe**'. These four key tests are assessed in this TS.

2.3 Local Policy

Adopted Arun Local Plan (July 2018)

2.3.1 ADC adopted its local plan in July 2018. The following Local Plan policies are relevant and have informed the content of this report:

- Policy EMP DM1: Employment Land: Development Management. This policy seeks to support the viability of existing development sites. In relation to transport:
 - Part 6b requires that development proposals do not intensify uses at the site to the detriment of existing public access routes and highways;
 - Part 6d requires that sites are capable of being well served by public transport or otherwise are readily accessible by means other than by private car.
 - Part 6e requires that access arrangements and parking facilities are provided in accordance with the Council's adopted standards.
- Policy T SP1: Transport and Development seeks to support transport and development where proposals are designed to reduce the need to travel by car, give priority to pedestrian and cycle movements, incorporate appropriate parking in line with ADC's standards and are supported by a Transport Assessment and Travel Plan.

Arun District Parking Standards SPD (Update 2022)

2.3.2 Parking standards are given in ADC's Parking Standards SPD (updated 2022). Requirements are as follows, with the standards being a guide for developers to be justified through a site specific assessment:

- For a B1 Business use, parking standards require one vehicle space per 30sqm.
- For cycle parking, one cycle parking space per 150sqm for staff and one per 500sqm for visitors.

EV Parking

2.3.3 WSCC has advised through pre-application discussions that 30% of spaces are to be provided with active EV charging.

SECTION 3 Accessibility

3.1 Policy Context

3.1.1 Planning policy given in the NPPF supports the sustainable growth and expansion of all types of businesses in rural areas including in well-designed new buildings (para. 88). Paragraph 89 further supports this and states:

“Planning policies and decisions should recognise that sites to meet local business and community needs in rural areas may have to be found adjacent to or beyond existing settlements, and in locations that are not well served by public transport. In these circumstances it will be important to ensure that development is sensitive to its surroundings, does not have an unacceptable impact on local roads and exploits any opportunities to make a location more sustainable (for example by improving the scope for access on foot, by cycling or by public transport). The use of previously developed land, and sites that are physically well-related to existing settlements, should be encouraged where suitable opportunities exist.”

3.1.2 Paragraph 115 requires development to ensure that sustainable transport modes are prioritised taking account the Vision for the development, the type of development and the location, however this is in the context of paragraph 110, which notes that opportunities to maximise sustainable transport solutions will vary between urban and rural areas.

3.1.3 Paragraph 116 clarifies that development should only be prevented or refused on highway grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network, following mitigation, would be severe, taking into account all reasonable future scenarios.

3.1.4 The Glossary to the NPPF defines Sustainable Transport as:

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

3.2 Vision

3.2.1 The site has an existing employment use which already attracts journeys to and from the workplace. The proposal is for a new on-site building to allow the expansion of Biodot, one of the existing on-site businesses, by providing additional showroom training space on site and enabling it to remain in the local area.

3.2.2 The expansion of the existing employment use offers the opportunity to expand the sustainable transport provision for the site. Having regard to the rural location, the transport Vision for the site is as follows:

- To encourage non-car modes for staff travel to work where this is feasible through:
 - Local recruitment to facilitate shorter journeys to work.
 - Provision of cycle parking on site to enable cycling to work from the local area and the nearest Rail Station at Barnham.
 - Facilitating sustainable car use including car sharing, consideration of minibus transport from the station and provision of on-site EV charging to encourage greater use of electric vehicles.
- To promote sustainable visitor transport to the site through promotion of shared and EV car use and minibus collections from the station or airport. Biodot has a small fleet of electric cars, along with a minibus that is already used for collecting of customers from Barnham station and will continue to do so.
- To promote the above through a Travel Plan Statement (*see accompanying report reference ITB200091-003*).

3.3 Existing Conditions

3.3.1 The site is accessed via Old Dairy Lane; a private, shared surface cul-de-sac connecting with Norton Lane via a simple priority junction. Besides those living within close proximity to the site, i.e. Norton, it is acknowledged that there are limited opportunities to walk to work. Norton Lane is a quiet lane which acts well as a shared surface.

3.3.2 Whilst there is no specific cycling infrastructure within the vicinity of the site, the topography of the site and surrounding roads, along with the 30/40mph speed limit on Nyton Road means that traffic conditions are conducive to on-carriageway cycling. As set out above, WSCC previously stated that cycling on surrounding roads is appropriate, and it is understood that some existing employees currently cycle to the site.

Bus Travel

3.3.3 The nearest bus stops are located circa 700m south of the site on Nyton Road and are served by Compass Buses (85/85A) which operate five services per day between Chichester and Arundel.

Rail Travel

- 3.3.4 Barnham Rail Station is located circa 4km south of the site and is served by the 85/85A bus as well as being a comfortable 13-minute cycle along Nyton Road and Barnham Road. The station provides 130 car spaces with two accessible spaces and step free access to all platforms. There are also 62 cycle spaces with CCTV provided. A summary of the rail services and frequency is provided in Table 3.1.

Table 3.1: Rail Service Frequency

Destination	Frequency		Average Journey Time
	Peak	Off-peak	
Chichester	5 per hour	4 per hour	7 minutes
Brighton	2 per hour	2 per hour	44-50 minutes
Bognor Regis	4 per hour	4 per hour	7 minutes
Littlehampton	3 per hour	2 per hour	11 minutes
Portsmouth	2 per hour	2 per hour	36 minutes

Source: National Rail

- 3.3.5 There are frequent services to Barnham from destinations further afield. Although the station exceeds a reasonable walking distance, there is the option to travel via bike to / from the station. All trains are served by Southern Rail who permit bikes on all of their trains. For their customers, Biodot offers a station collection service by electric minibus.

Sustainable Vehicle Use

- 3.3.6 The proposal will include 11 no. new EV charging spaces to encourage sustainable car use amongst those staff or visitors who drive to work.
- 3.3.7 Further, Biodot has an electric minibus, used to collect visitors from the Station and transport them to the site. The potential for a staff minibus collection service could also be considered as part of a Travel Plan.
- 3.3.8 The Travel Plan (see below) will also promote car sharing.

3.4 Travel Plan

- 3.4.1 A Travel Plan Statement (TPS) has been prepared to promote sustainable travel amongst employees and visitors at the site, reducing the need for travel by single occupancy private car. This will provide non-car mode travel for local journeys, car sharing and influencing modal choice, as well as the implementation and management of the TPS.

3.4.2 The TPS includes measures that Biodot will introduce to encourage sustainable travel which will include measures such as:

- Minibus operation for visitors arriving by plane and / or rail;
- Secure and covered cycle parking;
- Bus timetables;
- On-site EV charging;
- Set up car sharing database for employees who live in similar locations / along the same routes.

3.4.3 The measures put in place as part of the TPS will also benefit existing staff working on the site.

3.5 **Summary**

3.5.1 In summary:

- The site is an existing employment use, attracting existing journeys to work. The proposal will provide further employment space to allow the expansion of an existing on-site business.
- The NPPF allows for appropriate employment development in rural areas, with opportunities for sustainable travel to be considered in the context of the location and opportunities to enhance the sustainability of the location taken up. It defines sustainable travel to include walking and cycling, ultra-low and zero emission vehicles, car sharing and public transport.
- There are opportunities for staff to travel to work sustainably by cycling (from the local area and station), by shared car use and low emission vehicles, along with shared minibus use to collect visitors from the station. Facilities will be provided on site to facilitate the use of these modes.
- A Travel Plan Statement (*report ref ITB200091-003*) has been submitted alongside this document to include measures to promote the use of non-car modes.

3.5.2 On this basis, the site is an appropriate sustainable location for an extension to the existing employment development.

SECTION 4 Development Proposal

4.1 Overview

- 4.1.1 Biodot provides systems for the manufacture of Point of Care Diagnostic Tests and during Covid were a significant provider in the manufacture of lateral flow tests. Biodot use their current premises for showcasing their range of testing equipment, along with admin, accounts, training and small sundries storage.
- 4.1.2 Biodot wish to expand their existing facility to accommodate showroom space to adequately display and provide training for their expanding core product range including additional space to display for example the new range for Oncology Testing and system for freeze drying of vaccines. They also require space for training in the operation of this new groundbreaking equipment.
- 4.1.3 The proposal provides an additional 1,080sqm floor area over two floors in a new building replacing the redundant tennis court to the east of the existing building, along with some additional car parking. It is intended to enable Biodot to remain on site, close to existing staff who have been recruited from the local area.
- 4.1.4 The proposed building will be predominantly used as showroom space and for training purposes. Customers will come to the showroom for demonstration or training purposes a couple of times per month and are always pre-booked. The expansion of Biodot's premises is expected to require around 5 additional staff. Staff will be recruited locally where possible.
- 4.1.5 The proposal is therefore significantly different to previous residential planning applications on the site (see Section 1) and provides an extension to the existing employment use, enabling an existing business to remain on the site.
- 4.1.6 The proposed use will fall within use class E(g) which includes uses that can be carried out in a residential area without detriment to its amenity including:
- E(g)(i) offices to carry out any operational or administrative functions.
 - E(g)(ii) Research and development of products or processes.
 - E(g)(iii) industrial processes.

4.2 Access

- 4.2.1 Access is via Old Dairy Lane, a private road which forms a simple priority junction from Norton Lane. The private road leads into the site car park. Access will be retained in its current form.

4.2.2 Norton Lane has a 20mph speed limit. Adequate visibility splays of 2.4m x 25m are achievable in both directions from the existing access in line with the requirements of Manual for Streets (MfS) for a 20mph design speed. WSCC has confirmed the acceptability of the access proposal through pre-application discussions.

4.3 Car Parking

4.3.1 The existing site layout is provided at **Appendix B**. The site currently accommodates 32 parking spaces, plus 8 overflow spaces (40 spaces in total).

4.3.2 The proposed site layout is provided at **Appendix C**.

4.3.3 Parking will be provided in accordance with Arun District parking standards which, for a E(g) use, require one vehicle space per 30sqm; which is equivalent to 36 additional car parking spaces for the proposed 1,080sqm building. Two of these are proposed as disabled parking provision and 11 as EV charging spaces. Two spaces are larger spaces to allow for minibus parking.

4.3.4 Parking is therefore proposed in accordance with standards, and although it is unlikely that this amount of parking will be required by Biodot, this provides for the worst-case scenario where an alternative business operates from the proposed building. The proposed level of car parking has been agreed with officers at pre-application stage.

4.3.5 Vehicle tracking has been undertaken for the proposed car park layout and is provided in **Appendix D**. This confirms that all spaces are accessible to a large car and the larger spaces can be accommodated by a minibus.

4.4 Cycle Parking

4.4.1 The site provides cycle parking adjacent to the existing building. A new secure, covered cycle store is proposed north of the proposed new building and will accommodate an additional nine cycle parking spaces (7 long stay and 2 short stay spaces) in line with ADC's standards.

4.5 Servicing

4.5.1 The site is currently accessed by refuse vehicles and small vans that deliver materials and equipment to the site. This is not expected to change with the proposals on the site. Vehicle tracking provided at **Appendix D**, confirms that with the proposal a refuse vehicle can access the bin store, turn within the site and exit in a forward gear. Further vehicle tracking is provided in **Appendix D** for a panel van, again demonstrating that delivery vehicles can access, turn and egress the site in a forward gear.

4.6 **Emergency Vehicle Access**

4.6.1 Tracking for a fire tender is provided in **Appendix D**. This demonstrates that a fire tender can access, manoeuvre and exit the site in a forward gear.

4.7 **Summary**

4.7.1 No change is proposed to the existing site access which meets design standards and is safe and suitable for provided access to the proposed new building. Car parking is proposed in line with parking standards and the new layout is appropriate for the proposed development, allowing for suitable access and turning. EV parking is proposed in line with WSCC's standards and a new secure and covered cycle store is proposed.

4.7.2 The servicing layout is suitable and appropriate for the proposed expansion providing space for service and emergency vehicles to access, turn and exit the site in a forward gear.

SECTION 5 Impact

5.1 Highway Safety

5.1.1 The highway safety record for the site access and Norton Lane has been reviewed using data from the Crashmap website. The site access and Norton Lane have a good highway safety record with no accidents recorded in the most recently available 5-year period. The good highway safety record was confirmed by WSCC during pre-application discussions.

5.1.2 One slight injury accident was recorded at the Norton Lane/Nyton Road junction in April 2023, involving a right turning vehicle from Norton Lane. This was an isolated incident, and no patterns are observed at this junction that would suggest a highway safety concern.

5.2 Trip generation

5.2.1 The proposal is for a new employment building with a E(g) use. No change is proposed to the remainder of the site. The gross floor area of the proposed building is 1,080sqm.

5.2.2 The proposal will enable expansion of an existing on-site business, which expects to employ an additional 5 staff. As a worst case, if all of these staff were to travel by single occupancy car, the proposal could generate an additional five arrivals in the morning peak hour (one additional vehicle every 12 minutes) and five departures in the evening peak hour (one additional vehicle every 12 minutes). Visitor trips are group visits a couple of times per month and are undertaken as shared travel. The proposal would therefore generate a de-minimus number of additional trips, which would not be noticeable on the external network.

5.2.3 A further assessment using the TRICS trip generation database has been undertaken to consider a potential scenario where the building is taken by an alternative occupier. Vehicular trip rates have been obtained from the TRICS database for 'Employment – Business Park' category, with trip rates per 100sqm and resultant trip generation shown in **Table 5.1**. A review of the selected sites within TRICS has been undertaken and the sites are identified as comparable in terms of location characteristics and therefore are in line with paragraph 5.12 of the TRICS Good Practice Guide. The trip rates were agreed with WSCC through pre-application discussions.

Table 5.1: Trip Rates and Traffic Generation

	Morning Peak (0800-0900)			Evening Peak (1700-1800)		
	In	Out	Two-way	In	Out	Two-way
Trip Rate (per 100sqm)	1.019	0.184	1.203	0.282	0.871	1.153
Traffic Generation (1,080sqm)	11	2	13	3	9	12

Source: TRICS

- 5.2.4 The TRICS analysis demonstrates that assessed on a worst-case basis, the expansion of the employment use could generate 12-13 additional two-way vehicle trips during the highway network peak hours, which is equivalent to one additional vehicle every 4-5 minutes. This will not have a material or noticeable impact on either the operation of the site or the wider highway network.

SECTION 6 Summary and Conclusions

- 6.1.1 i-Transport have been appointed to provide highways and transport advice for a planning application for a new commercial building to expand the existing employment site located at West Barn, Norton Lane, Chichester. The proposal will provide an additional on-site building for employment use by Biodot, an existing occupier who requires additional space to provide a showroom for training of clients to use their equipment. The proposal will enable Biodot to remain in the area.
- 6.1.2 Pre-application discussions were held with WSCC on the development proposal. The principles of the development including access, sustainability matters, site layout and the scope of assessment were agreed with officers through these discussions.
- 6.1.3 Transport sustainability matters were a key consideration for the previous residential planning applications on this site. This proposal, which is for a new commercial building to allow for an existing employer to remain in the local area, differs from previous proposals for the following reasons:
- The site is an existing employment use, attracting existing journeys to work. The proposal will provide further employment space to allow the expansion of an existing on-site business.
 - The NPPF allows for appropriate employment development in rural areas, with opportunities for sustainable travel to be considered in the context of the location and opportunities to enhance the sustainability of the location taken up. It defines sustainable travel to include walking and cycling, ultra-low and zero emission vehicles, car sharing and public transport.
 - There are opportunities for staff to travel to work sustainably by cycling, by shared car use and low emission vehicles, along with shared minibus use to collect visitors from the nearby station. Facilities will be provided on site to facilitate the use of these modes.
 - There are good opportunities for employers to influence travel patterns through travel planning measures.
- 6.1.4 The proposal will retain the existing access which is safe and suitable for the proposed use and provide additional car parking in line with parking standards along with cycle and EV parking.

- 6.1.5 Biodot is expected to generate around five additional two-way vehicle trips in the highway network peak hours. A further assessment on a worst-case basis using the TRICS database suggests that a typical employment use could generate around 12-13 two-way vehicles in each of the peak hours (one additional trip every 4-5 minutes). Neither the proposed Biodot use, or the worst-case use of the unit would have a material or noticeable impact on either the operation of the site or the wider highway network.
- 6.1.6 The transport and highways elements of the application are therefore fully acceptable assessed against current local and national policy requirements.

APPENDIX A. WSCC Pre-Application Feedback

**WEST SUSSEX COUNTY COUNCIL
PRE APPLICATION CONSULTATION**

TO:	Organisation: i-Transport FAO: Lucy Jardine
FROM:	WSCC - Highways Authority
DATE:	25 April 2025
LOCATION:	West Barn, Old Dairy Lane, Norton, PO20 3AF
SUBJECT:	Internal Reference: PRE-18-25 New employment building and expansion of existing on-site business.
DATE OF SITE VISIT:	15 April 2025
RECOMMENDATION:	Advice

Context

The LHA has been consulted for pre-application advice for the proposed development at West Barn, Old Dairy Lane, Norton, for a new employment building providing 1,080 sqm of Class E(g) floorspace.

The proposed building represents an extension of an existing business on-site, providing floorspace for showcasing of specialist equipment, as well as training for staff. The LHA understands that the proposed building will require five additional members of staff, and can expect visitors a couple times per month via pre-booked appointments.

The LHA undertook a site visit on Tuesday 15th April, and a subsequent online meeting was held between the LHA and applicant on Thursday 24th April. I refer to your request for pre-application advice and would provide the following site specific comments.

Access and Visibility

The application site will utilise the existing vehicle access point on Norton Lane, a C-classified road subject to a speed restriction of 20 mph. The privately maintained access road, Old Dairy Lane, links the application site to the maintained highway.

Having visited the site, it was observed that Norton Lane is low speed and lightly trafficked. I am satisfied that the existing access point affords suitable visibility in both directions, and that no modifications to the existing access point would be warranted for an application of this scale.

I have inspected collision data provided to WSCC by Sussex Police from a period of the last five years, which reveals no recorded collisions within the vicinity of the existing access point. Therefore, there is no evidence to suggest the existing access point has been operating unsafely, or that the proposals would exacerbate an existing safety concern.

Capacity

As mentioned above, the proposals will require an additional five members of staff, and can expect visitors a couple times per month. This would represent a negligible increase when considering what the wider site currently generates.

For robustness, trip generation data from the TRICS Database has also been included in your Pre-Application Note. The TRICS data indicates that the proposed building/use could generate 12-13 two-way movements during the network peak times. Again, this would not be considered a significant increase in trips, so no capacity concerns would be raised in this regard.

Parking and Turning

Parking provision should be provided in accordance with Arun Parking Standards. As outlined in the Pre-Application Note, 36 car parking spaces are to be provided as per the Arun Parking Standards requirements, so this would be considered an acceptable amount. In addition, nine cycle parking spaces would be required under Arun Parking Standards, and this would need to be demonstrated as being covered and securable.

I note seven of these car parking spaces are to be EV charging spaces – Arun Parking Standards requires 30% of parking spaces to be provided with active EV charging points, so you may wish to increase the EV parking provision to ten EV charging spaces, to align with their policy and promote sustainability.

Regarding turning, the proposed layout appears acceptable and on-site turning appears achievable. Swept path diagrams would be expected at full planning stage, demonstrating that a fire appliance, refuse vehicle and private car can turn on-site. I note that your indicative site plans already provide some swept path tracking, and this appears acceptable.

Sustainability

The proposals do represent options for sustainable travel. There is a bus stop located approximately 500m south of the site on Nyton Road, whilst more regular bus services can be caught from the A29, within walking/cycle distance. Barnham Railway Station is also located within cycle distance of the site.

The Pre-Application Note refers to the use of an electric minibus to collect visitors from the railway station and transport to and from the site, which will reduce the need for private car use.

A Travel Plan Statement will be submitted along with your full application, and I advise that the contents should reflect those included in WSCC's Travel Plan Statement guidance. I include this the guidance at the bottom of this document.

Conclusion

In principle, I see no reason to object on highway safety grounds based on the information submitted at this stage.

The Highway Authority would require the following documents to be submitted as part of any future application:

- A site location plan scale (1:1250) with site boundary indicated
- Schedule of existing uses including planning history with reference numbers
- Description, including site layout plans, of the proposed development and schedule of uses
- A Transport Statement, including location plan of key services, availability of sustainable modes of transport and existing/future vehicular generation
- Reference to supporting national, regional, and local planning documents and policies
- Parking strategy, including provision of parking for all modes of transport
- Relevant data collected to date
- Proposed trip rates supported with TRICS outputs and site selection methodology

I trust you appreciate that any advice given by council officers for pre-application enquiries does not constitute a formal response or decision of the council with regard to the granting of planning permission in the future. Any views or opinions expressed are given in good faith, and to the best of ability, without prejudice to the formal consideration of any application, which will be the subject of public consultation and ultimately decided by the Local Planning Authority.

Kyran Schneider
Planning Services

WSCC Guidance on Travel Plan Statements (Travel Plans for Smaller Businesses and Residential Developments)

Travel Plans are a package of measures and initiatives that encourage more sustainable alternatives to travelling alone by car. Full Travel Plans contain targets to reduce car use and increase the use of sustainable modes by staff, residents, and visitors (modal shift). Travel Plan Statements, for smaller developments, focus on promoting sustainable travel options and, due to the limited number of staff/residents involved, do not require modal shift targets to be set or independently monitored. It is, however, good practice to set modal shift targets and include these in your Travel Plan Statement. Targets should be set according to existing travel patterns and the potential to increase the use of sustainable modes and reduce car use. Conducting a simple travel survey is usually the best way to gather the information you need.

As a **minimum**, a Travel Plan Statements should include the following:

1. Background information about the site (e.g. location, number of employees/dwellings), and the reasons for developing the Travel Plan Statement (e.g. due to parking pressures, access problems, reducing traffic congestion and pollution, compliance with planning condition etc etc).
2. Details of a nominated Travel Plan Co-ordinator, who will be responsible for implementing and promoting the Travel Plan.
3. A commitment to display local public transport timetables and route maps. Further information can be found at www.westsussex.gov.uk/publictransport and on the bus operators own websites. Journey planning websites such as Traveline and nextbuses.mobi should also be promoted via information/welcome packs and company websites. We would also advise developers/employers to contact their local bus operators as they may be able to provide tailored travel information and offer discounted travel. Bus operators may also provide a quantity of 'taster' tickets, which to enable residents/employees to try using local bus services free of charge.
4. A commitment to display plans of local cycle routes/paths. A number of maps and guides can be found at <https://www.westsussex.gov.uk/leisure-recreation-and-community/walking-horse-riding-and-cycling/cycling-routes-and-maps/>. The County Council also has a cycle journey planning facility on its web site, which provides turn-by-turn information for the fastest, quietest, and balanced routes.
5. In addition, Pindar Creative's Travel Plan Mapping Solution is available to West Sussex organisations. The service enables developers, employers, and other organisations to purchase site-specific multi-modal travel maps, notice boards, and interactive PDFs. This service can be used to produce the local travel information for employee induction packs, notice boards, and websites etc. Further details are on our

website: <https://www.westsussex.gov.uk/roads-and-travel/travel-and-public-transport/travelwise-sustainable-transport/travel-plan-resources/#additional-support-tab>

6. A commitment to promoting the health, financial, and environmental benefits of sustainable travel, and to displaying posters that encourage sustainable travel. The County Council has developed a suite of posters, which can be used to promote sustainable and active modes of travel. The artwork is available upon request and may be used free of charge.

National awareness events, such as Bike Week, Catch the Bus Week, European Mobility Week (inc. Car Free Day), Liftshare Week, Walk to School Week etc should be promoted by the TPC.

7. A commitment to promoting car sharing, and the County Council's car sharing web site www.westsussexcarshare.com. A leaflet explaining how the scheme works can be downloaded from the County Council's website and a promotional video is also available: http://www.westsussex.gov.uk/leisure/getting_around_west_sussex/travelwise/west_sussex_car_sharing_scheme.aspx

8. A commitment to conducting a simple Travel Audit to find out:
 - how staff/residents/visitors currently travel to and from the site
 - staff shift patterns
 - how many people live/work in the same postcode area (to assess the potential for car sharing)
 - what facilities already exist on site or will be provided as part of the new development (e.g. showers, bike racks, lockers, motorcycle parking)
 - what facilities are lacking/are needed to encourage more sustainable travel**N.B. For new developments where staff have not yet been employed the Travel Plan Statement should include a commitment to conducting travel surveys within 3 months of occupation. The results of these surveys should be submitted to the Travel Plan Officer at West Sussex County Council in the form of an updated Travel Plan Statement.**

9. A commitment to approaching any neighbouring businesses to inform them of your activities and examine the potential to work together to encourage car sharing and walking/cycling buddy schemes. Residential sites should also create links with local school(s), which will almost certainly have a Travel Plan in operation.

10. Consideration of ways in which deliveries to the site may be reduced (e.g. by placing larger less frequent orders, or in the case of residential sites promoting supermarket home delivery services, on-line banking etc).

11. A commitment to promoting any discounts offered by local bike shops to employment/residential sites where a Travel Plan is in place.

12. For employment sites:

- Consideration of ways in which business mileage might be reduced
- Consideration of purchasing or leasing cleaner vehicles when company vehicles are due for replacement (e.g. LPG/bio-diesel/electric).
- Consideration of the government's Cycle to Work scheme, which enables employees to take advantages of tax and National Insurance breaks when purchasing a new bicycle. Employers that sign up to the scheme also make savings through reduced NI contributions.
- A commitment to promoting WSCC's adult cycle training, and ideally funding places on the course for employees. The training is delivered on a one-to-one basis at a convenient time and location. Course costs are as follows:

Level 1 (beginner – playground/car park based) – 1 hour = £31

Level 2 (road riding) – 1.5 hours = £36

Level 3 (advanced) – 2 hours = £41

Further information is available on our website and courses can be booked online:

<http://www.westsussex.gov.uk/roadsafety>

13. For residential sites:

We would expect to see some sort of travel voucher offering to the initial occupants of the residential units. Vouchers should be worth at least £150 per dwelling and could be exchanged for one of the following:

- a. a season ticket for the local bus service
- b. a rail season ticket or network card
- c. a contribution towards the purchase of a new bicycle and/or equipment
- d. Bikeability training up to 4 members of the household (further details and course costs are available at www.westsussex.gov.uk/roadsafety)
- e. 12 months free membership to any local Car Club (including joining fee)

The provision of one or more public access electric vehicle charging points for visitors should be considered. There are a number of charge points in West Sussex that are part of the Energise Network, and this should also be promoted through the TPS. Further information is available on our web site:

http://www.westsussex.gov.uk/leisure/getting_around_west_sussex/travelwise/electric_vehicle_charging_netw.aspx

Wherever possible, dwellings with garages should be equipped with domestic electrical sockets so as to facilitate the charging of electric vehicles.

Where a Travel Plan Statement is required, the applicant is required to pay a Travel Plan monitoring fee of £1,635

APPENDIX B. Existing Site Layout



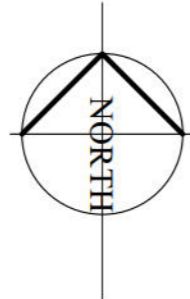
Site Plan
 scale 1:500 @ A3



West Barn, New House Farm
 Norton Lane, Aldingbourne

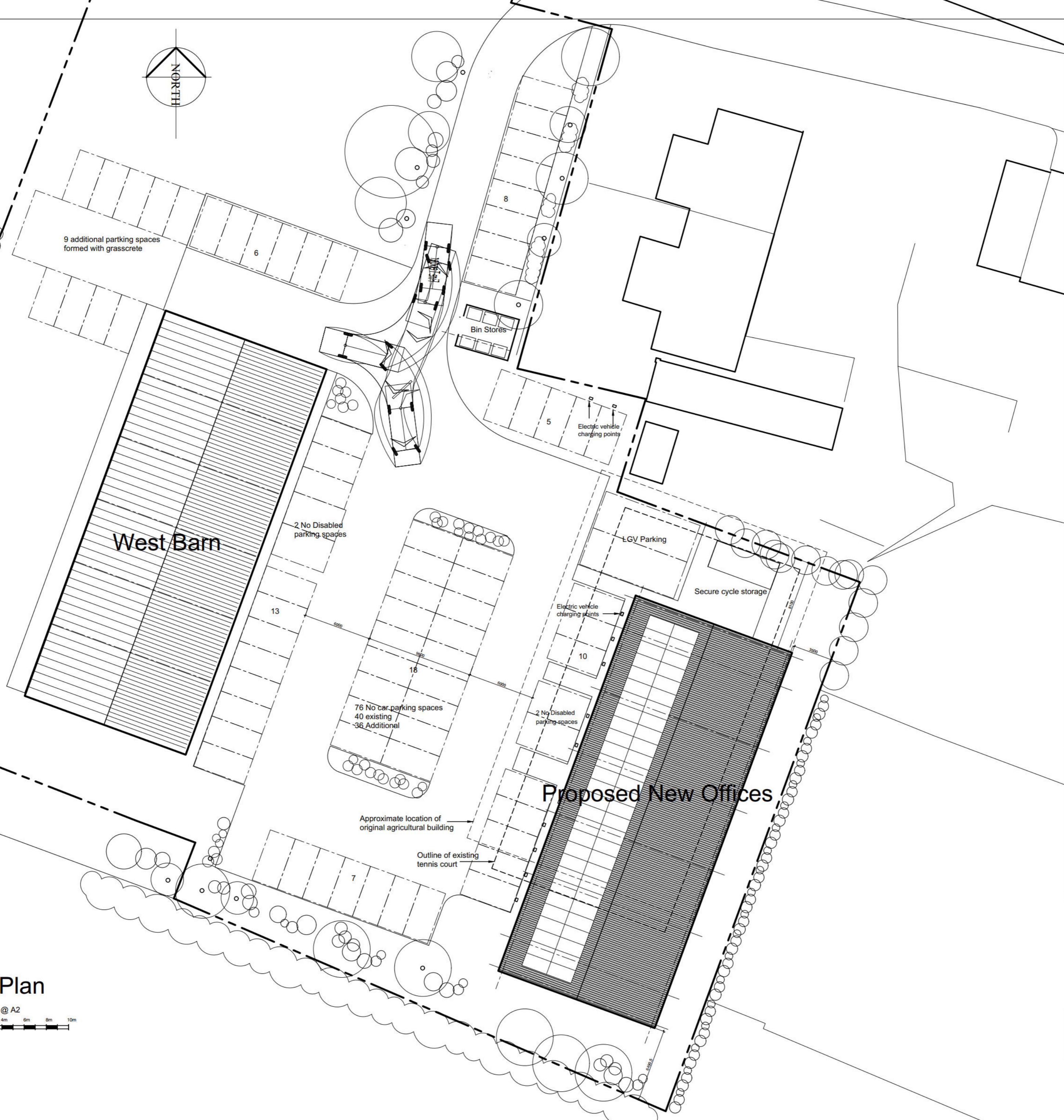
Site Plan
 May 2024 11 / 53 / 20
 scale 1:500@ A3 Rev B

APPENDIX C. Proposed Site Layout



Site Plan

Scale 1:250 @ A2
0m 2m 4m 6m 8m 10m



9 additional parking spaces formed with grasscrete

West Barn

2 No Disabled parking spaces

13

76 No car parking spaces
40 existing
36 Additional

16

Proposed New Offices

Bin Stores

Electric vehicle charging points

LGV Parking

Secure cycle storage

Electric vehicle charging points

10

2 No Disabled parking spaces

Approximate location of original agricultural building

Outline of existing tennis court

Rev C 7/10/25 - Minor amendments
Rev B 3/09/25 - Minor amendments to boundary
Rev A 31/07/25 - PV panels moved from east to west elevation

CLIENT
BioDot

PROJECT
New office building adjacent to
West Barn Norton Lane, Norton, Aldingbourne

DRAWING TITLE
Proposed Site Plan

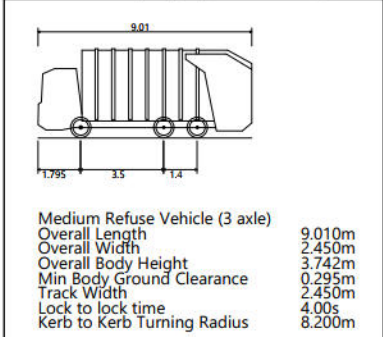
DATE	SCALE	DRAWN BY
Feb 2025	1:250 @ A2	CHECKED BY

JOB NO.	DRAWING NO.	REVISION
25 / 01	03	Rev C

APPENDIX D. Swept Path Drawings

REFUSE VEHICLE ENTRY

REFUSE VEHICLE EXIT



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Tel: 01256 898366
www.i-transport.co.uk

REV	DATE	BY	DESCRIPTION	CHK	APD
A	15.10.25	TA	SITE LAYOUT HAS BEEN UPDATED	U	EP
STATUS: FOR INFORMATION					

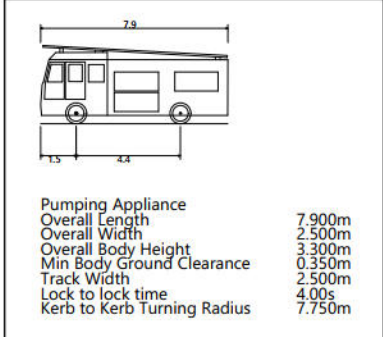
TITLE: SWEPT PATH ANALYSIS - REFUSE VEHICLE	
PROJECT: WEST BARN, NORTON	CLIENT: BIODOT LIMITED

DRAWN: MM	CHECKED: LJ	APPROVED: EP
PROJECT No: ITB200091	SCALE @ A3: 1:250	DATE: 26.08.25
DRAWING No: ITB200091-GA-001		REV: A

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A	15.10.25	TA	SITE LAYOUT HAS BEEN UPDATED	U	EP
STATUS: FOR INFORMATION					

TITLE: SWEPT PATH ANALYSIS - FIRE TENDER	
PROJECT: WEST BARN, NORTON	CLIENT: BIODOT LIMITED

DRAWN: MM	CHECKED: U	APPROVED: EP
PROJECT No: ITB200091	SCALE @ A3: 1:250	DATE: 26.08.25
DRAWING No: ITB200091-GA-002		REV: A

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LARGE PANEL VAN ENTRY



LARGE PANEL VAN EXIT



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Large Panel Van
 Overall Length 6.961m
 Overall Width 1.993m
 Overall Body Height 2.544m
 Min Body Ground Clearance 0.316m
 Track Width 1.865m
 Lock to lock time 4.00s
 Kerb to Kerb Turning Radius 7.400m

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REV	DATE	BY	DESCRIPTION	CHK	APD
A	15.10.25	TA	SITE LAYOUT HAS BEEN UPDATED	U	EP
STATUS: FOR INFORMATION					

TITLE: SWEPT PATH ANALYSIS - LARGE PANEL VAN	
PROJECT: WEST BARN, NORTON	CLIENT: BIODOT LIMITED

DRAWN: MM	CHECKED: LJ	APPROVED: EP
PROJECT No: ITB200091	SCALE @ A3: 1:250	DATE: 26.08.25
DRAWING No: ITB200091-GA-003		REV: A

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